

Kahler Glen Community Association
11 December 2016 9 a.m. KG Conference Center

Members of the Board present: Kathryn DeMeritt, Dwight Miller, Nancy Miller, Mary Long, John Christianson, and Gary Marks, manager

Also present by telephone: Mary Gallagher

Community present: Bill Miller, Mark DeMeritt

The meeting was moved from the Conference Center to the meeting room in the Athletic Club.

Mary Long called the meeting to order in the Athletic Club meeting room. Mary noted the presence of a quorum.

Nancy moved that the minutes from the November meeting be adopted as published on the website. Motion was seconded by John Christianson and passed unanimously.

Property Manager's Report: by Gary Marks:

1. Snow machines are all operational. The skid-steer with the blower is living up to expectations: it allows a widened road and leaves no berms.
2. Garbage dumpster issue is one of location and safety. The dumpsters are removed to the road for one day only on day of pickup, as that is needed for the truck to have sufficient access. Snow plow needs to have access around maintenance sheds. We could
 - a. Fence off the maintenance area
 - i. Cost is unknown and not in current budget
 - b. Erect a temporary fence until a permanent one can be priced and constructed

Permanent solution will be financed in next year's budget. Mary told Gary to look into a short term screening plan for right now.

3. The broken water line in condo building G has been repaired. Following the water line break at Natapoc, Gary says that we need to purchase an additional pump to be available for emergencies.

Nancy moved that \$500 be authorized from the water budget to purchase a new pump. John Christianson seconded. Motion passed unanimously.

4. Permission papers for state personnel to come onto our property for cross-country grooming were signed. This is an annual requirement.
5. Bill Miller reported that snow-mobile packing of the trails is snowshoe trails is needed; William from the state park will lay it out. This is done about twice during the season. John Christianson moved and Kathryn DeMeritt seconded that up to \$200 be authorized to be spent laying out the trails. The motion passed unanimously. Bill M said that the brush-cutters may be able to donate to this project.

Jim Farmer arrived.

6. Bill reported that snow removal is going well, and that he will provide a map indicating places to be cleared for access to sled hill, etc., with an eye to keeping foot and car traffic as separate as possible.

Paula Robinson arrived.

7. Gary reported that he has made progress on the project to remove four of the "lots" from the tax rolls. He has one permit stamped by Dept of Health and one engineering drawing indicating the presence of

drain fields that would prohibit these from being buildable lots. He hopes to be able to remove at least two of the four from taxation as buildable lots. Our property is too close to US Forest Service land to qualify as "open space".

8. A possible buyer looked at the lot by the Pro Shop.
9. The pond signs are out.
10. Gary suggested that we get Steve Craig's advice on listing the fifth lot. Gary thinks it is unlikely that this lot will be removed from the plat map, but a boundary line adjustment with the adjacent property might make it more saleable. Gary volunteered to look into this.

Communications Report: from Kathryn DeMeritt.

The following communications were received:

- Three complaints about the dumpsters, all on the same day
- Broken condo heat tape (fixed, says Gary)
- 2 negative comments re proposed tree cutting
- Question about Kahler Glen webcam showing the ski conditions
- Questions asking what was the water issue last month
- Request to communicate golf specials to residents (special e-mail was sent to the community, which inspired a complaint about use of the mailing list)
- Firewise grant was approved
- Brought forward: plan to post the financials when I receive them, with the latest always being the one on the website (no archives will be stored).
 - Dwight says that the monthly financials are available for posting
 - Kathryn says that she can receive the financial and post them in format similar to posting of the minutes
- From Everett Mountaineers: they used our property and conference center last January. They would like to pay the bill for this use and book again for this winter. The cost was \$100 last year for use of the conference center, cleanup, etc.; Gary Marks suggested that we add a \$5 per person for trail fees. Gary will provide Esther with the address to send the bill. Gary suggested that we rent the restaurant instead, as this would make it unnecessary to clean the conference center for this event. There was no objection to the fee increase or to the venue change, so Mary Long declared the proposals adopted without objection.
- Paula reported on an email from Mary Gallagher regarding
 - the trails: Randy Pelton donated his time as equipment operator, the golf course will reseed the area, and the Community Association donated use of the equipment to do the improvements to the 15th tee and elsewhere. Photos of the 15th tee were circulated.
 - The ditch above the Nason Ridge Trail that was blocked and flooded across the 15th fairway last year; Randy dug a new ditch to divert the water to the culvert, thus to the ravine; there may be further drainage improvement; Bill M commented that some of the work might be covered in Firewise fuel mitigation.

Kathryn inquired about the tree removal on #8 and #15, and asked about the "clubhouse tree". A professional logger would likely be needed to remove that tree, as it is very tall and very close to a building. Bill commented that removal of a couple of trees near the clubhouse would make the snow gauge (post on the webcam) more accurate. He also remarked that Firewise recommends that trees be outside a 20-30' space around buildings. Mary Long commented about the deep carpet of needles on the ground and patches of needles on the roof of the clubhouse. There are cigarette butts on the ground nearby. Paula suggested that the CAST make a concerted effort to clear this area of needles and any other debris. Gary said that the tree in question could be taken down as part of a project including other trees, as the goal would be to have the logging cost covered by the sale of the trees. John Christianson commented that regular rake-up of the needles could be a resource adjustment, and wouldn't require a new budget item.

Mary stated that we will readdress this matter in the spring when the budget is constructed.

Kathryn asked whether we should draft a response to the inaccurate letter distributed by the golf course to its investors. Dwight stated that it is not community association business. Mary answered that other processes will take care of the issue and not to bother.

Financials: by Dwight Miller

Dwight stated that he will forward the November financials to Jim Farmer, as requested.

- Balance sheet:
 - Checking and savings: \$241,721
 - Additional: \$1,493
 - Total \$243,214
- P&L:

	real	planned
○ Income	\$35,758	\$43,303
○ Mar – Nov	\$405,548	\$425,446
- Our expenses are currently about \$20,000 under what was anticipated. We have brought in less than we planned, but we are also spending less than we planned. Gary has managed his accounts well, and some past due accounts have paid up.
- Water Rights Budget:
 - Received \$427,903
 - Spend \$196,800
- Several liens are in process.
- Quarterly accounts are coming up and are up-to-date.
- No letter has been sent to the attorney regarding the Gosney lot. More investigation is needed. Kathryn has created a draft of this potential communication.
- Auditor has sent more questions, which Gary has answered. These are mostly process issues, and we anticipate an up-dating of processes as a result of the audit.
- Nancy and Kathryn requested electronic copies from Dwight of his report. He acknowledged and will send.
- Dwight stated that he has followed up with Esther, and that her data is backed up, and that her backup is also backed up.

Water Report: by John Christianson:

- Water Meter Project(s) - Almost Complete

There are Nine (9) residential properties that have not yet completed or scheduled their respective water meter installations. Awesome effort so far by the majority of our homeowners!!!!

Lot #s 9, 20, 21, 26, 44, 46, 52, 62, 64 are the nine residential property connections not yet done. John has been contacted by the owners of Lot #9 & Lot #44 however they have not yet picked up their water meter. He has not yet been contacted so far by the other seven (7) property owners.

This meter installation project is a Washington State regulatory requirement with an established completion date of January 22nd 2017. As noted in the Aug 2016 minutes, John Christianson identified that if a home-owner is non-compliant, the required water meter installation will still need to be done and the Community Association will be forced to hire a contractor to perform the work. This significantly more expensive alternative will involve locating the external point of connection and digging up the street and yard for an external meter pit installation. The respective property owner will be financially responsible for this work.

Please contact John Christianson at jchrist489@comcast.net if you need any assistance determining what meter you need or to pick up your respective residential water meter. John is located at 20681 Miracle Mile, lives here full time and wants to assist you in getting your water meter installed.

John requested the contact information for the owners of the lots identified above so that he may contact them directly to offer assistance. Mary agreed.

John said that all the underground work is done. We will get a letter of correction from the state regarding those who are not hooked up by the deadline. Dwight suggested that we send certified mail to those who have not yet made arrangements. John Christianson said that he would call them by telephone first; Kathryn said that she will send out certified mail warnings to those still not in compliance after John's calls.

- Well #5 Connection Project

John reported that in recent discussions with John Torrence and his staff, preliminary indications appear to favor connecting Well #5 directly to the Phase 2 water system at a point close to where the new water line currently ends (that is, adjacent to the 18th hole tee boxes).

- Water Rights

Trevor Hutton at the Dept. of Ecology has responded to our formal request for a status update on Kahler Glen's Municipal Conformance Request. Our response request was made through our consultant Carl Einberger at Aspect Consulting. John has copied in Mr. Hutton's e-mail Response to Carl below. This is good news and when the new documents completed & issued, this action will secure Kahler Glen's water rights.

From: Hutton, Trevor (ECY) [Sent: Tuesday, November 15, 2016 11:28 AM

To: Carl Einberger, Aspect Consulting)

Subject: Kahler Glen Municipal Conformance

Hi Carl,

As we briefly discussed, I'm sending along a status update for the Municipal conformance requests for Kahler Glen. I want to apologize for the delay as my office has dealt with competing priorities and other issues over the last year.

I have discussed this task with my staff and we will be prioritizing these to get this project finished up. All of the substantive issues have been previously resolved, and Ecology is in agreement that the rights qualify for conformance to Municipal Supply purposes. I anticipate that we will be on track to issue the new documents within a month.

Thank you for your patience.

Regards,

Trevor Hutton, Water Resources Program

WA Department of Ecology

John said that once Well #4 is connected, there will be much less drastic impact of drought conditions. Gary remarked that we still will need to address leakage and the ponds.

Firewise Report: by Bill Miller:

Bill announced that our grant request was fully funded. A letter will follow up with the details. We will have until 15 June to complete our plan. DNR will send its share directly to the tree service. CA can cover some of its contribution in kind.

The washout on Nason Ridge Road/Ski Trail has been temporarily fixed for this season. Rocks at the entry need to be moved, as property owners on the road need access.

Kathryn will supply some additional signage to be posted on the cart barn re winter activities.

Kathryn will add an admonition with regard to heat pumps to the template of the winterizing check list.

Architecture Review Committee: by Kathryn DeMeritt from Julie Burrage

Julie reports that the regulations re architectural standards need some clarification, for instance, regarding acceptable paint colors. Also, we need to specify that the plans must be resubmitted to the Board if the construction plans change. Also, builders need to post their building permits.

John Christianson added that we need to know where new construction point connectors are, plus that water meter requirements have been met. John suggested that

1. This information be required in the original plan.
2. Written assurance be given to the CA when the specs actually have been met.

Mary said that the board needs to review a draft of the updated policy. Kathryn will make the draft, send it by Julie, then send it back to the board for review.

Mary announced that the webmaster has resigned, and that we need a new webmaster as soon as possible. Qualifications would include database maintenance (for the community roster) and web presence maintenance. Mary reaffirmed that the community roster is for social purposes only and cannot be provided for any other purpose, including commercial. Rules for roster use are posted on the website.

Community Forum:

Jim Farmer thanked the board for their work. He suggested that donation boxes be located in each of the properties of the rental pool, with the hope of generating some revenue to go into community recreational projects.

Mary Gallagher commented

1. That communication went smoothly during the two condo water emergencies. She suggested that there be e-mail communication during outages.
2. Regarding the Polar Bear plunge. How will people find out about it? (It was remarked that this is a private event and not sponsored by the Community Association. Its sponsors will have to deal with required publicity.)
3. On the tree cutting proposal near the Pro Shop. Did it involve 1 or 3 trees? Special value of old trees was commented on. Kathryn commented that the golf course needs to be able to maintain its playing area, so that some balance between interests should be worked out. Mary G added that there is a need to replant trees, and that the tenant does not own the golf course property.

Executive Session

It was moved by Paula Robinson and seconded by Dwight Miller to declare executive session for the purposes of discussion of personnel matters. Motion passed unanimously.

Mary declared the executive session at 11:36 a.m., and the guests were excused.

Executive Session ended and the board meeting reconvened publically at 11:55 a.m.

It was moved by John Christianson that in order to enhance staff performance, to insure clear and complete communication, and to address any issues that may arise, the Board instructs the property manager to institute an on-going program of employee forums held at regular intervals. Paula Robinson seconded. Motion passed unanimously.

Dwight volunteered to help with the employee forums.

The next meeting will be 15 January, 2017, at 9 a.m., in the Athletic Club meeting room.

It was moved by Dwight Miller and seconded by John Christianson that the meeting be adjourned. Passed unanimously. Mary adjourned the meeting at 11:57 a.m.

Respectfully submitted,

Nancy M. Miller

Secretary, Kahler Glen Community Association Board