

Minutes

ORCAS HIGHLANDS ASSOCIATION

ANNUAL HOMEOWNERS MEETING

June 26, 2024 at 6:00 PM PST

I. OHA Board Member Introductions and Member Introductions

Members present: David Turnoy (President), Mike Shivers (Secretary/Treasurer), Lee Goodwin (Architecture Committee Chair), Bob Burke (Roads, Fire Mitigation, Burning), Steve Pettyjohn (Burning, Map), and Robert Dashiell (Fire Mitigation, Grants). Member not present was Brian Ehrmantraut (Vice President, Firewise).

Volunteer Positions: Welcome Committee Chair-Kristen Wilson; Noxious Weed Committee Chair-Joanie Knipe; Noxious Weed Committee Members- Candace Krick and Sally Eastland: and Webmaster- Jason Graczyk.

II. Call to Order at 6:05 by David.

III. Minutes of the Fiscal year 2023 were submitted for review and approval. A motion to approve the minutes was made by David Turnoy and seconded by Robert Dashiell, the minutes were unanimously approved.

Volunteers to review minutes of this year's 2024 meeting were Tom Kranick, Susie Frank and Vicky Minderhout Thorsell.

IV. Reports

A. Summary of major projects and proposal

1. Forest work to mitigate fires – Robert Dashiell – Long term project

a. Work accomplished in 2023-2024 – work was completed on the Fire Mitigation by Rain Shadow, who was awarded the contract through competitive bids. The process removed trees 8 inches or less in areas up to 35 feet from the road's edge. Tree canopies next to the road were raised to 12 feet. Ocean Spray was removed in the same areas. The awarded contract totaled a little over \$69,000. We were able to secure a grant from the Department of Natural Resources (thanks to Robert Dashiell's hard work) totaling almost \$24,495.

b. Next steps – the 2024-25 budget continues the \$50 fire mitigation quarterly assessment to continue fire mitigation projects, replenish funds utilized from operating account and removal of roadside hazardous trees and fund future fire mitigation work. Targeted projects

that might receive additional grants would be the common areas, specifically the Discovery Way Loop.

2. Yard debris cleanup, individual owner efforts – Bob Burke reviewed the two cleanup events, thanking the volunteers. He also described the gathering process to build roadside debris piles requesting limb lengths of 4 feet, which are easier for volunteers to load. The burn permit requires individual piles of 10 feet in diameter and requires burning one pile at a time.

3. Mailboxes – Extension built by Tom Longdon was completed that will allow for residents that do not have a mailbox to now have a mailbox. Based on conversations with our mail carrier, we added gutters to reduce the exposure to rain.

B. Noxious Weed Committee – Joanie Knipe updated members on the activities for the year that included 2 volunteer dates, April 21 and June 6. Participation has been minimal with members of the committee, their spouse and a few other members participating. Joanie suggested that 2 members to monitor for weeds per road would be ideal. The Scotch Broom has been reduced to a minimum and appears under control but will continue to be monitored. The major concern is the wild Holly that is very difficult to remove and can serve as a fire ladder. Joanie is soliciting vendor bids to remove the Holly. Once bids are received, they will be forwarded to the board for review and approval.

C. Treasurer's Report – Mike Shivers presented the Treasurer's report. It was noted that quarterly dues will remain the same and the reallocation of general dues (\$15/qtr.) to the maintenance will continue. This reallocation was made in anticipation of snow removal and increased mowing costs. These two items will be discussed later in the Roads Report.

1. Review of 2023-2024 (fiscal year 2023) audit was presented stating that there were no noted exceptions, and the Board has approved to continue with an audit for fiscal 2024.

2. Review of 2024-25 budget, Mike Shivers presented the budget approved by the Board for review by the Members. There were no objections to the budget.

3. A/R Aging status: Our accounts continue with minimal past dues and a total of approximately \$4,000 outstanding. Accounts that exceed 90 days past due are approximately \$2,000. Letters and emails are sent out on these delinquent accounts. Properties sold require status updates prior to the sale allowing past dues to be collected.

4. IRS Tax resolution (Association Resolution for Revenue Ruling 70-604 Election-Excess Income applied to the Following Year's Assessment): This provision is for non-profit entities and has been approved each year. The Board anticipates the transfer of \$20,000 from the Operating account to reserves for this IRS provision. Motion to approve the

transfer to reserve was made by Tom Kranick, seconded by Vicky Minderhout Thorsell and approved by the Members.

D. Road Report - Bob Burke and David Turnoy presented the Road Report.

1. This year's snow removal summary – We only needed our roads plowed once this past year, and we elected to use minimal snow melt to reduce the expense. The combination of only one snow removal event and less snow melt resulted in a cost of \$4,550. The cost comparison is significant with prior year's expense totaling over \$12,000.

2. Mowing – The price charged by our contractor nearly doubled last year. The Board is evaluating the potential of mowing the roads' boundaries ourselves. During the discussion, a question was raised as to what liability might arise to the Board by doing the mowing in this manner. It will be a discussion at the next Board meeting and the other question will be the ability to access the equipment needed to mow. It was noted that no mowing will occur until the daisies are gone.

3. Highlands Drive will receive some attention to edge paving. David Turnoy has contacted Tom Lawson about a bid on asphalt for the Highlands. Bob noted that the edges of the road in several sections need to be addressed to allow for water run-off. Grading these areas will extend the life of our roads. Bob has repaired potholes with Portland cement and those repairs have held up well. If we have an asphalt contractor contracted, some members may want to try to have their driveways paved at the same time without mobilization fees. David and Bob will meet with Tom Lawson when he is on island.

E. Nominations Committee – This Committee currently has no members.

1. Election of new directors – Nominee is Susie Frank.

2. Candidates – Susie introduced herself to the members of OHA.

3. Instructions for voting are found just in front of the ballot page and listed here – Only one voter per qualifying property.

a. You may vote by email or snail mail.

b. Preferred voting is by email. You can either print the ballot below, fill it out, scan into your computer, then email it to orcashighlandshoa@gmail.com Or simply send an email identifying yourself and your property by address or lot number and list your choices.

c. You may vote by snail mail. Print your ballot, fill it out, then send to Orcas Highlands Association, PO Box 474, Eastsound, WA 98245. If you received a paper packet, you already have a paper ballot enclosed.

d. Ballots need to be received by July 3.

F. Volunteer Efforts

1. New member welcome – Kristen Wilson has just completed two years in this position, let her know when new people move in so she can contact them.

2. Susan Kunk had updated the map in previous years, she has moved. Steve Pettyjohn is taking over, if anyone needs their contact info updated, please let Steve know so it will be on the next map. Members also need to provide information about long term renters.

3. Thanks to Gordy Erickson for mowing the lawns at the entrance to the Highlands.

4. Thanks to the noxious weed committee and the volunteers who have helped them with the weeding.

5. Thanks to those of you who have helped us with the yard debris cleanup days last fall and last month, and thanks to those who have cleaned up their own properties, making it safer for all of us.

V. New Business:

A. Attention to driving speeds, especially for your contractors, visitors, and renters. Members should also limit parking on the road shoulders.

B. CCRs (Covenants, Conditions and Restrictions) and other governing documents need to be updated and are expected to be presented at next year's annual meeting. Christopher Graham will assist in this process with other Board Members.

C. Potluck event coming on August 10.

VI. OHA Member Forum – Your chance to ask questions or make comments

-Geri talked about the Orcas Food Project for the Food Bank.

-Tall Trees Trail sign should be replaced within about two weeks

-It was suggested that we put email addresses on the neighborhood map

VII. Adjournment- The annual Members' meeting was adjourned at 7:20pm pst