

MINUTES OF ORCAS HIGHLANDS ASSOCIATION

ANNUAL HOMEOWNERS MEETING

Contact us at orcashighlandshoa@gmail.com

June 26, 2025 at 7:30 PM

I. OHA Board Member Introductions and Member Introductions

David Turnoy - President Roads

Burke- Roads, Fire Mitigation,

Brian Ehrmantraut – Vice President, Firewise

Robert Dashiell – Fire Mitigation, Grants

Mike Shivers - Treasurer and Secretary

Steve Pettyjohn - Burning, Map

Susie Frank- Board Member

Other Important Volunteer Positions

Kristen Wilson - Welcome Committee Chair

Jason Graczyk – Webmaster

Joanie Knipe - Noxious Weed Committee Chair, Chair Governing Documents Update

Candace Krick Noxious Weed Committee Chair

Sally Eastland - Noxious Weed Committee

Lee Goodwin – Architectural Chair

Members present: David Turnoy, Robert Dashiell, Bob Burke, Steve Pettyjohn and Mike Shivers. Members not present: Brian Ermantraut and Susie Frank.

II. Call to Order at 7:34 Pm

III. Volunteers to approve the contents of the 2024 minutes as submitted – A motion to approve the minutes was made by Geri Turnoy and seconded by Vicky Thorsell, without objection the minutes were approved.

Volunteers to review minutes of this year's 2025 meeting – Vicky Thorsell, Tom Kranick and Jim Bruene volunteered to review the annual meeting minutes.

IV. Reports:

A. Summary of major projects- David gave a summary of the major projects that were completed in the last fiscal year ending June 30, 2025

1. Repaving edges of Highlands, tiny section of Lindsay – the work was performed and completed by Lawson.
2. Re-creating the neighborhood map is underway and should be finished this summer.
3. Yard debris cleanups was completed on two weekends in May and it is anticipated that there will be another one scheduled in September.

B. Noxious Weed Committee – Joanie Knipe provided a summary of the activities and the need to solicit outside contractors for the larger plant removal. Discussion centered on the need for volunteers and description of the primary plants that need to be removed. It was suggested that members walking along the roads carry gloves and remove these plants.

Joanie provide more detail and that document is attached as Addendum B, Noxious Weed Committee.

C. Treasurer's Report – Mike Shivers provided an update of the financial position of OHA. Cash balances are adequate for the Associations on going operations and the Capital Reserve fund is considered on schedule to provide funds necessary to resurface our roads anticipated to occur in 2028.

1. Review of 2024 audit was discussed, and no exceptions were noted by the Auditors. It is the Board's opinion that an annual third-party assessment is valuable for the members.
2. Review of 2025-26 budget – The budget for 2025-2026 continues the current quarterly dues structure of \$160/ qtr. The change in the allocation for the quarterly dues is the change from last year's budget. The operation allotment will be \$40/qtr., General Maintenance will be \$35/qtr., Fire Mitigation will be \$10/qtr., and the Capital Reserve allocation will be \$75/qtr. The reduction in the allocation for Fire Mitigation results from the major work previously completed by Rain Shadow. Remaining areas that may need work involve the common areas of the Association. The headings of the 2025-2026 budget will be adjusted to conform with the standard accounting language. A motion to approve the budget approved by the Board was made by Lee

Goodwin, seconded by Tom Kranick and passed without objection. Budget document was attached to the Annual Meeting package.

3. A/R Aging status at the annual meeting reflected delinquent member's dues of \$1,290 in the 31–60-day category. Overall members' dues are considered to be on time with minimal delinquencies.

4. IRS Tax resolution (Association Resolution for Revenue Ruling 70-604) provides that any excess funds need to be applied to the Capital Reserve account. It is anticipated that this year's transfer will be \$15,000. The transfer will be made after June 30 dues billing cycle (the last dues for fiscal year 2024-2025). A motion to approve the transfer was made by David Turnoy and seconded by Tom Kranick, the motion to approve was made without objection.

D. Governing Documents – The State of Washington has modified the operation/ disclosure requirements for homeowner associations. Joanie has been in contact with Chris Graham and the consensus is that we will need to engage an attorney to guarantee compliance. Attached is Addendum D to further describe the process.

F. Road Report - Bob Burke and David Turnoy highlighted the repairs to Highlands and Lindsay by Lawson.

1. This year's snow removal summary – We only needed our roads plowed once this past winter.

2. Mowing – We found a much more reasonable alternative for mowing of road edges last year. We schedule mowing of the edges after daisies are finished blooming.

3. Edges repaired as mentioned above

E. Nominations Committee – No one currently on this committee.

1. Election of directors – Nominees are Robert Dashiell and Mark Hanson

2. Candidates – Robert is running for reelection; Mark is running for the first time and introduced himself to the members participating in the Zoom meeting.

3. Instructions for voting were included in the Annual Meeting package. Each qualifying member property is allowed one vote.

a. You may vote by email or snail mail.

b. Preferred voting is by email. Members can either print the ballot provided, fill it out, scan into your computer, then email it to

orcashighlandshoa@gmail.com. A simpler process may be to send an email

identifying the Member and property by address (or lot number) and list your choices.

c. Members may vote by snail mail. Print out the ballot, fill it out, then send it to Orcas Highlands Association, PO Box 474, Eastsound, WA 98245. If a paper packet was received, a paper ballot was enclosed.

d. Ballots need to be received by July 3.

F. Volunteer Efforts

1. New member welcome – Kristen Wilson has just completed three years in this position, let her know when new people move in so she can contact them and provide a “welcome packet.”

2. The system for updating the map had to be re-created, and Steve Pettyjohn has worked hard to gather information from everyone. He and Robert Dashiell have been working to finalize the map. As your contact information changes, it is important to update the association so current information can be put on the map. Owners also need to let us know 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 eradicating the weeds.

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

6. Thanks to Bob Burke, Steve Pettyjohn, Robert Dashiell and others for their efforts in burning the yard debris at the burn pile.

V. New Business: David outlined a couple of items to emphasize to be good neighbors.

A. Attention to driving speeds, especially for your contractors, visitors, and renters.

B. Noise, consideration for neighbors.

C. Potluck event tentatively set for August 9.

VI. OHA Member Forum – David opened the meeting up for general discussion. Several comments and suggestions as well as helpful comments were discussed.

- A. It was suggested that a Firewise committee be formed to interact with the Board and members like the Noxious Weed committee.
 - 1. Interact with the fire department, capitalize on community awareness.
 - 2. Provide some encouragement for individual lot clean-up on the web site.

- B. Governing Documents might include some prohibitions (strong suggestions)
 - 1. Prohibition of harmful herbicides.
 - 2. Prohibition of harmful pesticides.
 - 3. Recommend lights that prevent light pollution.
 - 4. Clarification on Tree removal.

- C. General Comments / Concerns- be a good neighbor and respect that we live in a rural forest community. Concerns about potential high levels of arsenic in the community may be the water. It was recommended that for water issues, contact Washington Water.

As stated before, members are encouraged to volunteer and if out walking, try to eliminate any noxious weeds that are detected. The Senior center has tools that can be borrowed for outdoor clean up that can also assist in removing noxious weeds.

VII. Adjournment – A motion to adjourn was made by Sally Eastland and seconded by Mike Shivers, the motion was approved without objection and the meeting adjourned at 8:40pm.

ADDENDUM B – Noxious Weeds

English Holly: We continue to find more and more Holly on our HOA land. Volunteers and hired help cleared a substantial amount of holly from a few acres of HOA land last fall. HOA funds covered the costs for two days of work.. We concentrated on the most mature grouping of trees. Efforts will continue to remove trees, bushes and new starts to help preserve our woods.

The 2025 Noxious Weed season is well underway, the committee walked all the roads, worked with several neighbors and held our first volunteer day.

1. Our neighborhood has greatly improved over the last few years. Although, as everyone knows, this is an ongoing item and something that we must always remain vigilant.
2. Neighbors: We contacted 11 neighbors. They all cooperated in removing weeds. This included 3 neighbors required to pay someone to remove scotch broom, 2 of which paid several hundred dollars. The Scotch Broom has all been removed and we greatly appreciate their efforts. We just identified 2 more neighbors this week and made our first contact.
3. HOA land: we only had 3 small areas requiring attention and we addressed them all.
4. Volunteer day: We concentrated on Hawthorne trees and Scotch broom on Highlands. We removed 15+ Hawthorne trees, bushes or new starts along with many Scotch Broom.
5. Good news: Noxious Weeds are officially on the annual HOA budget for \$3k/year for removing holly.

Our plans for this summer:

1. Walk Olga to spray paint Hawthorne trees for removal this winter.
2. Complete another sweep of all the streets in August for new weeds.
3. Plan to move Holly from HOA land to burn pile in late September.

ADDENDUM D.

Washington state legislature has passed legislation governing all HOA's in the state. This is known as the Washington Uniform Common Interest Ownership Act (aka WUCIOA). It will go into effect on [January 1, 2028](#). We were just informed in May that, as part of this effort, some of the requirements are due by the end of this year.

WUCIOA is not optional--our HOA must conform with the new statutes. As a result, our governing documents will need to be revised. We will hire an attorney to make the changes, and we anticipate the cost will be at least \$10k. The board has formed a committee to help with this effort. The committee has sent out one communication to the HOA to date as they are just getting started.

Throughout this process, the board will provide regular updates. Please let Joan Knipe know if you would like further information or have questions or concerns about updating our documents.