

Agenda

June 29, 2020 3:00 – 4:30 PM PDT ZOOM Meeting

BOARD OF DIRECTORS MEETING ORCAS HIGHLANDS ASSOCIATION

<https://us02web.zoom.us/j/4702067713?pwd=WW9Kb0hEL2FGam04Tk94K3AraFV4Zz09>

Meeting ID: 470 206 7713 Password: 98245

Members present: Marcia, Dennie, Lee, Jens, David, Brian, Bob B, Mike, Chris

I. Call to Order: Meeting to order at 3:00.

- a) Welcome to new board members
- b) Approval Minutes – May 11, 2020

II. Financials

- a) Close of 2019-2020 Financials – one change noted for line 24 - \$3,800, starting next year with \$29,000 in road reserve, another \$6,000 in reserve. The fee for the use of credit cards has not been added as a surcharge to the owner, this year OHA absorbed it, we may want to add it as a surcharge so that the association does not have to pay it. ACH charges do not incur a fee, nor do checks. People can also pay monthly or set up an autopay. We might want to notify owners that they could make the switch. The fee would be 3.5%. It was moved and seconded to use 3.5% as a convenience fee to take care of the credit card fee. It was passed unanimously.
- b) Tax preparation for 2019-20 – We need a new CPA. Vandal had filed incorrectly for us, is hard to get a hold of and makes mistakes. Leahy probably has a list of association CPAs. But maybe we should go with him for one more year. He charges \$2,800 for taxes and audit. An audit is probably only needed every 3-5 years. Lee brought up a woman named Bianca to do taxes. Dennie also has a list. If we can get the lists to Mike, he will talk with them. Mike suggests keeping Vandal one more year while looking for a new CPA, and that is what we agreed on.

III. Old Business

- a) Update and reminder on Youngren's logging and road status – still going on, some milling is taking place, agreement is that Island Ex will examine road damage and bill Eric that amount plus 15%. Bob says that damage might not show up right away, that there will be cumulative wear and tear. We might want to find out how many loads were hauled out.
- b) David will have Tim mow when the daisies are done.
- c) Update on current sales and dues status - three sales in escrow. We need a notice in the next newsletter that you need to pay off your assessment when you sell.

IV. New Business

- a) Election of officers for 2020 – 2021

President – Duties: set up meeting, get info, run meeting, post minutes (Theo), finances to everyone and to website, change parties who own, pick up mail and sort (bookkeeper), answering emails, realtors asking for information (is all on the website, so if website is kept up, no problem), posting liens, getting info to Susan for map, mailings have been done by bookkeeper, newsletter. Suggested to have a committee to do the work Marcia did. Bob is willing to help, David is willing to do meeting stuff and

newsletter and take phone calls, Chris stepped forward to be president, Brian will help, Brian for VP, David for secretary, Mike for treasurer.

b) Mailbox – out of space, an owner needs box space by July 4. See attached summary of users. Mailbox Station notes from Marcia: The mailbox station currently has 73 boxes and is full. Only 41 are currently used as primary addresses. The station only works if folks don't use a box if they get their mail in another location. There is plenty of turnover if people don't "save spaces" and remove their box when not in use. Marcia has taken photos of all the boxes and collated them with owners and addresses. The attached chart shows all the current boxes and their status. Of course, some are in transition and some are part-time usage with mail being forwarded from other addresses. Solutions: At least one box needs to go to make way for another owner. There are at least three more requests coming soon for box space. When studying this problem with Harvey, we concluded a shelf can be added to the section on the "library" end. The smaller boxes can be double stacked in this section. Harvey had planned on completing this work but ran out of time. We can add this shelf. Bob volunteered to move a few boxes so there is room for one more box now. Lee can help guide Bob with this, and Lee has a plan to make more room. Mike can help as well. We can add the shelf later. If we do move boxes around, we need to give the PO a new diagram. Bob also suggested having a standard size for boxes that is not too big. We could advise and encourage people to get a small box. We have encouraged people to buy boxes that lock, but Lee says these are only in the large size. We can encourage people in the newsletter to remove their boxes if not using. Other options include needing to buy a bank of boxes or build another stand. There is very limited room to extend the station and maintain the driveway. We could contact owners of vacation rentals to see about removing boxes. We have 12 people who have both a PO box and a box on the stand.

c) Bookkeeper / Association Manager applicants and process – We have two applicants – Kim Kimple and Patti Greiner. Marcia will stay with the bookkeeping for now, but when Orcas Center comes back, Marcia will have to let it go. It is all on QuickBooks Online. We selected Kim for the job, Chris will notify Patti.

d) Meeting schedule and just date / time – Every two months, the last Monday of the month.

ADJOURNMENT: 4:30