

RIIA BOARD MEETING MINUTES
January 23, 2012
All Saints Center on Raft Island

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Board Attending: Rich Swenson, President, Charlotte Crain, VP, Anne Scea, Treasurer, Sarah Brown, Secretary, Trustees: Dave Paly, Dawn Stanton, Judd Morris, Trish Burnett and John Rosendahl. **Absent:** RJ West, Trustee

Members Attending: Mike Hirko, Bob McCoy, Tom Straub, Doug Van Doren, Gary Goodman, Gabrielle Gibbert,

The meeting was called to order by President, Rich Swenson. All those attending introduced themselves.

Approval of November, 2011 Minutes: The minutes were approved as read.

Approval of December 12, 2011 Minutes of Special Meeting: The minutes were approved as read.

Request to Add Agenda Items: Judd Morris, Board member, asked that we revisit our selection of Project Manager/RIIA Board Liaison which was discussed at the end of the December Special Meeting. He would like to see a more formal process and vote for that position. We will discuss later in the meeting.

Member's Request to Address Board: None

Treasurer's Report: Treasurer, Anne Scea, emailed four treasurer's reports (reports attached) to Board members on January 1/14/12. A discussion followed about the allocation of dues and bridge assessments paid monthly by those members using payment plans. We will ask Island Manager, Juanita Carbough, how she has been recording allocations and how we should best make the allocations going forward.

Investment Committee Report: Mike Hirko, Investment Committee Chair, emailed the committee report (report attached) to board members on 1/14/12. He reviewed the reports with the Board including figures for our annual return on investment. He discussed reallocation of Bridge Replacement funds in the various investment types to best suit our needs going forward. He also asked the Board to consider cost estimates for each of the remaining phases of the bridge project. However, it may be too early in the process for such cost estimates. The reallocations presented were moved, seconded and passed as recommended.

Managers Report: Island Manager was not present but she emailed her December Report to Board members on 1/11/12. Discussion held of Island member who has requested a payment plan to pay the total over the next 12 months instead of by the

end of the fiscal year. The Board decided we need to follow our payment policy in all cases. We will ask Juanita to file liens and/or late charges according to the policy, but to explain the reason for our action to the Island member. We decided to investigate the current cost of filing a lien (without using an attorney) and will lower the lien fee if appropriate.

Committee Reports:

Parks and Recreation: Tennis Court has been cleaned – thanks to Tom Straub. We will discuss the removal of unsafe trees later.

Roads: No report

Security: No report

Communication: A discussion commenced about the release of Board meeting minutes. Mike Hirko asked if minutes could be put on the website earlier -- prior to being approved. This would be helpful for communication with the community and in planning for the next meeting. The Board concluded that because of possible errors in the minutes, it would be best to post only those which are approved. We do need more dissemination of news, however, and will ask our Newsletter editor to start the process for the next edition.

Dave Paly brought up the subject of a formal document with All Saints re their assessment agreement with RIIA. We currently have a verbal agreement but can't locate an agreement in writing. Mike Hirko has previously researched the history of All Saints, including provisions dealing with the resale of their lots. We also should clarify this aspect of our relationship. Rich will try to locate title reports for the lots in question. We tabled this discussion until the next meeting.

Bridge:

Bridge Finance Committee Report: Jim McReynolds, committee chair, was not present. It was reported that a conference call was held between Viking/American West Bank and some members of the Bridge Finance Committee. We were told that a decision from bank underwriters could come as early as later this week. The bank is looking for more information as to the scope and structure of the Baillie contract. It was recommended that meetings be set up with our representatives and the Bank and with Baillie as soon as possible. A possible time for the first meeting would be tomorrow at 6:00.

Bridge Legal Committee Report: RJ West, committee chair, was not present. Discussion was held of a sample contract template from Baillie, the proposed Project Manager along with a report for planning the bridge project from Baseline Engineering, a firm which has been engaged by Viking/American West Bank to prepare a "road map" of the most cost effective process. Baseline included an Org. chart (which needs our review) along with the road map. (A copy of the Baseline report is attached.) John Rosendahl asked if we should consider putting bonuses and penalties for meeting time frames in

our contract. This would have to be discussed later. Mike questioned whether we know if Viking/American West can follow through on their commitments going forward, since they have said they want us to use our funds first. We need more research on the bank. Rich will ask Jim McReynolds to supply.

It was moved and seconded that the Board verify the correctness of the RIIA By-Laws as they are currently posted on our website, as we don't have an original signed copy in our possession. A form was created for this purpose by Barker-Martin. It must be signed by the President and Secretary. The motion carried.

Bridge Engineering and Design Committee Report: Discussion was held on how we will set up our communication structure with Baillie going forward. Baillie has recommended one individual be the liaison. After lengthy discussion, Dave Paly moved and it was seconded that Tom Straub and Doug Van Doren of the Committee be appointed as our representatives. Motion carried. Further discussion centered on how we would handle implementing recommendations of the Project Manager, how subcontractors would be hired and how we would handle changes.

New Business: Discussion was held of pruning or removing dangerous and overhanging trees and limbs on the Island. This work was approved during the last meeting. The work will be done as we have sufficient funds in our Roads budget.

There being no further business, the meeting was adjourned at 8:40 PM.

Respectfully submitted,,
Sarah Brown, Secretary