

BOARD OF DIRECTORS MEETING  
ORCAS HIGHLANDS ASSOCIATION  
July 25, 2017

MEETING CALL-IN INSTRUCTIONS:

Dial: (641) 715-3287

Enter Access Code: 420471#

PURPOSE: To conduct a regular session of business of the Association.

I. **Roll Call:** Marcia West, Dennie Carter, Lee Goodwin, Jens Kruse, Steve Whicher, Brian Ehrmantraut, David Turnoy, Bob Wyatt by phone. Ron Claybourn present to confirm his continued role as chair of the water committee.

II. **Call to Order:** 7:10

III. **Minutes** of OHA annual meeting June 24, 2017 need approval by Carol and Peter. Carol approves. David has sent Peter an email. Moved and seconded to adopt minutes; unanimous approval. Minutes from June meeting approved.

IV. **Officers**

Bob Wyatt made some preliminary comments: Board must be cohesive in protecting owner equity. We must be willing to forfeit some individual rights. As directors and officers, we must act in the best interest of all. All heads of committees or officers need at least two years of experience on the board.

We want to follow the model from this last year where we spread the work load more. Lee said we might want to increase the number of directors to share the load.

We should send a strong thank you to Roxy; taken care of by David.

Treasurer: Dennie agreed, but we should look to find someone who could learn from and replace Dennie. If not already on the board, we would need to bring them on.

President: Marcia agreed if committee structure remains strong; she is approved

Vice president and facilitator of meetings: Brian agreed, approved.

Secretary: David will continue.

V. **Financial Authority**

Bank Accounts: The current authorized signers for the existing Key Bank account are: David Turnoy, Robert Wyatt and Lee Goodwin. David, Robert and Lee will go to Key Bank to sign documents adding them as signers. All other existing signers will be removed.

Expense Disbursement Approval: David Turnoy, Robert Wyatt and Lee Goodwin will review and approve all disbursements.

Credit Card Account: Brian Ehrmantraut is the administrator of the credit card account with authority to add and delete card holders and will himself be a card holder. Water system manager Carl Capdeville will remain as the only other current card holder.

**VI. Committee members:** Each needs a board member on it but not necessarily as chair.

Roads: David as chair, Lee, Harvey, Steve.

Nominations: Jens as chair, Dennie, Arthur, Moana.

Policy: Chris will continue as chair, approved by board; Bob, Jens, Lee. David Selwyn may have volunteered for this.

Water: Ron will continue as chair, Lee, Steve, Marcia, Stewart for part of it.

ACC: Lee is chair, also Brian, Richard Jordan, Steve.

Welcome: Carol, Susan Kunk, Donna Burke, possibly Suzy Ward.

Firewise: Brian is chair, Bea, Bob.

Newsletter: Marcia.

## **VII. Committee Reports**

**Policy:** CCR amendment was approved by membership, Lee asked about consulting our attorney to finalize this which Chris had suggested (recording the deed), Brian and Marcia think we need to do this. We need Chris to get this to our attorney. Marcia says we need to mail out the final version after recordation to all members, probably in a separate mailing. Jens says our attorney can tell us the procedure.

**ACC:** Committee needs to revise the architectural guidelines on the website ASAP.

Strauss building review: Lee will write him a letter telling him we approve.

Rollie's cob oven. Lee is interested in the roof structure. David has emailed Rollie asking for dimensions on the roof. In general it was felt that the cob oven should be fine and shouldn't be a major consideration for the ACC.

Maintaining and updating the website: Roxy has been doing this, Marcia will take over. Ron recommends putting PDF documents only on site, he can help Marcia. Lee suggests posting the results of the ACC vote on the website.

Advisory vote—someone needs to look at pink forms. Marcia thinks most people voted against snow removal, Dennie will tally the vote: 22 yes, 23 no. Policy committee will evaluate. This can be a board matter and/or road committee member. Steve suggested looking into sand, we can buy a spinner for Norm's truck or put boxes of sand here and there. Or we can tell people to stay home, that if they have an emergency, the fire department can get to them.

**Roads:** Nathan Ahrens' dead tree is on the line between his property and the association, Nathan will get estimate, we will split cost with Nathan.

Lawson will do his fixes later this week, Island Ex in September to do their work, Doolittle still needs to get his numbers to us for next year.

Still need to hear back from guard rail company. David will email Brian to get more info from Public Works. Ron suggested widening the road at either end so that one car can wait for the other one. Brian suggests other alternatives to guard rails, e.g., signage. Brian says we can hire the right professional to tell us what we need to do.

**Water:** Ron will continue working with Washington Water. Ron submitted the detailed Due Diligence application for system purchase to WW on June 23. Scott Bailey is WW general manager, Ron contacted him July 16 to find out status, July 18 Scott said he is reviewing the documents and will have an answer soon. WW seems to be genuinely interested.

Ron is now working on getting the new meter reading software in place. He is hoping to find a data system rather than writing a program. We have a software maintenance agreement with Itron, who made our water software. We went with Itron because WW uses Itron.

Rollie Sauer and Madie Murray challenged their water readings, we agreed to have their meter tested and if it was faulty we would pay for replacing it, if it tested OK they would pay for expenses, they have to decide whether to go ahead with the test. They had only paid what they thought they owed, they actually still owe a couple hundred dollars, waiting for the test. Brian says that when meters fail, they under-read, not the opposite. Marcia says we will send them a full bill on the next billing cycle. Carl won't charge Rollie for this swapping labor.

Brewer had a giant leak, their line runs through an undeveloped lot, a tree from that lot (owned by Damon Conover and Danika King) fell on the line. We have billed her at our lowest tier and split the difference with what we paid WWSC for this wasted water as a fair solution; our readings were showing us she had a leak but we failed to alert her for two months. We do this monthly monitoring as a courtesy. If the line belongs to us, we need to pay for the whole fix. It isn't clear who owns the line from the mainline to her meter. We need to get the title from the property owner to look at the easement. We could just pay the \$1600 bill less their standard usage. If the line isn't ours, then we can follow the deal we made forgiving half the bill. Ron says we need to address the policy of forgiveness for situations like this. Ron also says that WW has a forgiveness policy. Carl advocates moving the meters for Pinardi and Brewer up to the main road. Question about water infrastructure for lot just purchased in Otter's Lair (Horner), if the minimum standard for pressure isn't being met, we will have to do something.

**Audit** status: The CPA can do his work in August, Marcia will close the books for the year so he can do it.

**Insurance:** Up to date thanks to Lee.

**Fiber:** A committee yet to be formed, but there is interest. Ron had a response from the Pogozone/Mt. Baker Cable person re: conduit, they would like to meet with us, possibility of getting fiber with them. The previous owner of Mt. Baker is still working with the company. They do phone and internet.

Judy Winer had sent two emails about this topic, so they are included below. Also, David asked her if she would be willing to work on a committee that is formed to deal with this.

From Judy: Who do we need to call to dig a trench down our driveway for Pogozone? Do we call someone on the architecture committee - so we don't interfere with the water or other underground cables? We plan to install Pogozone cable for a 50 MG internet and phone connection, and will install a 1 inch conduit with room for fiber if it ever comes to the Highlands. We had a site survey today from Pogozone and talked for an hour with their sales/technical support about their infrastructure. I can send a note to the distribution list from the last discussion. Bottom line is PogoZone does have some fiber infrastructure on Orcas and they have redundant high speed pipes to the mainland via licensed wireless links. They use a certified FCC frequency for high speed internet for those links. The Bellingham technical team does not know if the fiber is near us, as the acquisition of Mount Baker cable is only a month old and they are mapping out the fiber portions of the network. Their engineers, who at a conference this week, do know. There are plans to expand fiber on Orcas. If they do bring fiber to the Highlands, there could be a significant cost savings to the Highlands to use the Mt. Baker Cable infrastructure, now PogoZone, for our middle mile - instead of creating a new middle mile via OPALCO. So we should talk to their engineers and to OPALCO about fiber when we are ready to proceed. If the board wants to explore fiber with Pogozone, Joe Johal, Sales Specialist, (Joe@pogozone.com) can arrange for one of their engineers (originally from Mt. Baker Cable) to talk to the board or designated representatives about the fiber Pogozone has (which may or may not be near us today). They plan to document all of the nodes and connections in software and overlay on Google Earth over the next 6 months so everyone at Pogozone will have access, but the engineers can discuss details now and may be able to talk about some of the future expansion plans. Thank you. Judy

VIII. Date and time for next Board of Directors meeting: Tuesday (third of month), Sept. 19 at Jens's home.

#### IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:20.