

Orcas Highlands Association Board Meeting

March 11, 10:00 am

I. Roll Call: Members present: Robert Dashiell, Brian Ehrmantraut, Lee Goodwin, Steve Pettyjohn, Mike Shivers, David Turnoy. Bob Burke was unable to attend.

II. Call to order: Brian called the meeting to order.

III. Approval of minutes from Jan. 10, 2023: Brian made a motion to approve the Minutes of the January meeting, the motion was seconded by Lee and the motion was approved.

IV. Treasurer's report: Current balances were detailed with \$43,986 in the operating account and \$38,734 in the reserve savings account. Additionally, OHA has a \$90,000 CD at Banner bank that is held for reserves. The CD matures in April. It is anticipated that the CD will be renewed for an additional 7 months at \$75,000. The reduction will provide additional liquidity for the Fire Mitigation project.

Based on the estimated cost of the Fire Mitigation project, OHA should be able to meet these costs with our current balances.

Snow removal expenses were down from last year. The cost was approximately \$4,500 and the cost reduction was the reduced amount of Ice Melt used in the process.

A. Budget- The annual budget will be prepared and submitted to the Board for approval. It is anticipated that the proposed budget will be completed by the May Board meeting.

B. Audit- A general discussion was conducted about the need for an Audit. OHA has a very simple financial statement and the expenditure to complete an audit was the main topic of discussion. Overall, the cost to have an independent audit for approximately \$3,000 seems to be an affordable benefit for the members and the Board.

V. Old business

A. Forest plan/Firewise update – Robert updated the Board on the anticipated start dates for Rain shadow to commence the project will be in early April.

B. Burning policy update – The updated burn policy will be coordinated by Bob. We will wait until later in the spring to document.

C. Mailbox update – An email update from Tom Longdon on March 9 indicated that work on the project could begin in late March/early April. He suggested that he review the order before the order is placed and have materials delivered to his driveway. This will allow him to prefabricate a lot of the components and expedite the project. **(Subsequent to Tom’s email, we have arranged for the materials to be purchased via a purchase order process with the vendor. Once the materials have been staged for delivery by the vendor, we will authorize payment via our account at Banner Bank.)** It is anticipated that the material order will be reviewed by Tom, Bob and or Robert for payment approval.

VI. Committee reports:

A. Policy: Chris Graham has indicated that he will help with the revisions. The tree policy seems to be one of the more contentious subjects that needs to be addressed. We will check with Chris about his availability and anticipate discussions to begin in April/ May. The target would be to have some revisions made to present to the Annual Members’ meeting in 2025.

B. Architecture: No new plans have been submitted.

C. Nominations: April was suggested as a possible Board member but a requirement to be an owner is at issue. Susie Frank was also mentioned as a possible Board Member.

D. Firewise: Brian indicated that the paperwork has been submitted and we are awaiting notification of acceptance.

E. Roads: Bob had indicated that we need to hire a contractor to cut back the shoulders on roadsides to keep water off the pavement by allowing it to drain, do this next spring or summer.

VII. New business

A. Suggest we might add an item to the next agenda to discuss what the HOA should do if a parcel owner asks to have their water service valve shut off since the valve boxes are not marked which house they service, and it creates (as in this case) a liability. Our Washington Water technician said any member wanting shutoff or turn on should call him to take care of it.

B. Neighbor issues- complaints with homeowners/ members of should be handled directly. Although Board members may be helpful in resolving some issues it is best handled by the parties involved.

C. Kelly water issue- Bob will investigate this situation with the water from 315 Highlands emptying onto their property.

D. Map curator- Steve volunteered to assist with the maps with Robert's assistance. It was suggested to maybe add email addresses and identify land lines versus cell phones.

E. Spring cleanup day (burning is waiting for a new water valve)- Bob will try and conduct some training on the burn procedures in addition to the burn policy.

VIII. Good of the Order: The question raised was the level of the water reservoirs and if there are any lead pipes in the system.

IX. Next meeting: May 6 at 10am via Zoom.

X. Adjournment: Meeting adjourned at 11:25 am.