

# Agenda

## BOARD OF DIRECTORS MEETING ORCAS HIGHLANDS ASSOCIATION

8 December 2015, 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 (excused), 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 7:33.

III. Minutes of OHA BOD meeting dated 10/1/2015

MOTION: To approve the meeting minutes as submitted. One change: County requires permit for any structure more than 400 square feet, change minutes. Minutes approved.

IV. Officers Reports:

A. President's Report

1. Water meter upgrade project status: All of the meters have been replaced, electronics not yet in place. Carl has put rebar in most of water pits where electronics will be hung. Ron has been in touch with a small water system at the south end of Puget Sound (Herron Island) to get billing system (QuickBooks) compatible with metering software (they use Orion, we use Itron); Ron will work on this. Ron emailed Mike Ireland about this, he says we should have contacted him about billing but we did and he hadn't responded, but we can keep this in mind for the future. WWSC does not use QuickBooks but has their own system. We bought QuickBooks Pro 2015 to allow electronic billing, Ron has tried it out, talked it over with Ann, and she will verify she can use it with her current info. Ron would like to include in newsletter screen shots to see what it would look like to use it, we would get an email with option to pay the bill online, only checking accounts at this point to avoid fees (3.4% of quarterly amount plus 50 cents), Marcia suggests using PayPal also, the new system costs 50 cents per transaction (same as a stamp) and is simpler for Ann.

2. 2016 Highlands map update: Susan Kunk volunteered to update the map as part of emergency notification procedure, she has renters and mobile phones on map, it is a bigger map at 12" X 18". Roxy says there are people that camp on the lot next to her about once a year, perhaps the owners.

3. January 2016 OHA invoices and newsletter: Kristen, Marcia, and David can do this, will need to find out Ann's schedule and when Carl will read meters. Also have maps, which Ron will try

to get printed at Rainbow, otherwise Printonyx or Roxy's office. Doug will have newsletter at Office Cupboard.

4. Winter contact(s) for OHA: David and Roxy volunteered.

5. Other: Ron will contact Norm Flint to arrange for plowing snow.

## B. Treasurer's Report

1. Financial report (D. Carter): We are through 5 months of our year and half of our income, done paying with insurance for the year. We will show increased payment as a variance rather than increasing budget as budget is approved by membership. Wildfire mitigation amount is Eventide's tree work. Carl's retainer has gone up to \$500 from \$450. We would like to have Carl's invoices submitted to both Ron and David so we know what the payments are for. Ron will ask Ann to put in a little more detail on payments. John Kelly asked what is happening with the possibility of Washington Water Service Company owning or operating the OHA water system; Kristen and Lee explained some of the history. The management agreement is not appealing because we would be on the hook for any major repairs. We have never had a serious conversation with WWSC about their ownership. Perhaps when Ron returns in March we can pursue this.

2. Increase KeyBank (CC 7182) purchase credit line to \$1.75K from \$750. It was moved to increase by \$1,000, approved.

## C. Water System Maintenance and Operation

### 1. Maintenance report

i. Monthly meter reading comparisons: about 14% being lost between the pump house and residential meters. Whole system is about 14% loss.

ii. Highlands Drive leak isolation: Losing 14% of water on Highlands due to leak, Carl is working on this, leak-testing done by person from Olympia but not very successful.

iii. Ivy Lane leak and proposed repair.

## D. Roads Maintenance

1. Road Committee status report: David talked with Bruce of Orcas Ex today to ask about just doing the road edges. He says you would need to use an edge cutter to cut off the part breaking up, then do prep work to get the ground two inches below the paved surface, then pave.

However, the paving machine is 9 feet wide, so the paving would probably have to be done by hand, which is slower and therefore more expensive. He would need to know how wide we want the edge and how many lineal feet to give us an estimate. Lee asked what kind of paving Bruce would do; David will follow up with Bruce.

2. Capdeville proposal for road maintenance: Carl is interested in patching and clearing roads of brush.

## V. Unfinished Business:

A. Mailbox rehabilitation/replacement proposal: Lee says we need to add about 8 feet to give us room for new boxes, we need an estimate for this and re-roofing. We can look to do this in the spring. We can contact postmistress to do an audit and see if we have sufficient density for home delivery, but when roads icy might be a problem.

B. Mailbox (outgoing) procurement and installation (G. Benton): We would like to have an outgoing box. Lee had an outgoing payment taken, Marcia has seen mailbox flaps left open, packages left on top of mailboxes by mail deliverer but maybe at request of customer

C. Speeding complaints and resolution (M. West)

1. John Kelly request: John and Patty Kelly have lived here full time 1 ½ years. Problem with speeding since they bought the house 3 ½ years ago, including when visiting. Huge safety issue, in last two days he has had to talk to two individuals, one who lives here (tenant on Colorado) and one who delivers (a relief driver for Aeronautical). Both were going about 30 mph. Blind curves near his house, also blind vertical drops, thus difficult visibility. Signs were installed as a first step, working at some level but not for everyone, it is a continuous problem. He suggests speed bumps as a solution. John has had close calls with Marty Zier, another with Carlson who has since slowed down. John was on the committee to put in the signs, doesn't think any more signs needed, they are being ignored. Ron suggests sending a letter to everyone on Highlands to comply, Lee agrees, pretty tough language needed. Depending on their response, we might then send another letter threatening speed bumps. Kristen would like to do other things before speed bumps, she herself had a close call on Highlands, and she would like to see fines and possibly temporary speed bumps, warning people that permanent speed bumps are down the road. Ron says we may need to contact the Fire Dept to see if they even allow speed bumps. OHA has liability to be concerned about, so action needed. Roxy says this is an issue that we will need to be permanently concerned with because people grow complacent. John is concerned about having to wait too long for action. Lee says we may need green fluorescent signs that do a better job of warning. Possibility of widening road, but this might encourage people to drive faster. Dottie Eagleton corroborated John's statements about speeding. Ron brought up our speed study from a couple of years ago that indicated 85% of our drivers exceed the speed limit on the county road. Reminder about sheriff parking by mailboxes, David agreed to contact Sheriff Krebs, remind him that the lower part of Lindsay is county road. We will continue to put news about speeding in the newsletter. Lee encourages John to keep us apprised about speeding.

D. 249 Switchback structure CC&R compliance: 1982-0121243, Master Covenants of CCRs, specifies minimum structure size of 1200 square feet, it isn't voluntary but mandatory. Roxy moved that we contact our attorney Allison to establish a fine schedule and get further advice on this matter. Ron will draft a letter to Allison; he will include addressing road safety.

E. Emergency notification contact list update (Roxy): Roxy and Judy met with Dave Halloran of Fire Dept, which doesn't support Shelter in Place or alternate exit, they support early exit. We will encourage people to "harden" their homes/ reduce their fuels. Committee will get together to get a chance for homeowners to learn more about what they can do to be ready for fires. Fire Dept would like to know about connecting to homeowners' water and about installing more hydrants. Lee says maybe we need to add a few water mains so pumper trucks can fill there instead of going down to lake. Reverse 911 possibility: allows resident to receive a call from first responder to tell you to evacuate, you can register your landline or cell phone, residents can now register themselves for this at [www.sanjuandem.net/alerts](http://www.sanjuandem.net/alerts) , can be put in newsletter. Roxy also said we need to improve our turn-around areas and pull-out areas. We have to be self-sufficient, there may be training to become back-up firefighters. We need to be able to notify each other, thus Susan Kunk updated our contacts. We will have phone tree system in place, someone to come out to audit homes, perhaps evacuation drill. Judy has been our Firewise person, we need to have someone take her place; Ron will ask Judy anything that needs to be known about this. Perhaps Roxy or Brian Ehrmantraut would be good for this role. Roxy will try to edit down the Fire Dept report to include with the newsletter.

#### VI. New Business:

- A. 1062 Discovery Way structure proposal: Owner wants to build a shed 12' X 20', no one would be living in it, would be located above his house on the side facing Harvey's house. Once he has identified the spot, several of us can inspect, he wants to act correctly according to CCRs. According to communications Dec. 9, it is staked out and ready for us to look at.

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

VIII. Member Access

IX. Executive Session

- A. A/R Aging Summary 11/30/2015: Parks property debt is resolved; two outliers are in Otters Lair. Naumann is one, warned that water would be turned off Dec. 6, they just paid \$200, will need to continue payment. Other is Burke, not sure if they are complying, they recently purchased home and had a major leak, Ron will check with them.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:55.