

Board Meeting Minutes

April 23rd, 2024

Present: Destiny Hagest, Mike Haskett, Richard Allard, Marv Harris, Dianne Bradford, Stan Harris, Barb Quick

Absent:

1. Call to Order – Stan Harris
2. Flag Salute
3. Board Meeting Protocol – Stan Harris
4. Member Comments – Members are given 3 minutes to address the Board, then others should be allowed to speak.
 - a. Anis asks about the process for commenting on his architecture file/building permit
 - i. Destiny will discuss this file with the board during executive session, and reach back out to the member with next steps
 - b. Wendy asks about memorial garden meeting, Dianne asks her to just call her
 - c. Question about proposed bylaws from a member, Stan advises that we'll address that as we proceed through the agenda

[6:11] Motion 1: Richard moves to accept Pat Olive's resignation from the board as president. Seconded by Barb. Unanimous. No discussion.

[6:12] Motion 2: Richard moves to accept Stan Harris as acting president. Seconded by Dianne. Unanimous. No discussion.

5. Approve Minutes of March 26, 2024 – Destiny Hagest

[6:16] Motion 3: Dianne moves to accept February and March meeting minutes, with the inclusion of the ballot committee members in the March minutes. Seconded by Richard. Unanimous. No discussion.

[6:17] Motion 4: Dianne moves to accept February meeting minutes, with the inclusion of the Dianne's edits. Seconded by Barb. Unanimous. No discussion.

6. Treasurer's Report – Dianne Bradford
 - a. Stan notes that we'll be transferring \$225,000 from to pay down the bank loan, causing the bank loan to be recast, causing the bank loan payment to be lowered by about \$5,000.
 - b. Llyle asks about the Reserve Fund, Mike and Dianne notes that it's in the financial summary
 - c. Dianne: Operating budget will increase by 10% next year

- i. Fee increases: \$6 increase to go to General Fund and \$15 increase (\$15 is for capital fund to recoup funds for the Reserve Study)
- ii. Mike clarifies that the budget is being voted to be approved tonight so it can be added to the annual meeting packet for the community to vote to reject
- iii. Lisa notes that the B&O tax should be moved to under the sewer category

[6:34] Motion 5: Stan moves that the annual budget for the fiscal year 2024-2025 be approved subject to removing the B&O tax from the operating budget and moving it to the respective sewer and water funds. Seconded by Barb. Kiffani asks about the year over year changes in dues. Unanimous.

7. Committee, Board Member, Management Reports

a. President's Report – Stan Harris

- i. The community is in good shape, but funds as they stand now are just barely keeping up with the bare minimum, and not meeting deferred maintenance and reserve study requirements. The increases are necessary to fully fund our reserve study, which is mandated by are our RCWs

b. Architecture Report – Destiny Hagest

- i. There was a meeting, but Destiny was not informed of it. Reminds community that board participation in committees is a requirement for all meetings and activities
- ii. Work on annual meeting packet continues, thanks to all who have helped

c. Compliance – Dianne Bradford

- i. Six total actions year to date
- ii. Barking dogs are a recurring issue
- iii. Member question about process. Dianne reminds members that verbal complaints will not be accepted, forms must be completed and submitted to the office
- iv. Letters are going out about yard stuff after dumpster days (end of May)
 - 1. Dumpster days are **June 22nd 7:30am**
 - 2. **ACTION ITEM: Destiny to take on getting the word out to the community**
- v. Dianne: Ownership of corner bioswales, can folks volunteer to take care of these similar to adopting a highway?
 - 1. Destiny notes that we will need to educate the community on the function and proper care of a bioswale
- vi. Stan mentions that for next year, he would like to assign a trustee to be a volunteer coordinator

ACTION ITEM: Put dumpster days on the workshop agenda for next month.

d. Marina – Stan Harris

- i. Waiting for DNR to sign off on our lease, which is the last step to begin getting permits on the A dock that needs to be replaced. DNR asked us about our no-wake buoys, they've been gone for some time. DNR asked us if

we would like to cancel our lease, but notes that we would have to remove our anchors for the buoys, so we've elected to keep our lease.

- ii. Call for volunteers for the marina committee.
- e. HR topics – Barb Quick
 - i. Last week we interviewed a couple of CDL drivers, today we made an offer and it was accepted. He starts May 1. Tomorrow background check and clearance processes will begin. Tomorrow there are two interviews for maintenance workers
 - ii. Our maint. supervisor will be able to do emergency pump truck driving.
 - iii. The current crew has been working very hard trying to keep the community running with very minimal staff
- f. Parks & Rec – Barb Quick & Dianne Bradford
 - i. Wanagan update
 - 1. Grand opening went very well. There are a few little things to finish up (cleaning off the drain boards, adding shelving, resolve small water issue, some painting)
 - 2. Events committee wants to purchase new tables and benches for the park
 - 3. There are new guidance documents for use of the park, still to be reviewed by the board
 - 4. Repairs on kayak racks, lease renewals
 - a. Stan notes that it might be a good idea to reach out to kayak rack renters about disposing of old kayaks
 - b. Barb is working on the list to review any leased racks with members who no longer live here, etc. to free up more space
 - c. Kayak spaces will be numbered and catalogued by renters
 - d. Kayak spaces will increase, but we don't have those numbers yet. Will likely be discussed at this month's meeting
 - e. No increase expected for marina fees
 - ii. Dianne, memory garden: tree is ready to go in the ground, a plant, etc. Measurements need to be taken. Raised beds are going to go where the stumps are, they will rot into the soil to feed the beds (hugelkultur)
- g. Roads and Stormwater – Marv Harris
 - i. The parking lot will probably be down for a couple of days this summer for repairs. Bumper blocks will have to be pulled, may get repainted.
 - ii. Part of Windward by Seaview is scheduled for pothole repair.
 - iii. 900 feet of roadwork is already planned for repaving next year, work likely to begin last part of August.
 - iv. Repairs on Westwind, there was road dug up and patched with gravel for now. Marv notes that we can likely repair the three spots on Westwind, it just might be a separate project.
 - v. Our paver has agreed to do the bidded projects on last year's prices (parking lot and Westwind)
- h. Water and Wastewater – Richard Allard
 - i. We're interviewing a couple of landscaping companies to come in and potentially handle the big park, little park, and bioswales. We received three

quotes on the parks. Another company went around with maintenance to get an estimate on bioswales. (heavy mowing work). Bids expected tomorrow.

- ii. Water: The old well will be decommissioned next month
- iii. We now have the paperwork necessary to get the permits to submit to get approval to use our new well. That paperwork packet is fully complete. Only booster pumps are authorized for use. Once reviewed and approved by the committee, the paperwork will be submitted, but approval could take 3-6 months.
 1. Comment from Lisa: this paperwork includes reserve fund requirements that necessitates us to ensure our reserve study requirements are met.
 2. Water pressure on Lookout went from low 20s to high 60s since installing the booster pump
- iv. Comment from Kiffani about a letter that was concerning from 1995 regarding sewer treatment plant issues. Barb clarifies that this issue was addressed and the treatment plant was upgraded
- v. Richard notes that he and Stan are meeting with Brian Gibson to discuss future strategic plans for water and wastewater to ensure the supply scales proportionately to the wastewater treatment resources
- vi. UV tubes were replaced this Saturday

8. New Business

- a. Discuss guidelines for resolution of slide lot liability – Stan Harris
 - i. There are 4 slide lots significantly behind in their dues, the board will discuss in closed session how we want to address it
 - ii. The rough consensus is that people who owned lots prior to the slide may be handled differently than those who purchased after and were aware of the lots' use limitations
- b. Retaining historical data from Quick books. Discontinuing subscription. – Stan Harris
 - i. **Action item: Kiffani to verify data retention policies for Quickbooks**
 - ii. We don't have a contract with Quickbooks, we can do an export, we just need to verify that this data is whole and complete and then export it to the Cloud, have this securely maintained as a CBHA owned digital property
- c. Communications with board. – Stan Harris
 - i. Stan directs membership to use board emails and go through the office to communicate with the board rather than personal conversations, phone calls, emails, etc
- d. By-Laws proposals review and approval to send to attorney. – Stan Harris
 - i. Article IV, Section 2: okay
 - ii. Article V!, Section 7: Kiffani has a great suggestion, "if there are material changes, such as a price increase or scope of work change, then the board needs to solicit competitive bids"
 - iii. Article X1: Section 1: good to go
 - iv. Article IX, Section: Good to go

- v. Article X, Section 1&2: The issue is that our bylaw isn't enforceable because it's not noted in our CC&Rs. **Omit this one for now.** The WOCIOA will force us to make a lot of changes over the next year, we can review this bylaw again at that time.
- e. Review and approval of annual meeting packet. Destiny Hagest
 - i. Schedule a special session to approve the packet
 - ii. Richard would like to time this with the water meeting on Friday
 - iii. Schedule for Wednesday at 6pm

[8:19pm] Motion 6: Dianne moves that we move to executive session to discuss confidential matters. Seconded by Destiny. Unanimous. No discussion.

- 9. Executive Session - - (i) Consult with the association's attorney concerning legal matters;(ii) Discuss existing or potential litigation or mediation, arbitration, or administrative proceedings;(iii) Discuss labor or personnel matters;(iv) Discuss contracts, leases, and other commercial transactions to purchase or provide goods or services currently being negotiated, including the review of bids or proposals, if premature general knowledge of those matters would place the association at a disadvantage; or(v) Prevent public knowledge of the matter to be discussed if the board or committee determines that public knowledge would violate the privacy of any person.

[9:37pm] Motion 7: Dianne moves that we adjourn. Seconded by Barb. Unanimous. No discussion.

10. Adjournment