

Kahler Glen Community Association Board
Minutes
16 Dec. 2017 9 a.m. Maintenance Office

Board members attending: Paula Robinson, Lynn Withrow, Sue Hennessy, Nancy Miller

Attending telephonically: Neil Taylor, Dwight Miller (left early)

Also attending: Gary Marks, manager

Visitors: Tim Gallagher, Mary Gallagher, Jim Farmer, Marcus Wood, Cary Ecker, Bill Miller

Paula Robinson called the meeting to order at 9:04 a.m. and noted the presence of a quorum.

Paula asked those in attendance for any prepared statements. There were none.

November minutes were presented in draft form. Revision will be completed and circulated via email to the Board.

Financial: Gary Marks presented in the absence of the treasurer.

Sue Hennessy requested an up-to-date P&L. Gary will send one to her.

Gary distributed a document titled "Unbudgeted Expenses to Date" (see appendix to minutes). He explained that some of these expenses were literally unanticipated and therefore unbudgeted; others are currently unbudgeted but that status is caused by the money in the reserve account which will cover the expense not having been transferred to the business account yet. All bill so far are covered. We will need money to complete the Well #5 completion in the spring.

Paula said that finances will be the major topic of the next meeting. Dwight plans to be in attendance. Paula summarized that the main reason for the shortfall is the unbudgeted expenses to date. Gary added that we are also still working on achieving the income-to-debt ration required by our loan from GESA.

Sue moved that the Board receive a proposal from Gary and Dwight at the next meeting explaining 1) how we will manage fiscal year end performance, and 2) how we will cover cash flow over the next 5 months. Paula seconded. Motion passed unanimously.

Property Manager Report: by Gary Marks

Gary reported that he and Brook have decided to purchase surveillance cameras for the maintenance shed area at a cost of about \$250, which cost is covered by the donation recently received from the DeMeritts.

Gary has sent out a Snow Management Policy and requests feedback. Discussion followed.

1. Sue noted the email from the Fire Department emphasizing the importance of keeping the hydrants clear and accessible.
2. Since there are early morning club users, Bill asked that the club drive be cleared as soon as possible. If needed, he can get the early users to park off the driveway.
3. Tim Gallagher pointed out areas accumulating ice (intersections, hills). Paula and Gary will sand by bucket if necessary.

Gary announced that the payroll policy draft will be ready after Christmas week. He will also send out a suggested list of policies that need review by the Board. Tim Gallagher offered to send a template policy manual to Paula and Gary.

Gary sent the draft EIS to John Christianson. Gary will update the DVDs with this information or Rex will arrange for transfer from a thumb drive. Rex has made a request to the county for a copy of the final EIS.

President's Report: by Paula Robinson

Regarding lots 57, 58, 59: these lots are proposing boundary adjustments. Paula let them know that we have no ownership of property or easements in the area in question. The new arrangements must honor the road and other setbacks. Sue suggested that Paula ask the property owners to keep us informed.

Paula reported on yesterday's Land Trust meeting regarding the Weyerhaeuser property on Nason Ridge. Western Rivers Conservancy has joined the group, and is currently conducting negotiations with Weyerhaeuser. Western Rivers and Land Trust ask citizens to keep pushing the "Stop the Clearcut" petition at change.org as it assists in the negotiations.

Communications Report: by Sue Hennessy

There were 34 emails received between Board meetings. Sue announced the email themes as follows:

1. 11 related to announcement of winter recreation and requests for setting up electronic payment option
2. Several between Board members approving release of community roster to Lunds for holiday invite
3. 1 - request from Petisch seeking Boards' support for pursuing resolution of avalanche property
4. 1 compliant from resident re: more than 8 people staying in next door rental; asked for how to respond - request sent to Julie Burrage, ACC for response.
5. Emails sent to community: Minutes of Oct. Board meeting, announcement of new

website going live, Note to Community, Winter Sports info, maps, and request for donations, change in Board meeting date for Dec. 2017

6. 6 - requests from owners for access code to Community documents section of new website.

7. 3 - related to leak in clubhouse and plan for completing repairs

Website: all info is current.

Winter Recreation: by Bill Miller

Bill reported on the plans for sign placement (Mary Gallagher will handle this if snow arrives and Bill is travelling), request to put information in the rental units, request to include of maps in the community newsletter. He reported that \$1340 from Kahler Glen residents and \$2200 from GoFundMe have been donated to winter recreation projects; the goal is \$5000. Gary Schuster is interviewing a local resident to take up the job of backup manager in the absence of Bill and Gary.

Bill reports that a remote temperature station is being installed by Ed Martinez for use by the ice rink workers. The ProShop graciously is allowing us to use their Wi-Fi.

Bill received a communication from Carl Middleton regarding possible dues increase to cover winter recreation expenses. The email was forwarded to the Board.

The Leslies graciously will allow the groomer to be parked on the upper side of their lot this winter.

Bob Adamson, a local resident, has volunteered to pack the snow-shoe trails with his snowmobile as soon as there is sufficient snow. In Bill's absence, Mary will work with Bob. Mary Gallagher suggested that the community be warned in advance of the snowmobile's purpose, so that reports of rule-making are not made. Sue will put a reminder in the newsletter. When snow is sufficient, Paula and Gary will put up signage regarding parking, trail use.

Tim Gallagher suggested that the state park be consulted about making our parking by the restaurant rock wall subject to Discovery passes and policed by the park rangers along with the SnoPark area. Paula said that this subject has been broached in the past, but can be again. Bill suggested that a residents' parking permit and a renters' dated parking permit would solve most of the problems connected with this suggestion. Gary said that he would add a paragraph to the Snow Management manual.

Nancy mentioned that, similar to Carl's suggestion about financing winter recreation activities, a resident had recently discussed volunteer donations or a dues increase to support summer maintenance of the golf course.

From **KGGSR liaison**: by Paula in the absence of the Board liaison

The KGGSR has decided not to offer winter equipment rental through the ProShop as they did not anticipate that it would be cost effective. Snacks may still be offered.

Infrastructure Report: by Lynn Withrow

Roads:

Lynn distributed a summary sheet (see appendix).

Lynn reported that John Bennett has been added to the Road Committee. Sue suggested that the critical questions for these issues are: 1) can we do the project within existing financial resources, or 2) is the need critical enough to ask for a dues increase?

Lynn asked that the minutes reflect that A&W Paving had proposed the following bid on the paving project: all roads repaired with a single-chip process as one project, \$200,000, or all roads repaired with a double-chip process for \$377,000.

Gary said that the reserve study done by Dave Reynolds has a plan for road maintenance. It requires approximately \$50,000 per year for road maintenance. Sue said that, for the last four years, these funds have been diverted into other, more emergent maintenance projects. She noted that \$60,000 has been spent in each of the last two years, but the project is not complete.

Rex Lund said that maintenance should be ongoing as need be, yearly.

Lynn added that more projects are both possible and needed, but that we will be better able to make that judgment in the spring. Rex added that once the capital projects are caught up, maintenance costs should decrease.

Water:

Lynn distributed a summary sheet (see appendix).

Gary commented that the water assessment only applies to the first project. He stated that we will need to replace the Nason Creek pump in order to raise our water draw to 300 gpm and preserve our allotment. Gary will send an estimate to Lynn.

Gary Marks and John Christianson will be revising the entire Small Water System Management Program. The plan is currently a draft. This will involve documenting the entire system. Paula asked about the time required for this. Sue suggested that, as part of Gary's monthly meeting

with Neil, a timeline be set up for accomplishing this revision by May, since it is required in June. There was no objection. Paula noted that Well #5 has the same deadline.

Gary suggested that the water priorities should be:

1. Complete final Small System Water Management Program document
2. Complete Well #5
3. Put put Nason Creek pump online.

Septic:

Lynn distributed a summary sheet (see appendix).

Curtis Lynn has generously volunteered his time to help accomplish the tasks related to the septic system. Lynn told the board that Lynn Withrow and Gary Marks will contact Curtis Lynn regarding 1) finding the infiltration gallery on #10, which should be a first rank priority, and 2) locating the drain fields and tagging them with GPS coordinates.

Ponds:

Lynn distributed a summary sheet (see appendix).

Lynn has consulted with Mark Lally of NW Pond Lining, xxx of xxx, Torrance Engineering, and Ryan Walker. 500 cu yds of material may be used without a permit, as it falls into the category of maintenance.

Regarding the pond on #18, the plan is to extend the cart path and reduce the pond, thus reducing the pressure on the berm. Rex Lund has a call in to Torrance Engineering to see if the plan as developed is a sensible step. Lynn will also try to contact Torrance.

Gary said that Dwight suggested that we do a risk matrix to help set priorities. Lynn says that the committee has already done this through discussion. Sue says that the Board's responsibility is to

1. Be informed regarding maintenance
2. Receive recommendations from the committee, some already prioritized
3. Be cognizant of the costs if we follow the recommendations (currently \$240,000, \$140,000 of which is part of the water project assessment; remaining \$100,000 is not in budget)

Sue recommends that we:

1. Meet regulations
2. Get bids
3. Secure sufficient revenue

Gary stated that solving the water runoff situation on Upper Miracle Mile needs to be included among the projects. Sue stated that we need to resolve the approach and scope of the project.

Discussion followed contrasting ditch with grate vs. berms as possible solutions. Concern was expressed concerning the surface road problems, but also the design issue of the road itself. Nancy asked where the diverted water would go, as one of the solutions sends water toward Pond #16 and one sends it toward Pond #18. Paula said we need to address the underlying issue if our solution is to be effective. Sue said this priority should be added to "next steps". Gary will work with John Christianson and/or John Bennett regarding road solutions.

Regarding Pond #18, Lynn said that there is no dry well as called out in the original plans/EIS. She said that it is possible to put in a pipe up the cart hill plus Natapoc and pump the water to the driving range. Gary said that Aspect Engineering recommended a dry well. Lynn said that creating a dry well requires permitting and much more supervision. Paula said that we will have to weigh the issue. Lynn said that Ryan Walker said that the pumping solution is adequate and will be sufficient.

Paula reminded the Board that we need clarification on the roads projects. Lynn said that John Bennett will get together with Don of A&W Paving for time on his work schedule. Lynn says we will have more specificity about the project in the spring.

Sue asked that if there is no agreement on Miracle Mile work, is there agreement on Clubhouse Drive and Kahler Drive portions of the project? No objections were heard.

Gary said that time is of the essence, and Paula said that we have no money budgeted for this. Lynn said that we need to get the \$ amount from Don of A&W; this will not happen this month; she recommended that \$60,000 be assigned to this project.

Sue said that we need Dwight's help to know the budget parameters. We would probably need a money-down check to secure a place on the calendar. Rex suggested that we tighten the numbers down, but not place the order until we have more information. Paula agreed, provided that we retain the flexibility to change our priorities and plans before committing ourselves to a project or expenditures.

Sue emphasized the need to manage our cash flow, and said that it should be our emphasis in March. Sue suggested also that we review our CCRs in March.

Sue moved that the Board endorse the committee reports and take the steps as described except in the case of roads. This motion was not seconded and was not placed before the Board.

Paula said that Board members need to review the materials and circulate questions that arise. Sue said that such discussion could take place amongst board members by email. Lynn said that if she knew exactly which area of expertise was needed, she could invite members of that subcommittee to attend the next board meeting.

Rex said that getting a task order to Torrance for Pond #18 should be done, and that the funds for that activity were included in the \$10,000 already approved for that project, so no additional expenditure would be needed.

Nancy asked that Neil Taylor be put on the next meeting's agenda to discuss the revenue enhancement projects that he has mentioned during the last few meetings.

Paula said that there was no restaurant update.

Sue suggested to Lynn that a short written update from each of the Infrastructure Committee's four subcommittees would be helpful at the next meeting. No objection was heard.

Community Comments:

Cary Ecker, a new home-owner, introduced himself to the Board. He thanked the Board for its service and expressed concern about the tasks confronting the Board. He asked about the status of the lawsuit; Paula answered. He asked about the costs of the lawsuit; Gary had an estimate for this year, but Paula will refer the question to Dwight for a more conclusive answer; Sue and Lynn asked to be put on the cc line of that response. Cary Ecker asked if it might not be wise to establish a L.I.D. to accomplish the remainder of the infrastructure tasks.

Jim Farmer gave his thanks to the chair of the Infrastructure Committee, and mentioned the many hours of work that she puts into the project.

Next meeting:

The next meeting will be on 21 January 2018 at 9 a.m. at the Maintenance Office.

Nancy moved that the meeting be adjourned; Sue seconded. Motion passed unanimously. Paula adjourned the meeting at 12:15 p.m.

Respectfully submitted,
Nancy M. Miller
Secretary to the KGCA Board