

Agenda
BOARD OF DIRECTORS MEETING
ORCAS HIGHLANDS ASSOCIATION
4 February 2016, 7PM PST
MEETING CALL-IN INSTRUCTIONS:
Dial: (641) 715-3287
Enter Access Code: 420471#

PURPOSE: To conduct the regular business of the Association.

I. Roll Call: Nathan Ahrens, Gayle Benton, Dennie Carter, Ron Claybourn, Lee Goodwin, Roxy Marck, David Turnoy, Marcia West, Kristen Wilson

II. Call to Order: Ron Claybourn called the meeting to order at 7:06.

III. Minutes of OHA BOD meeting dated 12/8/2015

MOTION: To approve the meeting minutes as submitted; approved.

IV. Officers Reports:

A. President's Report

1. Water meter upgrade project status: Waiting to hear back from Herron Island about a document to get around the QuickBooks issue re: water meter routing software.

2. Bruce Wiscomb got an inquiry from a couple about lot 65 on Discovery Circle, it already has a WW membership and OHA, just need to tap in the line.

B. Treasurer's Report

1. Financial report (D. Carter): 75% through the payment year, halfway through the calendar year. Small surplus on line 17 actual to budget. Predicted budget on water has been very close, we are actually a little under. Carl's retainer seems a little out of line, he has been paid a bit more than what we would have expected, Dennie will check into whether some of the charges have been put on the wrong line. Kristen reminded us that we wanted to have Carl's invoices submitted to Ron and David before payment, perhaps we should have Ann provide us with the invoices, Kristen says we should communicate with Ann and Carl, Ron will communicate this to both of them. Marcia asked about the CenturyLink phone charges, there is a phone in the pumphouse, there is also a line to the upper tank to cycle the pumps - Ron will ask Carl if we need the phone in the pumphouse. Dennie asked about how to expense the computer purchase, Lee suggested it be put in the water category. Kristen asked if we are overpaying for insurance, Dennie said he will check it out. Lee says we don't have double coverage, but we should have our insurance people review our policies approaching renewal to make sure no double coverage, Lee will stay on it. We could invite our agent Kaloper to come visit us.

2. Increase KeyBank (CC 7182) purchase credit line (D. Carter): We had a credit card account within KeyBank, but we couldn't increase credit limits on the card, but someone at the bank was able to increase Carl's limit (\$1250) and is providing Gayle a new card (\$750 limit).

C. Water System Maintenance and Operation

1. Maintenance report

i. Monthly meter reading comparisons: Carl just did it, only a 5% differential between WW and pumphouse.

ii. Highlands Drive leak isolation: 24% differential between members' meter readings and source meter, Carl will install new valve to split the line for troubleshooting.

iii. Ivy Lane leak and proposed repair: small leak in Otters Lair, Carl will address. Also another one on Redwing in OL where box gets flooded, Carl will fix.

Question about water tanks vis-à-vis earthquake preparedness, also if the state has requirements for inspection of earthquake preparedness, Carl might know about these things. Costs about \$110,000 to replace 90,000 gallon tank. Ron will contact Carl and Department of Health.

D. Roads Maintenance

1. Island Excavating Bid No. 6213: Paul Vierthaler did an inspection for a rough bid on road repair, when Ron returns he will meet with Paul and hopefully Doolittle. Ron mentioned that Harvey wants an increase in road fund, perhaps \$10,000 per year, at \$25 per member per quarter. This latter may be proposed at the annual meeting. The main part of Discovery has held up very well because of good prep work by Island Ex and good paving by Doolittle. The part of Discovery up above Roitsch was prepped by John Thompson/Earthworks, paved by Doolittle, but it hasn't held up as well. Hard to know how to gauge the amount that repair will cost as all we have now is a bid for prep work, not the paving.

2. OIF&R speed-bump policy: There is no Fire Department policy about speed bumps. If we do install them, they would need to have reflective surfaces, we would need to notify the FD, they would also come out and talk with us.

V. Unfinished Business:

A. Mailbox (outgoing) procurement and installation (G. Benton): No change. Nathan asked if we wanted to put out a survey about rebuilding or people having boxes at their own homes. Roxy checked with USPS to see if our neighborhood qualifies for home delivery, and we are dense enough, but they won't deliver up the hill in icy weather. If we do this, people would have to install their own boxes. Perhaps some folks would want to keep their box at current structure, others have boxes at their house. Gayle suggested we discuss this at annual meeting and get feedback. Nathan is willing to draft a survey.

B. 249 Switchback structure CC&R compliance: County inspector looked at property, he met the owner, garage is being built and it is under permit size requirement, nothing in violation at this point as far as county is concerned. Ron proposes to contact owner to ask him to find middle ground, ask him to have county tell him if it is up to code, fix any code violations. County doesn't seem interested in any action. Or we can consult our attorney to get a legal opinion. Lee moved that we write a letter to our attorney Allison, give her the background, send her Vis's letters, ask her what our board obligations are to our members in this regard as far as minimum requirement; if we decide that we will require him to bring it up to current required size, can we give him leeway as far as time to bring it up to speed. Roxy seconded, approved unanimously. We can also have Allison draw up an enforcement schedule with fines. Ron will draw up a letter and submit it to BOD for review.

VI. New Business:

A. Re the 1977 Amended 1972 Easement from OHA to Eric Youngren property, Zoning Code seems to only permit his property being subdivided into one additional lot (total of two); it can't be subdivided smaller than 20 acre parcels. Proposal in legislature would allow us to impose on holder of easement to require payment for maintenance of road. Perhaps we could ask our attorney about this too as far as being able to charge for maintenance to holder of easement.

B. Establish dates for Annual Firewise Day (6/4) and Annual Meeting (6/18): These are probably good dates, we will all check our calendars.

C. Directors nomination committee and proxy voting process: We could establish a committee to tweak Roxy's proposal and bring to board. Ron's term ends this year, and Nathan needs to be re-nominated and re-elected, Gayle is going to have to step down as she is planning to leave the island. Nominations and biographies can be submitted online, or can send to PO box. We can mail out ballot with quarterly mailing at end of March, nominations need to be submitted by May 15, then a special mailing on June 1 for proxy ballot and any matters to be voted on. Proxy could be assigned to an individual or to the board as a whole. Roxy will be happy to entertain any suggestions from other board members; she will go ahead with work on this. Proxy and ballot can be on same paper. Kristen asked if they should be separate to keep things private, could avoid problem by assigning each member a number rather than putting their names on it. Roxy suggests using lot numbers to avoid letting delinquent members vote.

VII. Next Meeting scheduled: Thursday, April 7, 2016, 7:00PM

VIII. Member Access

IX. Executive Session

- A. A/R Aging Summary 1/31/2016: Only five accounts are past 90 days. We agreed to waive Burke's interest fees, he should be taking care of the balance any day now. Minnis says he has mailed two checks, could have been lost in the mail, may need to be some contact between Minnis and Ann, Ron will contact Ann.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:59.