

+EHHA Board of Directors Meeting
November 18, 2020
Bob Anundson, Secretary

Called to order 4:00pm

Attendees

George Noa
Karen Barrows
Bob Anundson
Gail Anundson
Leif Olsen
Warren Pierce
Jeff Sickler
Doug Davis

All attended through a Zoom session.

Bob Anundson stated a quorum was present and the meeting was called to order at 4:06.

George Noa presented the safety committee report (attached) and pointed out that with he and Karen leaving the committee would be down 2 people and possibly three which would require either in a change the committee charter of the minimum members or the recruitment of more members and one that had Cert training. The board moved any action until the January board meeting.

Bob Anundson reported that the cameras were down and the system requires a complete replacement of the WiFi system connecting the cameras with with the server. I would cost between \$750 to \$850.

Gail Anundson presented the Treasurer Report. George Noa moved to accept and Jeff Warren Pierce seconded. It passed.

George Noa moved to accept the November minutes, Jeff Sickler seconded and the board passed.

Other Committee report

Architecture: See page attached

The rest of the meeting discussed the approach and requirements for a ZOOM annual meeting. Bob and Gail Anundson with prepare a mailing to 14 owners that have not provided an email address.+Bob Anundson will merge supplement documents together and email them to Warren Pierce who will email the membership with the addition of a proxy form and cover letter.

The next meeting will be January 13th commencing at 4PM at 70 Amethyst Dr.

Meeting Adjourned at 4:57 pm

Architectural Committee Actions Report to Board Meeting on Nov.18, 2020

- Lot 100 (151 Amethyst Drive)

Monty and Patti Sampson
151 Amethyst Drive
Sequim, WA 98382

- Submitted sample colors for repainting for AC approval Aug. 15, 2020
- AC approved on August 23, 2020

- Lot 138 (150 Amethyst Drive)

Arlyn and Sue Nelson
150 Amethyst Drive
Sequim, WA 98382

- Submitted plan for deck renovation for AC approval Aug. 25, 2020
- AC approved on August 23, 2020

- Lot 138 (150 Amethyst Drive)

Charles Pugh
211 Amethyst Drive
Sequim, WA 98382

- Submitted plan for attached shed for AC approval Aug. 27, 2020
- AC approved on Sept. 1, 2020

- Lot 59 (171 Emerald Highlands Way)

Michelle Fukunaga
171 Emerald Highlands Way
Sequim, WA 98382

- Submitted new driveway plan for AC approval Aug. 31 & Sept 8, 2020
- AC approved on Sept. 16, 2020
- Revised driveway addition submitted Oct. 14, 2020
- AC approved revised design 10-15-20

Architectural Committee Actions Report to Board Meeting on Nov.18, 2020

- Lot 150 (261 Coral Drive)

John O'Keefe
261 Coral Drive
Sequim, WA 98382

- Submitted sample colors for repainting for AC approval Sept. 5 ,2020
- AC approved on Sept. 9, 2020

- Lot 104 (201 Amethyst Drive)

Wade Clark
201 Amethyst Drive
Sequim, WA 98382

- Submitted antenna request for AC approval Sept. 15 ,2020
- AC approved on Sept. 16, 2020

- Lot 6 (190 Coral Drive)

Alaina Morgan
190 Coral Drive
Sequim, WA 98382

- Submitted sample colors for repainting for AC approval Oct. 14 ,2020
- AC approved on Oct. 15, 2020

To: EHHA Board of Directors:
From: George Noa and Safety Committee
Re: Safety Committee Transition

Dear EHHA Board of Directors,

As you are aware, Karen Barrows and I will be retiring from the Board of EHHA after the upcoming meeting. We will also be leaving the Safety Committee. I am the Chair and Karen is the Vice Chair. A copy of the Org Chart is attached.

Also attached is the Safety Committee Charter which lays out what has to happen in order to maintain this committee. **Any deviation or desire to change these events will require a change to the Charter by the EHHA Board ratified by a vote.**

The Safety Committee itself. As you can see from the Charter verbiage below, The Safety Committee is composed of 6 members. A minimum of 3 is needed to operate, but the committee needs to be filled out to 6 within 60 days. The additions can come from the Committee or be added by the Board. See below:

Consist of at least three (3) to function, with a target of six (6) Central Safety Committee Members and up to as many Safety Committee Support Members as want to serve from the residents, in good standing, of Emerald Highlands. The EHHASC shall nominate and elect a Chairperson, Vice-Chairperson, Secretary, EH CERT Coordinator, EH MYN Coordinator and EH NAP Coordinator from amongst its members. Officers will be elected at the first committee meeting following the annual meeting of the Association. If the total number drops below six and new members are not added by committee action within 60 days to restore membership to a minimum total of six (6), the EHHA Board may appoint members to restore the committee to six.

A meeting needs to be held, after the Annual Meeting of EHHA, during which Safety Committee Officers need to be elected for a term of 1 year. When we closed down the EHCERT 501c3, with Board approval, a commitment was made to our CERT Group that the President of the Safety Committee would be CERT trained or go through training within 60 day. This limits the candidates available, but ensures that he/she understands the needs of CERT. Since this is the largest part of the Safety Committee, it seems appropriate. Also, the Chairperson, in my opinion should be a member of the Board. This is not mandatory, but the Safety Committee is one of the larger line items in the EHHA Annual Budget and the major part of the Emerald Highlands emergency plan. See below:

The EHHASC shall nominate and elect all Central Committee Positions at the first committee meeting immediately following the annual meeting of the members of the Association. A member can hold up to two of the Central Committee Positions simultaneously. All officers shall serve for a one (1) year term which shall expire at the close of the at the close of the first Safety Committee meeting after the annual meeting of the members of the Association in the following year.

The duties and responsibilities of the Chairperson shall be as follows:

- a) Shall designate the time and place of the meeting and call the meeting to order and conduct the meeting.
- b) Act as a liaison between the Board of Directors and the Safety Committee.
- c) Shall preferably be a member if the Board of Directors.
- d) Shall forward all reviewed Committee activities and budget recommendations and to the Board of Directors.
- e) Shall be CERT Trained or complete CERT Training within 90 days of taking office.

The duties and responsibilities of the Vice-chairperson shall be to assist the Chairperson in the performance of his/her duties, and in the event of absence or incapacity of the Chairperson, is empowered to perform all duties and exercise all authority vested in the Chairperson.

Karen Barrows has maintained the EH e-mail/phone list. There needs to be an appointee to take over that effort. It is truly an ongoing battle and needs constant attention. However, it is the best opportunity to communicate with Emerald Highlands in the future.

There also needs to be a Board location where EH CERT docs and Safety Committee docs can be stored. I suggest the Treasurer, but obviously that is up to you. I will drop relevant docs off to Leif. It does not make sense for me to keep them.

I ask that this doc be circulated with the Agenda for the next meeting so that appropriate actions can be taken.

George Noa

Safety Committee Chair

SAFETY COMMITTEE CHARTER

EMERALD HIGHLANDS HOMEOWNERS ASSOCIATION

WHEREAS, it is in the best interest of the homeowners and the Emerald Highlands Homeowners Association to have a Committee to establish and support community security and safety programs: and

WHEREAS, the Board of Directors has identified the need for such a Committee;

NOW THEREFORE LET IT BE RESOLVED, that the Board of Directors of the Association does hereby establish, by this resolution, a Safety Committee as a standing Committee of the Emerald Highlands Homeowners Association.

ARTICLE I

DUTIES AND FUNCTIONS OF THE COMMITTEE

The purpose of the Emerald Highlands Homeowners Association Safety Committee (EHHASC) is to strengthen the Association's participation and support in three critical areas of our community safety: Emerald Highlands Community Emergency Response Team (EH CERT), Emerald Highlands Map Your Neighborhood Program (EH MYN) and Emerald Highlands Neighborhood Awareness Program (EH NAP). In effecting its duties and functions, the EHHASC shall:

- 1) Consist of at least three (3) to function, with a target of six (6) Central Safety Committee Members and up to as many Safety Committee Support Members as want to serve from the residents, in good standing, of Emerald Highlands. The EHHASC shall nominate and elect a Chairperson, Vice-Chairperson, Secretary, EH CERT Coordinator, EH MYN Coordinator and EH NAP Coordinator from amongst its members. Officers will be elected at the first committee meeting following the annual meeting of the Association. If the total number drops below six and new members are not added by committee action within 60 days to restore membership to a minimum total of six (6), the EHHA Board may appoint members to restore the committee to six.
- 2) Prepare a roster showing names, addresses and phone numbers of Central Safety Committee Members of the EHHASC. The Committee shall endeavor to keep the roster current. A copy of the current roster shall be filed with the Board of Directors and be made available to the members of the Association via the Association Web site.
- 3) The names of the elected officers shall be presented to the Board of Directors for final confirmation.
- 4) The EHHASC will work with local law enforcement, fire protection, emergency medical services, disaster management and other local, state and federal agencies to support their efforts and develop strategies and systems to better protect the community. These Programs include, but are not limited to: a) EH CERT – provides a variety of critical needs such as search and rescue, minor fire suppression and first aid that will be required in the event of a disaster from wildfires to catastrophic earthquakes. Fire District #3 trains, manages and provides its teams with basic pieces of equipment, it is the community's responsibility to insure that its CERT has the required financial support, equipment and volunteers it needs to function.

b) EH MYN is designed to improve disaster readiness at the neighborhood level and teaches neighbors to rely on each other during the hours or days before fire, medical, police or utility responders arrive. This program is managed by Fire District #3 and, as with CERT, needs the support of our community resources (both funds and volunteers).

c) EH NAP is created to enhance and further the crime prevention program that was started with the cameras and Neighborhood Watch signs. The City of Sequim is developing its Neighborhood Awareness Program and our plan is to partner with them to heighten crime prevention awareness in Emerald Highlands.

5) Prepare and present to the Board of Directors comprehensive and complete accountings of all committee meetings and budgets to be delivered to the Board of Directors at the next scheduled Board meeting.

6) The Committee shall meet within 30 days prior to the next scheduled Board of Directors meeting with a minimum of two weeks notice; however, in any case shall meet as often as necessary to complete its assigned responsibilities.

7) Committee chairperson or his/her alternate shall attend any Board of Director meeting when warranted.

8) A Committee member shall be considered inactive when, without good cause, fails to attend three (3) consecutive meetings.

9) All Committee members shall act with the best interest of the homeowners and Association in mind.

10) A Safety Committee meeting quorum consists of 3 members.

11) The Committee shall act on a consensus basis. In the case of a tie decision, the issue will be referred to the Board of Directors for resolution.

ARTICLE II

DUTIES AND RESPONSIBILITIES OF OFFICERS

12) The EHHASC shall nominate and elect all Central Committee Positions at the first committee meeting immediately following the annual meeting of the members of the Association. A member can hold up to two of the Central Committee Positions simultaneously. All officers shall serve for a one (1) year term which shall expire at the close of the at the close of the first Safety Committee meeting after the annual meeting of the members of the Association in the following year.

13) The duties and responsibilities of the Chairperson shall be as follows: a) Shall designate the time and place of the meeting and call the meeting to order and conduct the meeting.

b) Act as a liaison between the Board of Directors and the Safety Committee.

c) Shall preferably be a member if the Board of Directors.

d) Shall forward all reviewed Committee activities and budget recommendations and to the Board of Directors.

e) Shall be CERT Trained or complete CERT Training within 90 days of taking office.

14) The duties and responsibilities of the Vice-chairperson shall be to assist the Chairperson in the performance of his/her duties, and in the event of absence or incapacity of the Chairperson, is empowered to perform all duties and exercise all authority vested in the Chairperson.

15) The duties and responsibilities of the Secretary shall be as follows: a) In the absence of the Chairpersons, shall designate the time and place of the meeting and call the meeting to order and conduct the meeting.

b) In the absence of the Chairpersons, shall act as a liaison between the Board of Directors and the Managing Agent when his/her presence is warranted.

c) In the absence of the Chairpersons, be present at the meetings at which a report of activities shall be presented.

d) Take detailed minutes of the meetings to be shared with the Safety Committee and Board of Directors.

16) The duties and responsibilities of the EH CERT Coordinator are as follows: a) Represents CERT and CERT budgetary needs to the Safety Committee through coordination with the CERT Support Members.

b) Coordinates with available community resources (i.e. Fire Department, Police, etc.) to educate the residents of Emerald Highlands about potential disaster and the community's response to them.

c) Recruitment of CERT 9 members.

17) The duties and responsibilities of the EH MYN Coordinator are as follows: a) Designs and integrates MYN into the Safety Committee as appropriate.

b) Represents MYN and MYN budgetary needs to the Safety Committee.

c) Coordinates with community resources (i.e. Fire Department, Police, etc.) to enhance and develop the MYN Program

18) The duties and responsibilities of the EH NAP Coordinator are as follows: a) Designs and integrates the Neighborhood Awareness Program into the Safety Committee.

b) Represents NAP and NAP budgetary needs to the Safety Committee.

c) Coordinates with community resources (i.e. Fire Department, Police, etc.) to enhance and develop the NAP Program

ARTICLE III

GUIDELINES FOR JOINING THE COMMITTEE

19) An Association member in good standing who wishes to serve on the EHHASC shall notify the Board of Directors or the EHHASC either in person, by phone or at a EHHASC or EHHA meeting.

20) The EHHASC shall submit the prospective Committee member's name with a recommendation to the Board of Directors for final approval.

21) All EHHASC committee members serve on a voluntary basis. No member or officer of a standing committee shall receive emolument or profit from their services to the association.

22) Suppliers, contractors, or their family members may not sit on a committee responsible for oversight of their performance. Further, relationships (personal or familial) between EHHASC suppliers and/or contractors and elected or appointed EHHASC representatives is prohibited in order to avoid the potential of a conflict of interest.

Safety Committee, Chair Date

Hereby accepted by the Board of Directors Emerald Highlands Homeowners Association the day of , 2018

Emerald Highlands Homeowners Association, President Date

Your EHHA Safety Committee

Central Safety Committee

