

## ORCAS HIGHLANDS ASSOCIATION BOARD OF DIRECTORS Minutes

Meeting: February 26, 2007

Meeting was convened at 6:37PM with members present, Bea VonTobel, Diane Dallas, Gilbert Agnew, Jim Hennessey, Judith Cook, George Marks, Dennie Carter

First order of business was to review minutes of September 5, 2006 which needed to be approved or corrected. The minutes were approved as corrected in item #9.

Minutes of November 20, 2007 were read, and approved as recorded.

Minutes of February 1, 2007 were read, and approved as recorded.

### ROAD REPORT: Gilbert Agnew

Gil brought forth a bid from a road company DOOLITTLE CONSTRUCTION,LLC BELLEVUE, WA. FOR \$18,240.00 This bid is for chip seal only.

Bea discussed various ways of explaining what needs to be completed on the Discovery Way road job—beginning at Lindsey/Discovery Way up to the beginning of the circle.—parts need under layment, parts need new, other parts just need chip seal. The board members agreed that we need to divide the road in sections and describe what each section needs so that the bids we receive will be for the same work.

### WATER REPORT:

George reported that priority at this time is to clean our water tanks and to mark some trees for trimming or removal so that branches will not fall into or onto our water tanks.

Bea opened a discussion about the Otter's Lair water issue. Members were asked to review the recent drafted letter to the Otter's Lair residents which would stand to resolve the dispute on the table regarding fees charged OL residents for the distribution and repair of water system. George Marks reported that there are some repairs that need to be made to the meter-reader on the OL water distribution lines, he will complete these repairs and present a bill to the OHA for his time and materials.

OHA and OL currently have three line items for water on our invoices and in the future these amounts will be rolled into one line item on all OHA/OL invoices for monthly water. There will still be one other item on our invoices :” Rosario surcharge Utilities Fee, \$25.00 monthly which goes straight to Rosario and does not remain in the OHA account. (The above line items will be recorded separately in our books so that a look at our bookkeeping records will reveal how much money has been collected from members for what items.) There will be an additional billing for three quarters of \$45.00 to each of the 103 water users to recapture the shortfall resulted by the recent R&R of the OHA/OL

water system. We continue to “lose” water – water that is recorded as used by Rosario, and not recorded as coming from our meter readings. This is due to leakage. This loss of water results in a shortfall of money for water – water we are charged by Rosario, and for which we are not paid by our members. (Because it does not show up on meter readings –“lost water” as above).

One further issue brought before the Board is the fact that property owners in OHA and OL who are not yet hooked up to our water system, but “ready to serve” have not been billed for the quarterly and monthly fees for water system in which they have a vested interest. Discussion was held and it was decided that this issue will be tabled until our next meeting.

#### TREASURERS REPORT: Dennie Carter

Budget Report: Dennie distributed a copy of his Budget worksheet for the 6 month period ending 6/30/07. All members agreed that Water Income and Water Expenses will be billed, and accounted for in separate category from other OHA budget issues.

Discussion was held as to the possibility for developing a reserve fund to enable our OHA to have the ability to repair our water system and alternatively our roads in case of emergency or in the overall system repair. The Board will recommend to the general membership that a quarterly fee will be assessed for each property that will develop a reserve fund for road repair. The proposed budget will be presented before the general membership as approved by the Board.

MAP UPDATE: Jim Hennessey – Jim reported that he has a contact (Bellingham Tech.) interested in having students work with our HOA to develop a GIS system for the Highlands residences and infrastructure. The Board agreed to invite these students to work with our HOA...more about this in the future.

UPDATE: Annual Meeting: April 21<sup>st</sup>. Location to be determined.

NEW BUSINESS; Audit – Board members have suggested that we have an audit of our books. An alternative was suggested in that we form a financial review group to review our records and report back to the Board. This plan is acceptable to the members of the Board and should be brought before the general membership.

Insurance: Dennie provided the members with a copy of our Insurance Policy for the OHA all members reviewed said policy and continue to believe that our Insurance is adequate.

The meeting was adjourned at 8:52PM

