

# Kahler Glen Community Association Board

## Minutes

17 Sept 2017

9 a.m.

Maintenance Office

Board members attending: Paula Robinson, Neil Taylor, Nancy Miller, Brook Fritz, Lynn Withrow, Sue Hennessy

Also attending: Gary Marks, manager

Community members/guests attending: Marcus Wood, Jim Farmer, Mary Gallagher, Curtiss Lynn

The meeting was called to order at 9:01 a.m. by President Paula Robinson, who noted the presence of a quorum.

**Minutes:** Nancy explained the recent suggestions from Sue concerning the minutes. Nancy distributed a paper copy of the current draft of the minutes. Nancy moved that the minutes be adopted as distributed. Paula seconded. Motion passed unanimously.

**Infrastructure:** Lynn introduced Curtiss Lynn as a new member of the Infrastructure committee. Curtiss reported on the situation and the remediation plans concerning the water leakage and slide on the berm near the hole #18 pond, which has been emptied. Gary will update the infrastructure committee asap. Sue moved to authorize the infrastructure committee to create a fix of the immediate problem on pond #18, including the problem of snowmelt dissipation, up to a cost of \$10,000. Lynn seconded. Motion passed unanimously.

**Financial Report** through August 2017, emailed by Dwight:

|                             |                  |
|-----------------------------|------------------|
| Total checking and savings: | \$191,201        |
| Monthly performance:        |                  |
| August total revenue:       | \$ 47,954        |
| August total Expense:       | \$ 57,862        |
| August performance:         | over \$ 9,908    |
| YTD performance:            |                  |
| May thru August Revenue:    | \$211,122        |
| May thru August Expenses:   | \$203,912        |
| YTD performance:            | under (\$ 7,210) |

Notes: Put Liens on the delinquent properties.

Sue requested a meeting with Gary to go over the charts of accounts. Gary agreed, and will also include Esther. Sue will not be available for a month, so Paula offered to forward the queries to Dwight. Lynn requested an orientation to the budget.

Sue moved that Esther be directed to complete the revision to the chart of accounts within QuickBooks within 15 days and that our September financial report reflect the updated format. Paula seconded. Motion passed unanimously.

Paula instructed that there be correspondence between Dwight and Esther directly, with copies to Paula and Lynn. Paula will assist Dwight, if needed.

**Property Manager Report** from Gary Marks:

Gary described the possible solutions to the leak near pond#18, depending on what the work on Monday reveals. Neil commented that we need a discussion on revenue enhancement, not based on assessments or dues. Nancy remarked that clear communication between the board and the community is essential, especially regarding nature and prioritization of projects, costs, and payment options. Sue added that we need a multiyear financial plan, and a committee to bring such a plan to the board.

Paula said that the financial work has usually been done by Gary and Dwight, with specialists brought in as needed. We have a five year financial plan, as is required by the audit. We had a reserve study in 2012 and will need one in 2018. Paula will send the audit report to the board.

Gary said that a draft PPT was sent this morning on the topic of capital projects and community improvements. Lynn said that Gary and the Infrastructure Committee should review this report and address it at the next meeting, to which the Infrastructure Committee should be invited.

Gary reported that we will need an electrical contractor to bring electricity to the ponds, immediately #18. Lynn suggested that John Christianson be consulted.

Gary reported that Mitchell Paving is not available for patching projects, but is interested in the main road project. Lynn suggested soliciting bids this fall in order to assure a place on the contractor's spring calendar. She also suggested consulting Carol Billesbach. Gary requested that an assessment of Upper Miracle Mile be included. Lynn requested that John Christianson be consulted on this project as well. Paula noted that the road work will likely have to be done in stages.

Gary reported that Mike Dickinson Construction will be bidding on wall removal from the avalanche lot.

Gary reported that Well #5 connection has been approved by the Dept. of Health. Additional work to satisfy final permitting requirements will be undertaken by Torrence Engineering, Cary Eller, and CAST, overseen by Gary as project manager/coordinator. Plan is to complete this phase this fall, so that the next phase will start in the spring. Paula added that source well approval will involve Z Engineering, Torrance Engineering, KGCA (oversight) and Cary Eller (water quality). In response to query by Sue, Paula instructed that the Infrastructure Committee be updated weekly.

Gary thanked Mark DeMeritt for \$250 donation to enhance security in the garbage dumpster area.

Paula appointed Brook to oversee Waste Management. Sue will put a note in the newsletter to community concerning proper disposal of items. Gary mentioned that dumpster location during snow season is yet to be determined.

## **Updates**

**Weyerhaeuser logging plans** by Paula: Chelan-Douglas Land Trust (CDLT) and the Trust for Public Lands (TPL) are leading the community effort to purchase and conserve the Nason Ridge property. TPL and the CDLT will continue to update the local community as that pathway develops.

Sue reported that the **website** is coming together very well. It will be beta-tested and a go-live date will be announced. Jim Burrage has been contacted about having a page on the website; Mary Gallagher will follow up to get a response. Gary will talk to Neil regarding a page on the website for the restaurant and contact Sue. Sue noted that the deadline for development is mid-November.

## **Communication Report** from Sue:

Sue reported that some people prefer e-mail and she will continue using that medium.

Sue reported nothing remarkable in the email. The recent communication from Michael Wandell will be forwarded to all board members. Paula has responded to this communication. Paula pointed out that the rule for uses of executive sessions is very specific. She will consult with Michelle for clarification and report the response.

Gary reported on confusion about Esther and the board's email addresses. He will straighten this out with Esther.

**Committee Reports** by Paula:

**Architecture:** Julie will report at the October meeting.

**Infrastructure:** Reports about roads, trash, and ponds have already been given. The following are committee members: Lynn Withrow, chair; Rex Lund, ponds; John Christianson, water; Curtiss Lynn, irrigation; Carol Billesbach, roads; John Greiner, septic. Lynn stated that the Infrastructure Committee was advisory and needs a list of the projects for the next six months. Gary said he would sent the list.

**Winter Recreation:** Bill Miller is chair. This group covers skiing, snow-shoeing, sledding. They will coordinate with Lake Wenatchee Winter Recreation Asstn (Gary Schuster) which has run the ice rink in past years.

**Firewise:** Paula reported for Bill that there will be a work party Sunday, Sept 24, at 9 a.m. near the second green. Work will focus on the overgrowth near the 3<sup>rd</sup> fairway and the garages. Contact Bill at 425-444-9598 to volunteer. Gary will talk to Bill about the status of the grant program and possible activity on Upper Miracle Mile.

**Restaurant:** Neil will write up a charter. In addition to Neil, committee members are Jim McVay, Judy Kies, George Wilson, Dennis Broughton and Stan Morgan. Sue stated that the Women's Golf Group would like to participate. Lynn mentioned Ann Cole as a potential volunteer.

Sue stated that every committee should have a charter that states its purpose, annual work plan, and identifies its personnel. Julie's charter for Architecture Committee can be used as a template by committee chairs.

Neil suggested that a Golf Committee is needed, not related to the golf course exclusively, but as a **Summer Recreation** Committee. This committee would focus on recreational experience, not business.

Sue volunteered to draft a charter for a **Governance** Committee. Paula appointed Sue as governance committee chair.

**Finance** Committee: Sue stated that this will be an oversight committee, and should include the current Treasurer. This committee will also look at succession planning, promote community involvement, oversee the reserve study, and apply analytics to data. Paula said she will discuss the structure of this committee with Dwight, then put out feelers for volunteers.

Paula raised the issue of **Security** at the maintenance sheds/dumpsters. Gary pointed out that this topic also involves well-head security and that there are requirements from Homeland Security. Sue suggested that the subject matter was better called Risk Management, involving i) protection of assets, ii) business recovery, and iii) trade-offs. Gary pointed out that wellhead pump controls are already part of the Small Systems Water Management Plan; securing electrical panels and wellheads is included.

Paula put security issues together with waste management and re-named Brook's group **Security**, and will include i) security and emergency management, ii) ingress/egress in emergencies, iii) fire flow and fire hydrants.

Gary will send Lynn a copy of the Small System Water Management Plan.

Gary will send the Homeland Security website to Brook.

Paula suggested that we need a **Futures** Committee. This group could manage a new community survey. Nancy suggested that we might get better response if we limit topic and number of questions, based on or setting our operational priorities, and put out several focused surveys per year rather than one large survey.

**Public Comments:**

Jim Farmer stated that he would like to see Financial Reports including i) status of reserves, ii) status of operating funds; iii) status of variances; and status of accounts in arrears. He asked: i) is there a process for members in arrears?, and ii) is there a legal process to protect the community from people in arrears?

Paula responded that the Treasurer files liens and foreclosures, usually after 90 days provided that the filing is cost-effective to try to collect. The Treasurer works directly with the attorney. Paula also answered that the situation of members not in good standing is addressed in the governing documents, which disqualifies those over 60 days in arrears from voting at annual and special meetings.

Jim Farmer volunteered concerning the status of board retreats that exclude attendance of community members. Paula responded that we will defer to advice from our attorney. Nancy pointed out that retreats and executive sessions are distinguishable topics.

Jim Farmer thanked the board for all their work.

Neil described an effort being led by Karen Bauder, Pro Shop manager, to raise money for Upper Valley MEND (Meeting Each Need with Dignity), a local charity. Sue will put information on this cause in the newsletter.

Mary Gallagher made several comments:

- 1) Repair to pond involves drainage, and CA should try to economize by upgrading now rather than having to manage drainage and filling twice;
- 2) Summer Recreation and Winter Recreation Committees appear to be central to the focus of the community. Specifically, ice-skating could be central to restaurant success in the winter. Community should discuss whether it wants to develop and support a resort.
- 3) Rollie Schmitt should be approached to assist the Security committee develop a proposal for the placement of game cameras in the dumpster area at economic cost.
- 4) Noxious weeds and clubhouse grounds should be assessed from a FireWise point of view; Mary would encourage workparties.

Paula will contact Julie Burrage that the landscaping unit of the Architecture Committee should plan an aggressive approach to noxious weeds as seasonally appropriate next year.

At 11:30, Neil moved that we end the public session and move to executive session for the purposes of 1) personnel discussion, and 2) discussing legal advice from our attorney regarding pending litigation. Several seconds were heard. Motion passed unanimously.

Community members left.

Brook left at 12 noon.

At 1:01 p.m., executive session ended without objection.

The following actions are affirmed from executive session:

- 1) Paula will provide documentation from the previous mediation to board members in anticipation of settlement offer from KGGSR. Motion passed unanimously.
- 2) The Board authorized Neil to be the contact person to conduct inspection of the restaurant and deal with potential tenants. Motion passed unanimously.
- 3) The Board authorizes Neil to meet monthly with the employee in question, where they will agree on assigned activities, create a work list, and review progress since the last meeting, and a new work list will be written. Motion passed unanimously.

At 1:04, the public meeting resumed.

**Other topics:**

Paula will email Gary, asking that he provide prioritization of the projects list that he made available. Paula pointed out the need to address the use of the overflow parking lot to the community. Queries have been received, but the current use of the overflow lot is appropriate according to the covenants.

**Calendar:**

KGCA Board meeting: October 15; 9 a.m. to 2 pm; Maintenance Office.

KGCA Board meeting: November 19; 9 a.m. to 2 pm; Maintenance Office.

Without objection, the meeting adjourned at 1:25 p.m.

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