

Orcas Highlands Association Meeting of the Board of Directors
August 31, 2020 3pm PDT (ZOOM)

Join Zoom Meeting

<https://us02web.zoom.us/j/86298415781?pwd=Qm1BeXV5aG5xRzFZeHIDMm1PR2JJZz09>

Meeting ID: 862 9841 5781 Passcode: 495470

AGENDA

I Call to Order: Meeting to Order 3:15

- a) Approve Minutes of Board Meeting on June 29, 2020 – Done.

II Old Business

- a) Confirm Vandal's agreement – His agreement calls for \$2,800 instead of \$2,500.
- b) Status of Youngren's logging / OHA's Roads – Eric is done with log trucks, David will contact Paul Vierthaler to inspect. Marcia will forward emails showing Eric agreeing to our deal.
- c) Status of mailbox fix – Bob added one box by consolidating, which we could do in several more places, takes about an hour; we are now full again. Bob says we could add a second tier in some places, perhaps as many as 24 mailboxes. A shelf in one section could accommodate a number of boxes, perhaps ten, would cost a few hundred dollars for materials, volunteer labor. Lee thinks this would take care of things for a number of years, as most new mailboxes are simply replacing people who move out. Bob says that for the next three additional boxes, we can just consolidate. When we need more, then we can add the partial shelf.
- d) Status of Cooper's fiber loan payoff / other pending sales & outstanding payoffs – Cooper passed his fiber on to the new buyer. We don't have a written policy that fiber has to be paid off before transfer of property. Marcia says we should have a policy requiring payment of assessments before transfer. Normally this is done in escrow, but Cooper sale didn't go through escrow. The McCormick sale is scheduled to close on September 14. Hubbard on Lindsay is for sale, and Larson lot D is for sale, water line for latter was just put in recently.
- e) Confirm insurance policies are paid and in effect – Marcia paid these premiums.
- f) Confirm Bookkeeping & Association Manager contract - Question about cost for Quickbooks, wholesale price is \$70 per month. This is in the budget. Kim will include this in her monthly bill as a line item. Chris sent Kim a new version of the contract. Marcia has transferred everything over to Kim. Her beginning date is Sept. 1.

III New Business

- a) Committee updates; new committees needed? Tree Committee & Assessment? Brian does not recommend forming a new committee. But we do need this tree problem on Switchback studied. Most of the trees that have fallen are on the Bettendorf property. April will ask them to start clearing troublesome trees. Lee thinks the most dangerous spot is across from the Jordan property in the right of way. This is now a safety problem. Brian asks what is the service level of our roads? We do live in a forest, we shouldn't put out expectations that are too high. Question of insurance and safety. The hours after a big windstorm would not be the right time to work on a tree because other things may still fall. We may not want to solicit volunteers unless

they are really well-trained. Chris will check on insurance for coverage of members who might want to help clear fallen trees. The road on Switchback is as narrow as it is because the owners wanted it kept as is. Question as to where right of way is, you can't use the pavement to determine, the county assessor's maps identify ROW, the association ROW is 60 feet wide. Each individual circumstance is unique as far as where ROW is, has to be determined case by case. Bob asked if we have responsibility beyond having an arborist inspect. Bob will email some snippets of ROW in various places around the Highlands. Roads can be placed anywhere in the ROW. Our roads are on different parcels, but they aren't on people's private property, they are on property owned by OHA. David will contact John Olson to analyze problematic trees in Switchback area, see if there is root rot, ask is there are trees that are smaller which would make sense to remove now rather than waiting for them to get bigger. No promise on a committee until Chris checks on insurance. Who should residents call when a tree falls? If tree is on ROW, call us. If tree is on private property, call a professional. We should have a periodic review of our tree situation. If blocked in by a tree, call the non-emergency sheriff phone number dispatch, they will route the call to the 100 or so people on the list to take care of things like this. If it's just for convenience, they will tell you to try a professional; if an emergency, call dispatch.

b) Content for Newsletter? Board members will send stuff to David by Sept. 30. Brian will compose a paragraph about the tree issue above. We can mail the newsletter, map, and bill together. We can also email the newsletter. Good to put board member contacts on the back of the newsletter. We will have Kim stuff the envelopes. Next mailing is about Oct. 10.

c) Status of Holley and Perry matters – Taken care of for now. Perry has never paid his road fee or sent his building plans and permit, needs to be taken care of. If we know his building permit fee, his cost to us is 1/3 of fee. Bob will check a service to find the building permit.

d) Quick review of OHA's fire prevention measures – It is time for some new education as we have so many new members. We should put this info in the welcome package and also on our website. It can also go in our newsletter. Bob asks if we might have a fall cleanup, and might we dovetail that with Firewise education? If we educate people, they will do the work on their property, bring it to the road, we pick up, maybe hire some people to help with this. Brian says to put teasers in the newsletter, more info on the website. We have lots with no houses that are overgrown with fuel. How do we deal with this? **It is the owner's responsibility to ensure that his or her lot (undeveloped or developed) doesn't create an unacceptable risk of danger to the OHA, OHA members, or to other property in the Orcas Highlands.**

e) Motion to approve opening of Islanders Bank Accounts and Check Signers – We will have a checking account and a savings account, reserve funds will be in savings account. Mike, Jens, and David will be the signers. We need to close the KeyBank accounts. Motion was made and passed.

f) Trimming back on shoulders? More needed? No.

g) Motion to approve FYE Financial Statement as of June 30 – Passed.

h) Road signs need cleaning – Colorado especially, other street signs and safety signs. David, Bob, Brian, Lee all willing.

i) Next Board Meeting: October 26, 2020 at 3pm PDT

Meeting Adjourned at 5:03.