

BOARD OF DIRECTORS MEETING ORCAS HIGHLANDS ASSOCIATION

Agenda, Sept. 10, 2019

Call in: 360-340-9858 Access Code: 6423

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

Roll Call: David Turnoy, Marcia West, Lee Goodwin, Jens Kruse, Brian Ehrmantraut, Chris Graham

Bob Wyatt, Dennie Carter (absent)

I. Call to Order at 6:00

II. Washington Water Service (WWS)

A. How are things working: Roy Stanton says transition has been pretty easy, Earthworks informed WWS as to what they found. There is no feedback from customers anymore directly to WWS, and there haven't been any problems. If a tank overflows, simply let WWS know. There was an overflow at one point when the tank was on manual as opposed to auto and a technician had forgotten to turn it off, but WWS absorbs that loss of water. Someone had tampered with the big tank but that didn't cause the overflow. WWS is now maintaining a lower amount of water in the tank. The fiber dig turned up a few leaks that Earthworks notified WWS about, they fixed it. Paul Russo also appeared at our meeting. The new general manager of WWS is Matt Brown. Paul says our 130 connections are a big deal. Paul says that Ron did a tremendous amount to facilitate the transfer, especially locating easements. Brian asked if some of the tanks can be made available to the fire department. Roy says there are legal requirements involved, Roy will check with administration to see if the big tank is available and can physically manage the load. A standpipe might work for this. Ron was also present at the meeting, he would like the minutes when ready.

B. Transfer review

III. Financials: Marcia prepared these. The water sale, road resurfacing, and first part of the fiber deal all occurred in 2018-19. The accounts receivable amounts due are since the 1<sup>st</sup> of July.

A. Reports – 2018-2019 closer, July & Aug reports

B. 2019-2020 Budget: We are running as tightly as we can.

C. Audit and Tax filing: We have already paid the taxes. We will be pulling the information together on the audit and tax filing over the next month. We will be dinged (but not financially) if we don't produce a reserve study, Chris will try to prepare an abbreviated version. The auditor needs to include mention of the reserve study in his audit.

D. Kim Kimple is training to do bookkeeping with Marcia, she will be taking over a lot of the Highlands bookkeeping. Marcia would also like to go to a simpler printout

IV. Director's Review - Officers and Committees: Marcia is able to remain president at least until December, possibly until the annual meeting in June.

A. Officer assignments: Brian is VP, David is secretary, Dennie is treasurer.

B. Committees and Tasks

- a. Architectural Review: Lee will continue to chair. Other members include Marcia, Brian, and David Selwyn.
- b. Firewise: Brian
- c. Newsletter: solicit the membership, David will do the next one, each committee chair should send David a paragraph.
- d. Nomination: Jens: We should find a ninth person to fill Harvey's spot until the general meeting. We need to stagger the terms of board members. Arthur Winer is also on this committee. We could ask him if he is willing to fill Harvey's position until the annual meeting. If we target the newer people, this might be helpful. The Pettyjohns would be good potential board members.
- e. Policy: Chris will chair this.
- f. Roads: David will continue.
- g. Website: Marcia will do this with the help of Kim.
- h. Welcome: Madie is the chair.

V. Burn Area

- A. New season permit: Brian will take care of this. Marcia will send last year's form to Brian. She will also send old text about burning from old newsletters to Brian.
- B. Weekend burning – open burn area with supervision

VI. New Business

- A. Fiber update – final mile: Do we know how many people have gotten the final mile?
- B. Trees in right of way – owner or OHA responsibility: We will take down dead or dangerous trees, but we can't prune live trees. Brian suggested having an expert cruise the neighborhood once a year to check on whether we have any trees in the right of way that need taking down. We might want to do an informal oral report. Chris says that if we are notified by a homeowner (and confirmed by a professional) that a tree on Association land represents an unreasonable risk of harm to persons or property, we should respond. Otherwise, we have to be flexible and cautious in considering the substantial cost and undertaking involved in expending monies on otherwise healthy trees on OHA property. Many trees fall into the forest during storms and need not be dealt with per se. David will ask John if he will do an informal report while he is here to take care of JoAnn's tree, will find out how much he would charge. Do we need a second bid on her tree? We are not technically required to do so, and this is only one tree. On a bigger job, we would seek more than one bid.
- C. Email communications and confidential information

- VII. Date and time for next Board of Director meeting: Nov. 12, 6:00, either at the OICF office or Marcia's house.

ADJOURNMENT

There being no further business, the meeting was adjourned at: 7:24.