

Kahler Glen Community Association Board
9 A.M. KG Maintenance Office 19 August 2017

Board members present: Brook Fritz, Paula Robinson, Sue Hennessy, Lynn Withrow, Nancy Miller

Present by telephone: Neil Taylor, Dwight Miller

Also present: Gary Marks, manager

Community members present: Richard Robinson, Ann Cole, Bill Miller

At 9:10, Paula opened the meeting and noted the presence of a quorum.

Sue Hennessy noted several corrections to the minutes of the last meeting. Lynn Withrow moved the adoption of the minutes as corrected. Sue seconded. Pass unanimously. Nancy will forward a corrected copy to Sue. Nancy asked that suggested corrections to the minutes be sent ahead of time so they can be forwarded and considered before presentation. No objection was heard.

Architecture Committee - Brook Fritz, reporting for Julie Burrage

Brook will email the PPT to the board. Julie Burrage made the spreadsheet setting out the committee mission statement and purpose. Thank you, Julie. An electronic copy will be sent to the board.

Noxious Weeds - Paula Robinson, reporting for Kathryn DeMeritt

Notification emails have been sent to property owners where noxious weeds have been identified on the property.

CAST members spray the community's common property, and property owners can also hire CAST to spray individual private lots.

In response to a recent query, property owners are responsible for ditch maintenance adjacent to their properties and are responsible to their property line.

Bill Miller arrived.

Bill reported on several topics:

Firewise:

- 1) we have several new residences whose landscape plan should consider fireside options.
- 2) Bill plans to schedule another Fireside work party, but funds are not yet available as they are part of the state capital budget process.

Mailboxes: A request has been received for a mailbox. There is only one left on the back nine. Board should consider purchase and installation of a fourth cluster.

DNR/Weyerhaeuser logging update: negotiations for purchase of the proposed Weyerhaeuser clear cut are underway. There are several prospective donors and interested organizations. Land Trust is managing coordination.

Shoreline Management Act: A copy of the draft of the county Shoreline Management Act is available. Our shoreline is Nason Creek.

Website - Sue Hennessy

Sue recommended Buller Technology Group in Lynnwood, which charges a \$2000 fee and \$10/month.

Nancy moved that Sue be authorized to spend \$2000 fee and contract for \$10 per month to Buller Technology Group to develop and maintain the new website. Motion passed unanimously. Redesign will begin immediately. Sue will contact individuals within the next two weeks asking for assistance in updating various sections of the website. We have 90 days per our contract to complete the redesign.

Financial - Dwight Miller

Report on all accounts and the budget was sent to the board electronically. Dwight reports that we are in good shape overall. Sue questioned why Natapoc dues were not called out. Dwight explained. Gary and Sue agreed that Gary would meet with Jim Farmer, current Natapoc Treasurer, to markup and then finalize the service agreement with Natapoc. The agreement will reflect the original pricing for snow removal that was reached between Gary and Natapoc property manager, Lisa Hanson. Language needs to reflect this pricing agreement.

Sue asked about budget approval and audit report processes. Dwight answered that the budget draft was considered by the board at the March and April meetings, was approved and recommended by the board at the May meeting, and was presented and endorsed by the community at the June community meeting.

Gary has the final audit report, which is awaiting Paula's signature. Paula signed the report.

Sue asked about the capital project line on pg. 4 of the p & l. Dwight and Gary distinguished the water project well #5 project from our general capital budget; the two are separate accounts.

Paula and Dwight have received inquiries about the amounts delinquent with regard to assessments, dues, and meters. Esther will pull the numbers and Sue will publish them in the next newsletter to the community.

Paula asked for opinions on timing the purchase of the next mail cluster. It was suggested that the CA president and the AC president document the history of cooperation re the mail boxes on AC land. There was no objection. Purchase of new cluster will be considered in the spring.

Manager's Report - Gary Marks

Audit Followup: We have received a paper copy of the CPA's report (note: water rights are not in the scope of this report). The manager and the president sign this copy and return it to the CPA's office. Dwight, Gary, and Esther have reviewed it with the CPA. Notably, we need

- 1) a new reserve study, and
- 2) every building status determined, documented, and made part of a plan for replacement.

Dwight and Gary will create an abridged version to post on the website.

Gary stated that the new reserve study will require a professional to carry it out, and will be expensive. Gary stated the John Torrance has part of a base study, dealing with water rights. Also. Dept of Health checklist will be one part of reserve study. High risk items will include backup power for water, and situation of septic fields.

Sue commented that it was a pretty clean audit. Points to be considered:

1. need for two check signers,
- 2) need for standard processes for liens (consult Mike Wandell, who commented to several board members that we have them),
- 3) consider amt of detail in minutes.

Projects List: Gary has a projects list, and will send a copy to Lynn. Neil requests one also. Neil stated that 1) utilities and property services, 2) member services, and 3) capital projects need to be prioritized as part of the reserve study. Paula asked that a copy of the list be sent to all board members.

Equipment purchase: Gary reported that the sale of the Caterpillar front-loader and the purchase of the John Deere plow, which have already been approved, are nearing completion. There will be approx \$3800 reduction in cost as we are returning the forks, which we do not need.

Pond Maintenance: Gary reported on the ponds. Pond #18 requires installation of aeration, which requires electricity to the site; the nearest source is #10, which will require cutting through the road. Dept of Ecology is interested. Use of chemicals for pest control is sensitive due to closeness of salmon spawning stream (Nason Creek). Financing the project was discussed as there are no earmarked funds in the current budget. Competition for funds between aesthetic issues and road issues was discussed.

Recruitment - Paula Robinson

Paula stated that we need volunteers for the following committees:

- 1) Restaurant
- 2) general recruitment

Lynn suggested that discussion of general recruitment of potential board members be postponed until the retreat. There was no objection.

Infrastructure - Lynn Withrow

Lynn reported that the following responsibilities have been taken on by the following individuals: Rex Lund - ponds, John Greiner - septic, Carol Billesbach - roads, John Christianson - water.

Regarding roads, Lynn has invited a firm to come out, inspect, and bid on a phased road project. Gary stated that the construction schedule for the well #5 connection already includes a road portion, and that the contractor will be here next week. He also pointed out that the roads will be part of the reserve study. Regarding septic, it was suggested that a cautionary reminder be sent to the community regarding use of non-liquid detergents, items not to be disposed of in drains, etc. Sue will include septic reminder in next Note to Community. It was stated that the Architecture Committee should be sure to emphasize the prohibition on disposals, and enforce that provision as they examine plans.

Committees - Paula Robinson

Restaurant Committee: Paula reported that Jim McVay volunteered for the restaurant committee, but not as chair. Sue suggested Neil as chair; Neil agreed; Paula appointed Neil as chair. Tim Gallagher has RFP (request for proposal) templates that might be useful for this committee.

Governance Committee: Sue suggested that a Governance committee may be needed. She said that it might 1) set guidelines for recruitment of Board members, committee chairs; 2) keep track of proposed bylaw revisions, etc.; 3) plan board retreats; 4) establish a formal conflict of interest declaration process. Paula appointed Sue chair of the Governance committee. Paula and Lynn both volunteered to be on the Governance Committee.

Sue distributed a handbook, "Condolaw's 2015 Handbook for Community Associations", provided by Condominium Law Group, PLLC, to each board member. Paula pointed out that the immediate visible need in recruitment will be for a new board member qualified and willing to serve as treasurer. Sue stated that she thinks it is good governing practice to have contested elections.

Communications - Sue Hennessy

Sue stated that the emails have been unremarkable. She has forwarded them as appropriate and board members have been very responsive.

Mark DeMeritt volunteered a \$250 donation to go toward security cameras in the garbage dumpster area. Paula will accept Mark's donation, and hold it for a Security committee, if that is acceptable to Mark.

Announcements:

The board retreat will be 16 September 2017, from noon to 6 p.m., at the Maintenance Office.

The next board meeting will be 17 September 2017 at 9 a.m. at the Maintenance Office.

Dwight moved that the board enter executive session in order to discuss 1) a personnel matter, 2) communication with the attorney concerning pending litigation. Paula seconded. Motion approved unanimously.

Community members departed.

After the board voted unanimously to end the executive session, the following decisions were affirmed:

Paula said that, unless there was objection, she will tell Gary Marks to write a job description reflecting KGCA's anticipated needs with regard to the position under discussion. No objection was made.

Paula said that, without objection, she will consult with the KGCA attorney regarding the termination of the restaurant lease. There was no objection.

At 1 p.m., Paula announced the adjournment of the board meeting. There were no objections.

Respectfully submitted,

Nancy M. Miller

Secretary, Kahler Glen Community Asstn Board