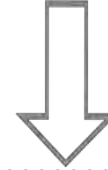




Shelter Bay Office Closures

The office is closed through April or until further notice. Staff are working and can be reached by email or phone.

~ Thank you for your patience ~



Here's what's inside

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Board Action Items.....3

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- Corona Virus
- Payments, Pools & more...

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Skagit County Novel Coronavirus Outbreak (COVID19) Information

If you are an at-risk individual who is on quarantine or isolation, and you find yourself in need of assistance with getting/picking up supplies or food, or knowing where to call to get such resources delivered to you, call the Skagit County Resource Assistance Line at:

360-416-1892 between 10 a.m. & 2 p.m. daily

You can find more local information on the Skagit County Department of Health website:

<https://www.skagitcounty.net/Departments/HealthDiseases/coronavirus.htm>



UPCOMING TOWN MEETINGS IN PREPARATION FOR THE ANNUAL MEMBERSHIP MEETING ON SATURDAY, MAY 16, 2020

The Board of Director's anticipates holding these meetings online with as many participants as the meeting protocol will allow.

Town Meeting – Wednesday, April 8th @ 5:00 p.m.

You're invited to review the Draft FY 2020-2021 Annual Operating and Capital Improvement Projects Budget. Then share your thoughts before the Board approves the Budget at their meeting on April 15th and prior to member ratification at the Annual Membership Meeting.

Town Meeting – Wednesday, April 29th @ 5:00 p.m.

Please take this opportunity to meet the Candidates running to fill the three positions on the Board of Directors. Three members have thrown their hats in the ring to fill the expiring terms, incumbents Ralph Roper and Judi Slajer look to retain their seats and new candidate Jack Galbraith will look for your support in filling the seat being vacated by retiring Board Vice President Roland Miller. The candidates will provide a brief statement and then members will have the opportunity to ask questions.

We will also be providing a **refresher on Voting Electronically.**

SAVE THE DATES

PRESIDENT'S MESSAGE



Corona Virus - Shelter Bay Response

On Friday, March 6th, I made the decision to close the Shelter Bay business office to visiting traffic and to cancel face-to-face meetings. This was done in response to the virus and its risk to our Community Members and staff. It was not a difficult decision considering that 80% of our population of 2,000 is 60 years of age and over. This age group is an at-risk population for Corona Virus. Our gatherings as Members are primarily social events that can easily be deferred. Staff was still present at the office doing what needed to be done to conduct business but closing the office reduced the risk to both Staff and Community Members as the office lobby is a point of congregation, and thus a point of risk of spreading the virus.

After this shutdown decision was communicated to the membership, the office received some calls from concerned members questioning the shutdown decision as being an over-reaction. At this point that concern of an over-reaction certainly does not appear to be the case, we were just a little ahead of the game.

I have to give credit to our Safety Committee for teeing up the decision. The Committee brought forward to the Board of Directors a proposal to prepare the Community response to catastrophic events at the October 2019 Board meeting. The Board agreed with their recommendation and chose to proceed with identifying and planning for the response to catastrophic events. The effort was led by Committee Members Ted Taylor and Brad Reading. They met with Board Members and Manager David Franklin to begin the work of preparation. Ted Taylor had prepared an extensive list to potential disasters like earthquakes, Tsunami, flooding, etc. Included on the list was a pandemic. Planning was commenced focusing on one of the potential risks.

At our February 2020 meeting, the Board passed a Resolution clarifying a chain of command for an emergency response. The Board President was identified as the lead person in the response chain. As that resolution was adopted I was thinking, "I

hope I am not in the saddle when one of these events rears its ugly head". Unfortunately, just 16 days later, the Corona Virus pandemic raised its ugly head. A decision was required to protect both the Members of our Community and our able staff. I view the work of the Safety Committee and our Board as wise and forward thinking to place us in a solid position to respond to this threat.

Our Manager, David Franklin, has set-up telecommunication tools that have allowed the Board and Committees to continue to conduct business. We have been teleconferencing to conduct business and it has been working quite well. The annual budget building process is being conducted allowing Community Members to tune into the teleconferences. The administrative staff have been setup to work from home. I am pleased and amazed as to how well we continue to function under adverse conditions.

I have talked with the newly elected Swinomish Tribal Chairman, Steve Edwards, to discuss cooperation at this critical time. He agreed to provide support and his staff has been forwarding State and County reports concerning the pandemic. In those reports it was identified that a member of our community was infected with the virus and is self-quarantined at home.

I have also talked with La Conner Mayor Ramon Hayes about our current crisis. In those discussions I pledged to the Mayor that I would encourage our Community Members to support our local restaurants in this time of serious need. We have all enjoyed the availability of a wide variety of restaurants in La Conner in good times. I encourage you all to support our local restaurants with takeout service as well as the Pioneer Market and La Conner Drug Store to assure their survival during this period of distress.

These are not easy times for sure. But I am comfortable with the decision to close down our gatherings in Shelter Bay for the protection of all and pleased with the transition to conduct business via telecommunication. We will get through this.

Good health to all.

Regular Meeting of March 19, 2020

- 1) Adopted Resolution 20-04 allocating certain retained earnings/net income from Fiscal Year 2018-2019 to the Capital and Operating Reserve Funds.
- 2) Adopted Resolution 20-05 determining that certain accounts receivable are deemed uncollectible and authorizing the write-off of those amounts from the balance sheet.
- 3) Approved changes in compensation for the Manager and Executive Secretary staff positions.
- 4) Appointed John Koch (Chair), Ric Henderson (Vice Chair), Tom Rosadiuk, Tom Madden and Bruce Romero as Regular Members and Pat McGarry as an Alternate Member of the Facilities Committee. The Committee's new meeting date/time is the first Thursday of each month at 9:00 a.m.



The speed sign on Shelter Bay Drive by the golf course records speed data from each car that passes. In the past 3 months, December through February, there were a total of 59,382 vehicles. That's an average of 653 per day. 44% of those cars exceeded the 25mph speed limit and, on 30 of those days, speeds were recorded in excess of 40mph with a top speed of 58!

This information, including times of day when the speeding has occurred and the high speeds each hour, is being provided to the Swinomish Police. It is very concerning to learn that many of these high speed violations are taking place at times when walkers and children are most prevalent out walking.

The Safety Committee urges everyone to abide by our 25 mph speed limit and to contact the Swinomish Tribal Police at their non-emergency phone number, 360-428-3211, with car description, license plate, date and time of any vehicle that is racing down a street anywhere in Shelter Bay and specifically if they are putting our residents at risk.

Thank you.

Safety Committee

No Wipes Down the Pipes

Even if a product says it is "flushable" ...

Unless it is toilet paper, it should not be flushed!

- Diapers (including cloth, cotton, disposable, or plastic)
- Flushable, disposable, cleaning, or baby wipes
- Paper towels, cloth towels, or any type of rag
- Feminine hygiene products
- Facial Tissues



Place the items listed above in a trash can

Putting these items down toilets may plug sewers and cause raw sewage to back up into YOUR HOME



In Loving Memory

Robert Bibeau
March 15, 2020

"We are proud that we are a friendly respectful community, where we always treat our neighbors and staff with the greatest courtesy and respect.

BE KIND™



Manager's Corner - David Franklin

Shelter Bay Community's Administration Coronavirus Response - Shelter Bay originally responded to the Novel Coronavirus Outbreak by closing the Office to Members and the public on Monday March 9th, 2020. All events and in-person meetings were also canceled until April 1st, 2020. This closure has now been extended through the month of April. Management began making plans for staff to work remotely in anticipation of a "Stay in Place" order. Friday March 20th was the last day Administrative Staff were on-site as a group. Currently, Office phone calls are being forwarded to Staff at home and all are carrying out their essential duties by working remotely. Maintenance Staff are on-site daily performing essential service related to the Water and Wastewater operations as required by law. Staff will be following "Social Distancing" and sterilization techniques when at Shelter Bay carrying out their duties.

Shelter Bay Community's Board and Committee Coronavirus Response - Committees and the Board of Directors continue to perform their necessary functions by utilizing web conferencing. The Architectural Compliance Committee conducted their meeting on March 24th and the Board and Finance Committee conducted two Budget Workshops using this platform. Nine Community Members joined the 3-hour Budget Workshop on the 24th, and 20 joined the meeting on the 26th using their phones, computers or tablets. Community Members are encouraged to join upcoming Committee meetings and Board meetings. Login information and teleconference numbers will be sent out by email in the coming days for those who are interested. Please be sure the office has your current email address. You can submit an update on the website or email Dorothy at dmickleburgh@shelterbay.net.

Consider Auto Bill Payment - Due to the coronavirus more Community Members are electing to have their Shelter Bay accounts paid by automatic withdrawal. This automatic withdrawal service (ACH or Automatic Clearing House) is free if you would like to "set it and forget it". Funds are withdrawn from your account on the 15th of each month. Or if you would like to have control of when the withdrawal from your account is made, there is an option that costs \$1.95. ACH is different from your Bill Pay through your online banking. Bill Pay generates a paper check from your bank which can take 7-10 business days to reach the office. The advantage of an ACH over a Bill Pay through your bank is the ACH is instantaneous. If you are interested in automated or self-directed electronic payments, please call Kendra at 360-466-3805 or email her at kemerson@shelterbay.net. If you pay by check, you can mail or drop off at the office dropbox next to the front door. Cash can only be taken by appointment, so please contact the office at 360-466-3805 if you use cash.

Pools and Recreational Wrist Bands - The opening of Shelter Bay's pools may be delayed this year and there is a possibility that they may not open at all. The coronavirus is a concern that could delay the opening, but so is the condition and configuration of both pools. A recent visit by a pool contractor revealed concerns that both the Upper and Lower Pools have issues that likely would not conform to current regulations. Whether authorities will allow the operation of the pools while corrective measures are taken is unknown at this time. The Facilities Committee is proposing remedies for these issues to the Board and will include them in the budget process this year.

Sublease Rent Billing in May - It is that time of year again when Shelter Bay Company will bill for the Annual Leasehold Rent required in your sublease. If you have signed up for automatic ACH withdrawal and do not want your sublease subject to this type of payment, please contact the Office, otherwise we will process the payment per the Authorization Form on file. If you pay Shelter Bay with a check each month, be sure to make your Annual Sublease payment out to Shelter Bay Company. If you make the check out to Shelter Bay Community or include it with your Shelter Bay Community payment, the check will be returned to you. Shelter Bay Company and Shelter Bay Community are two different legal entities.

Lastly, the Board of Directors should be congratulated for exercising their highest fiduciary responsibility by making decisions that protect the health and safety of Community Members and Staff over convenience and business as usual. These decisions were not made lightly, but ultimately demonstrate what good leadership looks like. Your Board was out in front of the local, State and Federal Governments in protecting its people. I would like to thank all Community Members for their patience and understanding during these extraordinary times. We will get through this together. Stay in touch and let us know how you are doing and what we can do to help. Above all, be kind, be thankful, be healthy, and be safe.

David Franklin
Shelter Bay Community Manager

TREASURER'S REPORT



The Board of Directors are now in the middle of budget work sessions for next year's budget, beginning on July 1st. At the March Board meeting, the prior year's unallocated net income was dedicated by the Board, with \$300,000 going to Capital Reserves in lieu of Marina depreciation, and \$92,493 being allocated to Operating Reserves. This leaves the Operating Reserves a bit shy (\$45k) of the policy guidelines of three-months of operating cash on-hand. The Board also removed from the books (wrote off) accounts whereby non-resident boats had been removed from the Marina without paying or left without notifying the office the slip lease was being terminated.

Budget for FY 2020-2021: There are still opportunities to receive member input into this budgeting process. Email Manager Franklin to receive a copy of the proposed budget, and you can participate at 5:00pm, Wednesday, April 8th in a Town Meeting, or 2:00pm, Wednesday, April 15th at the Regular Board Meeting.

Budget for FY 2020-2021: There are still opportunities to receive member input into this budgeting process. Email Manager Franklin to receive a copy of the proposed budget, and you can participate at 5:00pm, Wednesday, April 8th in a Town Meeting, or 2:00pm, Wednesday, April 15th at the Regular Board Meeting.

An issue yet to be resolved by the Board is whether the upper pool is to be reopened. Facilities Committee Vice Chair, Ric Henderson, has just released a report which was considered at the Budget Work Session at 1:00pm, Tuesday, March 31st. Ric's report provides important information regarding pool upgrade costs.

The report contains a long list of deficiencies for both pools which need to be addressed:

Clubhouse Pool: (Ric has estimated this work would cost approximately \$98,000).


- There is no pool permit.
- Electrical panels are too close to the water supply. The water supply must be moved.
- The filtration system is outdated and provides an inefficient water turnover rate.
- The pool deck needs repair.
- There needs to be a proper shower.
- Handicap compliant equipment needs to be present and operable.
- Shelter Bay does not have a Certified Pool Operator (testing individual).

Upper Pool: (Ric has estimated that this work would cost approximately \$97,000, \$51,000 of new budget monies and using \$46,000 in the current budget for upper pool demolition funds).

- There is no pool permit.
- Pool drains are inadequate to meet the current code.
- The filtration system is outdated and inefficient.
- The pool heater doesn't work.
- The restroom facilities' faucets, toilets, and showers do not function properly and are not handicap compliant.
- The pool deck is cracked (allowing vegetation to grow in the cracks along with possible bacteria), 2x4 control joins are deemed tripping hazards.
- Pool deck doesn't have a handicap ramp.


To operate both pools next year would add about \$150,000 or \$13.35/month/per lot of one-time costs to the budget. However, this may not be all new assessments as some funds may be Capital Reserves thereby not impacting the monthly assessment. Whatever the final decision, the pool issues are major and will take a lot of noodling on everyone's part. The alternative to operating the upper pool is to convert the property, adjacent tennis court and half-court, into lots to be sold. This would add three new owners to the numbers of owners now paying the monthly assessment. This is big decision time so let's hope we hear your valued input.

With regards,
Judi Slajer, Treasurer



Census 2020

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10

minutes questions years

It takes just 10 minutes to answer 10 questions that will shape investments in your community for 10 years.



www.ofm.wa.gov/2020census

You will receive an invitation in the mail



Every household will have the option of responding online, by mail or by phone. Online and phone questionnaires are available in English and 12 non-English languages.

On or between:	You'll receive in your home mailbox:
March 12-20	An invitation to respond online to the 2020 Census. (Some households also will receive paper questionnaires.)
March 16-24	A reminder letter.
If you haven't responded yet:	
March 26-April 3	A reminder postcard.
April 1	Census Day
April 8-16	A reminder letter and a paper questionnaire.
April 20-27	A final reminder postcard before the U.S. Census Bureau follows up in person.

Count yourself

Where you live and sleep most of the time as of April 1, 2020.



Your 2020 Census responses are safe and secure and protected by law.

The Census Bureau will not share your responses with any court or other government agency, including the FBI, ICE or the Department of Homeland Security.

The Census Bureau will **NEVER**:

- Email you.
- Ask for your full Social Security number, your mother's maiden name, your bank account information, money, or anything on behalf of a political party.
- Ask to come into your home.
- Threaten you with arrest if you do not comply.

www.ofm.wa.gov/2020census

SHELTER BAY HAPPENINGS

Exercise Class
Tap
Book Club

Sadly, all will not happen in April. But hopefully will be back on the calendar soon. Stay tuned, and watch this space!

The Skagit Neighborhood Group of the American Sewing Guild will not be meeting in April.

If, however, you would like to put your sewing skills to good use, go to: WeNeedMasks.org. The site has instructions for making face masks and lists facilities in various states (Washington included) that need them.

Sue Donaldson



Due to concerns surrounding the COVID-19 virus, **Communiversit** classes will be canceled for April and until further notice.

We look forward to providing future learning opportunities for our community once deemed safe to do so.



Mark Your Calendar & Get Ready
for the
ANNUAL SHELTER BAY COMMUNITY WIDE GARAGE SALE
Saturday - June 20th
Details coming soon



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Soroptimist International of La Conner is a non-profit community service organization dedicated to improving the lives of women and girls in our community. We are a 501(c)(3) organization. Donations are tax deductible.

NEW TO LA CONNER!



Hello I am Sandra Pahler Bell. I have just moved from Atlanta, Georgia to Skagit Valley where I grew-up. I owned and operated a full service hair Salon in Atlanta that specialized in fine thin hair and women and men's hair replacement. Now I am bringing those same services and special talents to my friends and family here in Skagit County. I'm at my new location in La Conner.

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Greg Nelson, CRS

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Your Well Equipped Office Extension

Pool Attendants Needed!
 The business office is still accepting applications for Pool Attendants for the upcoming season. The Pool Attendant will monitor swimmers, oversee safety, assist persons in the pool area, prepare the pool for opening and closing, and perform limited pool maintenance. Contact office for an application for a fun summer job!



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- NMEA – Advanced Electronics Installer – NMEA 2000 Network Installer
- Blue Sea Systems – Tech Installer
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April 2020

Sun



Mon

Tue

Wed

Thu

Fri



Sat

			1 CANCELED 10:00 Exercise	2 9:00 Facilities (TELECONF) CANCELED 5:00 Chorus	3 CANCELED 10:00 Exercise	4
		compliant				
5 CANCELED 2:00 Community: "Backyard Insects"	6 3:00 Safety (TBD) CANCELED 9:30 Tap 10:30 Exercise	7 9:00 Architectural Compliance (TELECONF) 3:00 Rules (TELECONF)	8 5:00 Town Meeting (TELECONF) CANCELED 10:00 Exercise 3:00 SRC	9 9:00 GLOT 3:00 Finance (TELECONF) CANCELED 5:00 Chorus	10 CANCELED 10:00 Exercise	11
12 	13 CANCELED 9:30 Tap 10:30 Exercise 6:30 Communitivity; "Stop The Bleed"	14 3:00 Harbor (TBD)	15 2:00 Board Meeting (TELECONF) CANCELED 10:00 Exercise	16 1:30 Communications (TBD) CANCELED 5:00 Chorus	17 CANCELED 10:00 Exercise 5:00 Spring Fling Happy Hour	18
19	20 CANCELED 10:30 Exercise	21 9:00 Architectural Compliance (TELECONF) CANCELED 1:00 Sewing Guild	22 CANCELED 10:00 Exercise	23 9:00 GLOT (TELECONF) CANCELED 5:00 Chorus	24 CANCELED 10:00 Exercise	25
26	27 CANCELED 9:30 Tap 10:30 Exercise	28	29 5:00 Town Meeting (TELECONF) CANCELED 10:00 Exercise	30 CANCELED 5:00 Chorus		

**Look for information on attending meetings on the meeting Agenda posted at the Website.
Interested Shelter Bay residents are welcome to attend.
Please visit the Calendar page @ www.shelterbay.net for updates.**



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OR

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