

Agenda
BOARD OF DIRECTORS MEETING
ORCAS HIGHLANDS ASSOCIATION

June 2, 2016, 7PM

MEETING CALL-IN INSTRUCTIONS: (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, Kristen Wilson
- II. Call to Order: Ron Claybourn called the meeting to order at 7:04PM.
- III. Minutes of OHA BOD meeting dated 4/19/2016 approved.
- IV. Officers Reports:
 - A. President's Report
 1. Water meter upgrade project status— Ron is working on the software for the meters.
 2. Website updates— Ron updated OHA website with newsletters, BOD meeting minutes, and both WWSC and OHA water quality consumer confidence reports.
 3. Bookkeeper change—Ron met with Becky Burkley, a possible replacement for Ann Lister. She will work with Ann until end of June. Becky is drafting a contract agreement for the Association and will charge \$60 per hour for her services, which is less than Ann. She already supports a number of businesses here, and has good bookkeeping skills. She will likely have a monthly retainer for normal activities and \$60 per hour for anything else.
 4. Firewise representative—Ron has requested that Brian Ehrmantraut be this representative, others of us can also contact him. We need someone to be our rep to keep up our status and to run the Firewise Day, we need to keep track of hours logged during the cleanup scheduled June 4, and can count all hours in preparation; required to spend \$2 per capita, count roadside trimming.
 - B. Treasurer's Report
 1. Financial report (D. Carter)—Dennie has numbers on each of the different document pages corresponding, he will set up a budget.
 2. Insurance policy renewal (L. Goodwin)—we are in the process of updating our two policies and are waiting to hear back from SSK Insurance company to see what the annual premium will be. We aren't making any changes and will need to monitor coverages for any changes. We weren't able to remove anything from our coverage.

C. Water System Maintenance and Operation

1. Maintenance report

- i. Monthly meter reading comparisons—Lee says we aren't wasting any water.
- ii. Highlands Drive leak isolation—Carl seems to have isolated it, little differential between the valve meter reading and the individual meters (5%). Carl will get a new pressurized gauge with greater resolution to more accurately measure. Ron says that having meters at the three tanks would help to measure outflow.
- iii. WA Dept. of Health compliance resolutions— A water survey was done for the state department of health, some things were found that need to be resolved, and Carl is almost done reconciling the discrepancies.
- iv. Ron contacted Scott Bailey, the general manager of WWSC, to see about meeting with him to discuss the options for management or ownership of the Highlands water system. Ron thought the fees WWSC was going to initially charge to manage was cost prohibitive; ownership might be a better way to go.
- v. We still don't have a contract with Carl, he was having computer problems, he will get us something, and Ron will keep after him.

D. Roads Maintenance

1. Highlands, Buck Mtn., Viewhaven chip-seal collaboration for the Spring of 2017 is a possibility and we may be able to participate. Ed Sutton offered to coordinate the effort. Ron will be in touch with him. Buck Mtn is scheduling Doolittle for spring, 2017, Ed Sutton is in Viewhaven. Road shoulder height should be same surface as road surface.
2. Ron has contacted Paul Vierthaler about the Switchback problem. Lee asked about using asphalt for that section after raising the level, and Ron suggests putting in a drain. Lee thinks about two trucks worth of asphalt would do, a local contractor Larson does asphalt, Ron says he will contact him.
3. Tim Segault has been contacted to mow the tall grass; he will schedule the project by after our cleanup day.

V. Unfinished Business:

- A. 249 Switchback clarification (Michel Vis)—Michel attended the meeting and told us he purchased property in 2015, moved in June. County records told them it was residential. He spoke with Ron prior to his purchase. He has consulted with contractors who told him it is hard to develop his lot due to slope edge setback requirements, requires blasting more rock to extend the foundation back toward rock wall, and would have to start over. Michel noted that he can't presently afford this work and has decided to try to make the structure more livable; he has insulated the walls and ceiling, upgraded doors and windows and the electrical. The county has no issues with cabin. The Vis are comfortable there. He is considering long-term options like adding a second story. He considered a request for an exemption for square footage but HOA has not granted. He needs to know if we will pursue this, he would probably not accept an agreement to grant

an exception without the right to transfer such exemption because he would want to be able to sell it. Nathan asked about finding out about the Highlands covenants before he concluded the purchase yet pursued his own course anyway; Michel didn't disagree with the impression of the history. Ron asked if Michel would be willing to go through with a design that would be permitted, thus a plan in place to show good will and regard for compliance; Michel would have to find out the cost. They are not living in a trailer, it is no longer there, and it was his parents' and was temporarily stored on his property. He has withdrawn his request for an exemption because he says he doesn't need it. Lee argues that his would be the only one we would grant an exemption to, Michel says that 40 years on non-enforcement should allow it. Ron wants to come to a reasonable accommodation; Lee explained that board members have to uphold the CCRs. Lee makes the point that every owner signs that they agree to the CCRs. Michel is willing to look at expenses for design and permitting process in the next couple of months. Lee says that we need something that will be acceptable to the association at large. Ron wants us to be on track with eventual compliance. Kristen suggests that we get something legally drafted that would indicate we are trying to get enforcement, in which we don't agree that this structure meets the CCRs, and ultimately avoid grandfathering.

- B. Youngren easement (Turnoy, West)—Marcia and David will meet with Eric, try to get him at \$60 per quarter like us, and if property subdivided new owner should be required to also pay \$60 plus 30% of permit surcharge on roads for construction. Don't need to worry about log trucks. David will look for evidence of what he paid for surcharge.
- C. Directors nominations status--Chris Graham had expressed interest, but not so sure yet, will try to establish a business presence here first. Ron has put out some feelers, others should do so also. Roxy has put forth a proxy, and Ron will formalize it. Ron purchased "MS Office" for our PC, it connects with QuickBooks, and Ron used this to create a letter to go to members about proxy and mailboxes. Lee would like this to include a vote on mailboxes. David suggested voting at the annual meeting; Nathan could share with members the estimates he has received.
- D. Mailbox structure refurbishment (Nathan)—Nathan talked with Donna at PO, if she is available she will come to our meeting. PO will deliver mail to homes in the Highlands, but has to be all individual deliveries or all community mailbox delivery. The cost would be approximately \$300 per mailbox installation for individual property owners to have posts and boxes installed. OHA members would have to pay for this, whereas OHA would pay for refurbishing the community mailbox. If we go with the community mailbox, we need to have many members put in new boxes, which may be bigger. Ask how many would replace their boxes; this will inform how much new mailbox must be added to in size. We could limit the size. We would have to contact the county about extending the size of our mailbox. Nathan says we could move the mailbox further into the parking lot if a new one, gets cars out of traffic, might discourage people

parking there, this would enable mail to be delivered to the old structure during construction. It was suggested to contact other contractors for bids.

VI. New Business:

- A. OHA records repository
- B. Website maintenance, CAI membership renewal—Ron will have the subscription sent to Lee. One of the people Ron has contacted for director is good on websites. Ron may also contact Madie Murray. Roxy might also be willing to do the website maintenance. Gayle has some credit cards she will bring to Dennie.
- C. Rollie Sauer has proposed that we sell some communal property to pay for association repairs, etc. Much of it is wetlands, and it provides a buffer for members. CCRs provide all of us an undividable interest in this land. We are not allowed to do this, a quit claim deed prohibits subdividing the two community-owned parcels.

VII. Next Meeting scheduled: Thursday, August 4, 2016, 7:00PM

VIII. Member Access

IX. Executive Session

- A. A/R Aging Summary 5/31/2016—Kobayashi has paid off account. Only one over \$500 and 90 days is Rocky McGinnis, there is no home there, just owing back dues.

ADJOURNMENT—9:37.