

Kahler Glen Community Association  
12 February 2017      9 a.m.      KG Athletic Club

Members of the Board present: Paula Robinson, Nancy Miller, John Christianson  
Board members present via telephone: Brook Fritz, Kathryn DeMeritt, Dwight Miller, Mary Long

Also present: Gary Marks, manager; Mary Gallagher, community member

In the absence of the president, Vice-President Paula Robinson called the meeting to order at 9:01 a.m. and noted the presence of a quorum.

Nancy Miller moved that the minutes of the last meeting be approved as published on the website. John Christianson seconded. Motion passed unanimously.

Nancy Miller moved that the minutes of the December 2016 meeting be approved as published on the website. John Christianson seconded. Motion passed unanimously.

Communications Report – Kathryn DeMeritt

Kathryn reported that she received the following:

- Letter from Mark Perry re drainage
- Two complaints about roster
- Request about rules for tree removal on private property
- Complaint about unofficial snowshoe trail near Condo G
- complaint about fire hydrants not being cleared (Gary inspected and found only one issue, which was corrected immediately)
- commendation for CAST regarding “great job they are doing with snow removal”
- forwarded letter from Randy Pelton from Chelan County Fire Marshall to Gary, re self-inspection report
- requests for information from a number of new owners, potential buyers and title companies

The Board discussed the letter from Mark Perry. John Christianson said that the Community Association has provided sand bags. The long term solution may involve installation of diversionary asphalt, but that cannot be determined until the snow has gone. The Board and the Perrys will work on cooperative solution of this problem.

Paula brought up the letter regarding the rosters. Mary Long said that we have released the roster information in the form that our attorney advises us is appropriate to meeting state requirements under current RCW. Mary added that the matter of policy on information release on the rosters will be brought up for a community vote at the annual meeting; a method to opt-in or opt-out will also be devised. Mary said that she has received complaints about mass mailings from parties other than the board. Nancy also. Mary asked if there was any objection

to continuing the policy as advised by our attorney. No objection was heard and the policy will be continued.

#### Water Report – John Christianson

There is no water update. John announced that we met the compliance deadline on meter installation; he has sent a message to Cary Eller to that effect.

John also reported that the state has agreed to modify our annual reporting date to May 2017 to May 2018, in recognition that it is very difficult to access some meters during the snowy months. The “Water Efficiency Reporting Requirement” requires annual reporting.

John reported that the DOH approval process for our municipal conformance is ongoing. The draft documents will be sent for accuracy review to Carl Einberger of Aspect Engineering and he is awaiting their delivery.

John reported that the design on Well #5 connection is under way.

#### Property Manager – Gary Marks

Gary reported that he emailed a draft of the new budget to board members this morning. Because of state Department of Health requirements, we are looking at a six-year budget span.

Gary reports that our income taxes have been filed and we will receive a refund.

Gary reported that we qualify as a HOA under IRS regulations. We are an 1120-H organization. Gary and Esther have established budget categories. Goal is greatest possible accuracy and efficiency. We will more easily separate exempt and non-exempt expenditures, track fuel usage, maintain the income-to-debt ratio required by our contract with GESA, budget for projects.

John Christianson said that he wants to see the project plans. His concern is to establish dedicated maintenance services on a prescribed schedule for the utility systems, and to include the catchup maintenance in the plans.

John and Gary described that the maintenance projects are also a way of creating as-built records, as none came to us at time of purchase.

There was a brief discussion of a plumbing issue in one of the condo units. John Christianson moved that Tom Jensen be reimbursed for his costs to correct the KGCA utility system anomalies discovered in the recent incident. Paula seconded. Motion passed unanimously. Mary said that a list of who to call in if a problem arises should be distributed to residents.

Paula asked if there was a timeline for budget review. Dwight reminded that the budget must be snail-mailed to residents at least 30 days before the annual meeting, so we need to discuss the budget next month or have a special board meeting. Dwight suggested that we hold next

month's regular meeting, then schedule an additional meeting if needed. Gary said that we will need to incorporate info regarding audit input and service contracts also.

Paula said that, without objection, she would schedule an additional hour for budget matters at the board's March meeting. At that time we would determine the need for a special meeting. No objections were heard, so initial budget will be taken up at the next regular meeting.

Nancy asked about next year's dues. Gary answered that the \$20 in the budget is a decrease from the current \$35 assessment charge, but that the amount has to be renewed annually to be included as part of dues.

Mary Long asked 1) does Quicken match the budget breakdown as described? and 2) for an update on timesheets for employees, and on the employee policy manual.

Gary said that Esther has not finished matching the budget breakdown categories with her records, also that she had not completed the timesheet project.

Mary expressed her disappointment, as this is a board priority. John Christian said that since we all agree in concept, is it a capacity issue? Mary added that the accountant shouldn't have to do additional work monthly in order to deal with our figures. Gary said that the CPA could do this, rather than Esther, although a joint meeting would be required. Mary reiterated that this is a board priority.

Gary said that he will meet this week with Paula on the employee handbook issue.

John Christianson suggested that this issue is a problem of time. We should set a date for Esther, and ask if we can provide any additional resources to assist her in meeting that timeline. Gary said that he would see Esther today and take the matter up with her. Dwight added that Esther's role in the audit with Chris Loomis should be included.

#### Finance Report by Dwight Miller

There was no financial to report.

Dwight asked if the attorney had received the documents she requested. Gary said that they had been sent. Dwight inquired concerning documents needed by Chris Loomis for the audit. Gary said the items have been sent and the open items will be settled next week. Gary reported that the firm has had difficulty receiving our emails, but that the server problem has been resolved.

Mary Long reminded that the Perry estimates needed to be incorporated into the draft budget.

#### Old Business

No old business.

## New Business

Mary suggested that local signage should be altered to indicate the presence of Kahler Glen, a community, and Kahler Glen Golf Club. The current signage is misleading. This would involve the removal of the ski sign and would be a budget item unless other options presented themselves. The possibility of lighting the sign was raised, but it was pointed out that the sign had not been lighted for five plus years. Mary Gallagher suggested that this be brought to the annual meeting. Nancy mentioned that the sign near Cedar Brae had tilted this winter and appeared to be compromised. Discussion followed. Paula stated the matter could be revisited in the spring.

Mary L stated that Firewise signs for the community are expected.

Kathryn said that she will contact the Lake Wenatchee Rec Club with regard to available dates in June for the annual meeting. Mary asked if that provided Dwight time enough to have the financial report ready and he answered that it does. Kathryn will also contact the condo association on this matter.

Without objection, at 10:00 a.m., Paula declared executive session for the purpose of discussing an employee matter, and discussing advice received from the attorney. Community members left.

Executive session ended at 10:25 a.m.

Nancy moved that the board consult with our attorney regarding the upcoming site visit and associated mediation. John Christianson seconded. The motion passed unanimously.

Mary announced that the next board meeting will be 12 March 2017 at 9 a.m. in the Athletic Club meeting room.

John C moved that the meeting be adjourned. Paula seconded. The motion passed unanimously.

Respectfully submitted,  
Nancy M. Miller  
Recording Secretary, Kahler Glen Community Association Board