

November 11, 2013

#### Orcas Highlands Board of Directors Meeting

Board members present: Dennie Carter, Lee Goodwin, Duffy King, Philip Turner, David Turnoy, and Ron Claybourn

Ron called the meeting to order at 7:07pm

**PRESIDENT'S REPORT.** Ron talked about the possibility of using a call-in system for meetings that can also be used to record the meeting and is called FreeConferenceCall.com.

Ron then asked for approval of the previous meeting minutes from September 12, 2013. Lee said that there was an error in the second paragraph. It should read "application was made January 22" and not "approval was January 22". The minutes were approved unanimously with that one change.

Ron mentioned that the lien status for the Monico property is still outstanding. He reiterated that when a bill is over 90 days late a letter gets sent and if not paid a lien is then filed. David suggested that we send a reminder of this policy to the homeowners along with the 90-day letter. He also suggested that we send a copy of last year's newsletter to any new homeowners. Phil said that sending a package to new homeowners is a good policy. Ron said that he recently updated the HOA registration with the Sec. of State.

Ron said that he spoke with Norm Flint about the plowing agreement (informal) and noted that there is no retainer. Norm will bill \$250 per hour for his work. He now has a V-plow for his truck. Norm's bill will not arrive until the end of the snow season. Ron said that Norm would be sending information on the "Icemelt" that he puts on the road.

Ron noted that Brian Ehrmantrout has returned the burn pile water nozzle and that the Burn Permit is now posted.

**TREASURER'S REPORT.** Dennie said that as of October 31 we should be at about 33% as we are one 3rd through the fiscal year. We do have a small fund for legal fees but we may take additional funds as needed from Operations for this purpose. He also said that Line 20 on his report reflects water. Lee said that we used more water than indicated. Dennie also said that we need to update the signers for the Smith Barney Acct.

Ron said that he was contacted by one person about the 151 Highlands property and their use of well water. They also asked about additives to our water and Ron referred them to Washington Water for that information. Phil said that in his review of the association plats that he saw many errors although not as bad as the Vusario errors. Ron said that one benefit of Phil's work on the plotting of our area map is that once Phil gets it finished, we can then make accurate additions, such as placing attributes of the water system. This would then be an ongoing resource.

WATER. Ron said that Carl Capdeville would soon test the new water valve that he installed on the O'Brien's property. This will be done in the early hours when the water service is not in use.

UNFINISHED BUSINESS. Lee mentioned the attorney's memo. It was asked if we need to make a formal response to Richard Jordan and give him an update. Lee said that he gave a copy of the memo to Richard already. Lee said that the attorney gave some pointers on how we should respond. Lee said that in the past that he did talk with Judy about guidelines for tree cutting and dog barking, etc. He'll send a copy to each of us of that communication. Lee mentioned that the CC&Rs were adopted in 1972 and that it took a long time to adopt them. This is why the board is reluctant to make changes to them. The attorney did make some suggestions on how to accomplish things and she referenced several cases that aren't exactly the same situations. Ron suggested that we ask that attorney to make a summary of what the CC&Rs say with regard to our questions. Perhaps she could spend an hour doing that. Dennie said that he sees that the attorney says we don't have a prohibition of RVs. Ron said that he met with Richard in September and told him that we were seeking an attorney's opinion on several matters. David said that the RV in question is used for a business in his opinion.

Since Lee sent a copy of the attorney's memo to Richard he will contact Richard about his feelings on the issue.

Ron read a letter regarding the "after the fact permit" application for the Minerich/Bobbink property. Ron said that he checked the county website and the application is still "pending". Lee said that in his opinion, Minerich seemed sincere about getting the permit finished and that he knows how to get the L&I signed off. The Health Department still will need to review the Certification of Water Letter. Phil asked if a forceful letter from the board could be sent asking the county for action on this property. Ron said that he would make some calls to see what he can find out about the progress in the situation. Ron will contact both the County and Prosecutor, and also Minerich about the property condition and the permit.

NEW BUSINESS. Ron mentioned that we would need to replace the bookkeeper, as Ann's departure is imminent. Ann was working part time at the Island Market and is now working there full time. On November 5, Ron received a notice from Ann reminding him that she is going to leave. She did make a job description list for potential replacements. Ron forwarded this to Jim Comin of the Management Trust Company and Jim responded that these are financial duties only. Ron said that Island Business Services is no longer taking clients. He also said that Sarah Shaefer might be available but that she is in Haiti. He said that we previously had Souxi Duncan. Ron said that the Management Trust Company might not realize the time needed to compute water invoices. Lee said that in his opinion having an off-island management company is a disadvantage. It was brought up that the Kissel property went into foreclosure. Ron said that he will be contacting Bea about the possibility of her taking over Ann's duties and Dennie will contact Souxi about this too. Ron said that he would contact Ann and tell her that we are working on a replacement and ask if she could stay on for a while. Ron also said that Sarah Shaefer would be back this Saturday from Haiti. Ron will also check into Kennedy McCullough.

Pat Plaister talked to Ron about trimming the overhanging trees along the roads. He would go through the roads and give us an estimate for the trimming. Ron and Phil will go out first and mark the trees that need trimming or removal. Lee said that is very important to communicate with the homeowners before any trimming is done.

Ron said that we might have a meeting over the phone during the winter months on an as needed basis.

The meeting was adjourned at 9:35

Respectively submitted by Duffy King, secretary