

Kahler Glen Community Association  
15 January 2017      9 a.m.      KG Athletic Club

Members of the Board present: Dwight Miller, Nancy Miller, Mary Long, John Christianson, Paula Robinson

Also present by telephone: Kathryn DeMeritt

Manager: Gary Marks

Community member present: Bill Miller

Mary Long called the meeting to order at 9:02 a.m. and noted the presence of a quorum.

Nancy said that comments on last month's minutes draft had been received yesterday and the requested revision requires that Mary Long agree, a request that was sent out yesterday evening. Nancy requested that approval of December's minutes be deferred until next regular meeting. Mary Long so moved and John Christianson seconded; motion passed without objection.

Communications Report: Kathryn DeMeritt

Kathryn reported that the following communications have been received:

Summary:

- two requests for roster plus submitted previous "official" ski trail map
- Complaint about people walking on ski trails
- Communication from new owner plus seller
- Request for clarification on berm removal (does that include driveway? a: no)
- Comment on dumpster location being fine (from owner on back 9)
- Complaint about lack of restaurant information
- Suggested vendor for roof snow removal
- Communication from manager: no parking in condo parking lots during snow accumulations of over 4"

Kathryn reported that she received many complaints about improper parking. She reported that the rosters had been converted into a suitable format [compatible with RCW64.38.045(2)] and sent out in response to the two requests. She and Bill will consult on the ski trail map. She answered the communication concerning berm removal. Expressing concern about liability for quality of work or injury or damage on the job, Board declined to recommend a vendor.

Kathryn will send out an immediate notice to all residents concerning checking their pipes and gutters before the predicted thaw. Newsletter will contain reminder that parking in the condo parking lots interferes with snow clearance and parking on the road must leave road open for traffic and emergency vehicles.

Several board members mentioned that they had received personal complaints from residents about unauthorized sledding, and about walkers on the ski trails.

Dwight said that we need to have a better plan in place next year for parking, ski trail issues.

Nancy said that Kahler Glen residents could be given parking permits to hang on their central rear view mirrors to assist in identifying unauthorized parkers.

### President's Report: Mary Long

Mary Long updated the Board on the unresolved lease dispute with the golf course. Action to resolve the dispute is being taken in accord with the provisions of the lease.

### Manager's Report: Gary Marks

Gary reported that he is working with the CPAs on the audit. Taxes will be out next week. Gary said that he needed the expenses for well #5 and the water projects separated, and that he will need copies of the invoices.

Mary said that we will be updating signature cards with GESA.

Dwight said that we will need to declare some losses on some accounts. Gary will talk to the accountant about this tomorrow.

On the recommendation of Nathan Kotchka, the auditor, Gary explained that we will need to reorganize the format of the budget, either into separate P&Ls for each category, or by classes. If we use separate P&Ls, we will need a separate bank account for each one.

John C said that we should look into getting a corporate credit card. Mary asked Gary to inquire next week and Gary agreed.

Gary said that having separate P&Ls brings in a requirement to have a 6-year budget. The annual budget is submitted to the annual meeting, but is part of a 6-year plan. Dwight suggested using a budget format rather than a P&L format as it is easier to read. Gary said that we need a separate budget meeting.

Gary reported that the air conditioners at the ProShop are not functional.

Gary is reviewing the first draft of the employee manual. He wants to have the lawyer review the draft. Gary said that he is using Tsheets.com, which interacts with QuickBooks already in use, to see if it is suitable as a management tool.

Gary said that he needs a desktop in the office. Some employees don't have a computer or smartphone as a way of connecting with a computerized management system. Gary reported that the internet connection is re-established, but that there is no bandwidth at the conference center and fixing that may require some tree removal. Kris Norby is being consulted on computer matters. John C said that wi-fi connectibility is part of the scope of work on the well #5 water project. Wi-fi connectibility will enable water system & equipment fault monitoring & control at the KG office.

Brook Fritz joined the meeting telephonically.

Gary reported on the Mountaineers using our facility and more buses being expected. Dwight suggested that NorthWest Magazine (KING-TV) be contacted and this suggested as a program destination.

Water System Conformance Report: John Christianson

Water Meter Installation Project: John reported that there are four (4) homes left to complete and all have been scheduled for their respective meter installations on January 18, 2017. Installation will be completed on schedule and prior to the required date of January 22nd 2017.

Well #5 Connection Project: John reported that after Torrence Engineering evaluated the project objectives against the three (3) connection alternatives and presented the results, it was recommended and accepted to connect Well #5 to the main line in the street on Miracle Mile at a location close to the 18th Tee Box.

This was by far the most cost effective and regulatory compliant decision and John directed Torrence Engineering and Z Engineers to move forward with the design and construction document preparation.

Water Rights: Municipal Conformance Request has been submitted to DOE for approval. On January 10<sup>th</sup>, KGCA received an update from Trevor Hutton that our documents have been drafted and they are currently going through the review process so they can be signed and issued. John sent a copy of Trevor Hutton's letter to Carl Einberger to KG board members.

John warned of the hazards of the coming thaw to people with frozen pipes. He added that any exposed pipe in garages which are not insulated or are left open are also subject to freezing. Kathryn will send out an alert to the community this evening.

John mentioned that the various originals and our copies of permits and rights need to be safely stored. Nancy suggested that the KGCA should rent a safe-deposit box for items that need to be safeguarded.

Financials: Dwight Miller

Dwight delivered the following information:

Reserve summary:

November balance: \$241,721

December balance: \$222,699

draw down: \$19,022 Reason: prepaid meters for homeowners, and meter reading equipment. Billing went out in January for reimbursement.

YTD summary:

Planned revenue: \$436,597

Actual: \$432,096 We have several past due accounts that are making most of the difference.

Planned expenses: \$606,227

less H2O utility  
service expense-

Other: \$268,543 These are water project costs that should not be in the P&L; we are working to fix this error.

Adjusted amount \$337,684

Actual expenses: \$337,946 expenses in line with planned expenditures

Water projects fund balance: \$210,706

January billing to homeowners includes dues, meters, and metering equipment cost. Cast labor to assist installing meters will be billed next month where applicable.

Dwight remarked that as the projects allow us to build our reserves, we hope to avoid future assessments.

#### New Business: Mary Long

Mary stated that she needs board members who can be present for the site visit by the mediator on 11 Feb. Dwight Miller added that we also need board members who can be present for the mediation on 10 March. Dwight said that Michelle should be asked if she has all the required paperwork. Further scheduling dates were discussed.

It was suggested that the board members should have a consultation with Michelle before the mediation scheduled dates.

#### Community Forum:

Mary Long said that Gary Schuster's trailer and snowblower have been stolen. Anyone seeing a yellow snowblower on a new trailer is asked to contact the police.

Mary said she will not be present for the next two board meetings, and that Paula will conduct them.

Bill reported on Firewise. DNR approved our \$6000 grant. \$3000 will be paid directly to the tree professional, \$1500 will be paid by Cascade Conservation District, and \$1500 will be the responsibility of KGCA, some of which can be paid off with banked volunteer labor. Kathryn will send out a notice that homeowner's can contact Bob's Tree Service who is the vendor in the award, if they want to individually schedule work on their property in the end of April/beginning of May timeframe.

Bill distributed a draft and said rules concerning trail use and the ponds should be sent to every residence. Gary requested that a bifold or trifold pamphlet be designed to show trails and trailheads on one side and list the rules of trail use on the other. John suggested packing snowshoe trails with the old snow-groomer. Dwight suggested a springtime review of signage and trails. Nancy suggested that finding a new location for the sled hill might be a more productive way to solve some of the chronic complaints.

Paula suggested that residents requesting recommendations for home maintenance or other services should be directed to Plain Hardware, who maintains a recommended vendor list. Paula suggested that Kahler Glen might institute an "ambassador" program as at Stevens Pass Resort, where local residents volunteer to wear special, brightly colored vests while outside or using the trails, and be available to greet visitors, answer questions, or interrupt persons who are in an out-of-bounds area or behaving in an unsafe way.

Kathryn asked about the Architectural standards with regard to lighting. Without objection, the Board answered that the old standard should be replaced with 450 lumens, the new measure.

John C stated that money to pressure wash and paint the #1 water tower should be in next year's budget. Dwight asked that all budget requests be made now, either to him or to Gary, or to both.

There was discussion about the new snowblower (wonderful!) and the damage to the berms at Natapoc.

John C pointed out the road sanding at intersections with ski/pedestrian trails requires some additional handwork to be effective.

At 10:55 the Board went into Executive session to discuss a personnel matter. Bill Miller left.

At 12:00 noon, the Board returned to public session.

The next meeting will be on 12 February at 9 a.m. at the meeting room in the Athletic Club.

It was moved and seconded that the meeting be adjourned. Motion passed unanimously.

Respectfully submitted,

Nancy M. Miller

Kahler Glen Community Association Board, Secretary