

**BOARD OF DIRECTORS MEETING  
ORCAS HIGHLANDS ASSOCIATION  
1 October 2015, 7PM PDT**

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 7:08pm.

III. Minutes of OHA BOD meeting dated 8/6/2015: David will verify which copy is the correct version and send out an email, need to also make sure the right one is on the website.

MOTION: To approve the meeting minutes as submitted.

IV. Officers Reports:

A. President's Report

1. Water meter upgrade project status: Paul Kamin is still using pencil and pad approach, meter readers still needed for his 1100 customers. There is a company Orion which can do this electronically, but requires cellular technology. Our system is Itron, which requires hand-held meter reading device, info goes to computer and on to billing system. New version of QuickBooks Pro 2015 has been purchased. Copies are installed on Ann Lister's computer, the new OHA computer, and there is one more copy available that Ron will use on his computer temporarily as we transition to new meters. We can now do online billing due to the new QuickBooks version; our residents can receive our quarterly bills electronically and pay by same. The billing plan we have opted for through Intuit is \$.50 per transaction, Ron is going to try this himself to see how well it works. Customers will be able to go into our website to get on this. Ron will be working on the billing interface necessary for water billing for the next couple of weeks. Roosma and O'Brien properties still need new meters, which require some adapters, but all other homes have been finished. The new meters are smart enough to determine normal consumption; if the meter is running more than normal, this will be indicated. It would be helpful to have a few more monitoring meters, right now we have only one at the pumphouse and one on Highlands Drive.

2. OPALCO audit and tariff: Memo from OPALCO, they audited us last February, based on amount of power used over last 12 months, they have put us in the small commercial tariff domain. This is just for the pumphouse and the main tank. We paid about \$300 per month for the first three months of 2015.

3. SJC Burn Permit issued: Burning season is open.

B. Treasurer's Report

1.a. Financial report (D. Carter): Insurance is over budget, will try to reduce or will need to increase amount in budget. May have provided payment twice to General Pacific for the

required software package, Ann will resolve. We need to find out if Carl has raised his retainer from \$450 to \$500 per month. He also gets \$200 for reading the meters. It is a little hard to determine sometimes what his charges are for. We would like a little more information on this. Ron will see if there is a way to get more detail by looking at QuickBooks, and Dennie will find out more. Dennie filed taxes in September.

1.b. Financial Report (Ron): Water bill delinquencies (AR) up to \$7,425.90. One large one has been sold and will be resolved. Another has had a lien placed on it, they have promised payment, nothing has been paid; Lee says lien doesn't bring any results, we need to send her the second letter per OHA's Collection Policy and then follow through with turning off water if she doesn't respond, Ron will send the letter. Another large one had a leak and has promised to make payments. Largest bill (\$2700 currently) is for a woman who died in July, working with probate office. Another is over \$1600 with latest billing. There is a phone number that Ann checks occasionally where folks can leave messages for OHA. Ron has spent a lot of time dealing with these delinquencies. We may want to go to monthly billing once the new system is in place, might make delinquencies decrease.

2. OHA insurance policy regarding road accident liability (L. Goodwin): Concern about someone being hurt or killed by a speeding vehicle. We are covered for this, but our premiums will rise significantly if we ever have a claim.

#### C. Water System Maintenance and Operation

##### 1. Maintenance report:

###### i. Monthly meter reading comparisons

ii. Highlands Drive leak isolation proposal: Carl is trying to bring Evergreen Rural Water of Washington to do leak detection on Highlands Drive and Ivy Lane. A new valve is also proposed to split the main line on Highlands Drive.

#### D. Roads Maintenance

1. Proposed audit for repairs: Looking at Discovery Way and other areas where we want to apply funds next summer. Kristen suggests getting Bea to be part of this committee. Lee feels that Island Ex's preparation (Discovery Way by Dennie's up to Burke's house) has lasted much better than the work done by Earthworks. Both sections were chip-sealed by Doolittle. Having the underlayment strata removed and replaced is key. Roxy says Colorado is deeply rutted. Roxy suggests putting in room for fire trucks to turn around. Ron will look at the plats to see if provision for this was made. Marcia says there should be some maintenance done with topcoating so that complete resurfacing not needed as often. Bruce Wiscomb previously recommended widening the backside of Discovery because the edge breaks down when people drive upon it. Rollie is willing to be on a committee, we want to have people from each area on it. We can talk to Bruce W and Paul V about why companies on the island don't chipseal. Volunteers are Kristen, Nathan, Lee, David, and we will ask Rollie. David will send out an email.

##### 2. Other

Unfinished Business:

E. Mailbox rehabilitation/replacement proposal (L. Goodwin): How to free up space on the stand? Choice between overhauling or rebuilding. There are 52 or 62, 5 are unused. We could also pull out the boxes and move them closer together. If we move the library box to the other end, we could extend the stand up the hill. Ron will ask Public Works about doing this.

F. Mailbox (outgoing) procurement and installation (G. Benton): We can get an outgoing box for \$285, the required special Arrowlock and installation would be extra. It would be nice to put it on the end. Ron will measure our current structure to give us an idea of what we can accommodate. Many residents might want the wider lockable boxes. Gayle will find out the expenses involved. It would cost a little more to get a box with a sign to put up to indicate mail within.

G. Road sign status: speeding and resolution (D. Turnoy): Still some speeders on Highlands. Marcia is offering to talk to Ziers. Kristen says the committee talked about sending a notice to the violator, then putting the name in the newsletter, then a fine, then speed bumps (perhaps temporary). Roxy says it isn't just on Highlands; people come down fast on Lindsay. Marcia cautions that walkers need to listen for traffic and get off the road when they pass. Lee had speed bumps in front of his house, very noisy because of braking, shifting, and accelerating. Lee advocates more in-your-face signs. Roxy suggests we ask the sheriff to patrol our county road more, even just to park by the mailboxes. Ron will call to ask about that. Kristen suggests renting a speed monitor machine. As it happens, David ran into Shawn Petro on Oct. 2, and the subject of her daughter's speeding came up; Mom will talk to her.

#### V. New Business:

A. 249 Switchback structure CC&R compliance: Question is whether the board is going to enforce the CCR about minimum structure requirement. We would not have been aware of this had the new owner not contacted us. Roxy says that the price at which he bought is bringing down our property values. Marcia says that he is allowed to live in the shack but isn't allowed to improve the property, building outbuildings, without bringing it up to code. Ron says that buildings less than 200 square feet don't need county permits. Kristen recommends Ron email the owner that there are strong objections that the board has to his not complying, motivate him to talk to us. County has no permit on record except for a septic system; there may be old permits for this property.

B. Emergency notification contact list update: Susan Kunk is working with Jim Hennessey to update this.

VI. Next Meeting scheduled: Thursday, December 3, 2015, 7:00PM

Adjourned at 10:00 PM.