**KGCA Board of Directors Meeting Minutes**

**12/31/2011 8:30 AM**

**Kahler Glen Restaurant**

**Board members present:** Mike Wandell, John Greiner, Carol Pierce, Carol Billesbach, Jim Farmer, John Bennett

Also Present: Nancy Miller, Bill Miller, Kaye Crandall, John Ward, Marcie Fosse, Bud Wallgren, Dave Thorbeck, others arrived late in the process of the board meeting

The meeting was called to order by Co-President John Greiner at 8:43 AM. A quorum was present.

**Minutes:** A motion to approve the minutes of the November 19 meeting was made by Mike and seconded by Jim. The motion passed unanimously.

**Communications:** Carol P. reported that several communications were received thanking the board for their work on the community survey and distribution of the results. She also mentioned that an owner had written with a concern regarding the poor condition of the flag that is located near the tennis courts.

**Treasurer Report:** See attached. In addition to the treasurer’s report, John G. brought up the issue of a number of very dated invoices that he received from the Resort. These have to do with mowing/landscaping initiated by the community association (noxious weeds, overgrown lots, etc.) that was done dating back as far as 2008. John B. noted that there recently have been a large number of old Resort invoices surface that may or may not have been paid. John G. will review the invoices and contact the appropriate owners regarding possible payment. Carol P. mentioned that she’d been in communication with Jim about the possibility of him supplying a written monthly treasurer’s report for inclusion in the minutes. He has agreed to do this and she asked if he might send it out a few days in advance of each meeting. Jim noted that he will send Carol a report she can attach to this month’s minutes. Carol P. also stated that an owner had asked about posting the monthly financials (budget vs. actual) for owners to review. She asked if she might post them using the system suggested by John Ward (that he presented later in the meeting) and the consensus of the board was that these numbers could be made available to the community once we have a way to protect them so that only owners have access.

**Other Officers Reports:** John G. stated that there is no new information regarding Storm Water or Architectural Committee. He will be having further discussions in Jan and Feb with our septic engineers and county representatives regarding potential monitoring some of our systems for usage in anticipation of possibly having approval of additional bedrooms to existing systems. John G. also reported that he had drafted a letter to go to local property management companies regarding their ability to provide management services to KGCA if this were required. He is contacting the Wenatchee C of C to see if any of their members provide these types of services, and Nancy Miller stated that she would check with the Leavenworth C of C. Carol P. made a motion to approve the Treasurer and Other Officer reports and it was seconded by Mike and passed unanimously.

**Community Governance/joint meetings:** Mike reported that there have been 4 more meetings of the subcommittee and progress is being made. He has prepared and will present a set of slides regarding the current status of the negotiations at the Community Forum that follows the board meeting. The subcommittee has agreed to a Letter of Intent, which is a non-binding agreement that outlines in general terms the topics to be included in the Memorandum of Understanding (MoU). The Resort has agreed that as part of the MoU they will abstain from voting for KGCA Board Members at the May 2012 meeting. Carol P. made a motion that was seconded by Carol B. to authorize Mike to contact our lawyer (Gary Ackerman) regarding two specific questions: 1) Do our current documents (Letter of Intent and Current draft of MoU) include anything that in his opinion would not be legal or meet with current RCW’s and 2) Once agreement is reached regarding the specifics of the MoU, how should the voting process for the changes be handled? As we are proposing to change the voting powers, the concern is that we handle the transition properly. After significant discussion of the motion including concerns about legal costs and timing of consultation, the motion passed unanimously.

**Board Policy re: lien process:** John G. presented a two step process regarding the board’s response to owners in arrears. When an owner is $500 in arrears, they will be notified by the treasurer of the need to bring their account up to date and warned that a Claim of Lien will be initiated if the amount owed reaches $1000. When an owner is $1000 in arrears, they will be given a 30 day warning and if they do not either pay down their account or work out a payment plan and begin payments, then a Claim of Lien will be placed on their property. Jim made a motion to approve this two step process and it was seconded by Carol P. The motion passed unanimously.

**Leash Law Enforcement:** Mike has purchased some signs regarding the need to keep dogs on leashes and the board agreed they should be posted. He will arrange for having them placed near the entrance to the condos/Forest View/front nine area (near the current Private Property sign) as well as at the main entrance area to the back nine (near the driving range). If owners have concerns about specific dog owners not following the leash rule and cannot resolve these themselves, they need to make a specific complaint to the board.

**John Ward Presentation:** Carol P. asked John Ward to present a proposal to the board regarding a new way we could handle the distribution of documents to owners. John made a slide presentation regarding the use of a Google group and showed us many of the ins and outs of this. The board asked Carol P. to work with John W. to develop a protocol for this and present this at a future board meeting.

**Water system stand-by pump purchase:** Bruce Week has recommended that the community purchase a spare water pump to have on hand in case of failure of our now 20 year old pump. He presented an estimate of $3888.36 (parts, labor, sales tax) from Tumwater Drilling and Pump. Carol B. has subsequently contacted Patriot Plumbing and Heating and asked for an estimate from them. This has not yet been received as it required a site visit and was initiated just before the holidays. The board agreed to wait to discuss this further until next month’s meeting.

**Snowshoe Trails:** Bill Miller has presented a proposal for show shoe trails at Kahler Glen. When this was presented to the Resort, there was concern regarding placement of these trails on the golf course and further questions as to exactly where they might be placed. A significant part of the concern regarding designated snow shoe trails at KG has to do with preserving the cross country trails for skiers and not having them destroyed by snow shoes. A motion was made by John G. and seconded by Mike W. to develop a specific trail system and signage plan with input from the Resort board. Bill Miller was asked to develop this plan along with the Resort and to keep the KGCA board informed. The motion was passed unanimously. After some further discussion, Carol B. made a motion to approve up to $300 for signs for the cross country ski trails to inform that only skiers are allowed on the trails. Carol P. seconded the motion and it passed unanimously. Mike W. will look in to this for the board.

**Review of Survey Results:** The survey results were sent out to the community in bar graph form and the comments sections were summarized and sent out. The results plus complete comments sections (with minor redaction of a few names) were posted on the web site with password protection and the community was advised of this. John B. has subsequently done a statistical analysis of the survey answers.  The analysis looks at the “mean” (average) to see which statements generate the strongest response, and also “standard deviation” as a measure of which statements resulted in the greatest levels of agreement or disagreement (polarization) among Community members.  Carol P. is concerned with publishing this in its current form, as it stratifies both the KGCA questions and the Resort questions in the same analysis. She feels the two sets of questions were very separate and should not be statistically linked. The board agreed that since all the raw data has been shared with the community, that this statistical analysis does not need to be added.

**2012 Services Agreement:** John G. is leading the KGCA in these discussions and there is at this time little to report, but further meetings are being planned.

**First Responder Program:** John G. mentioned concerns about the status of our community’s preparation in case of an emergency. He mentioned that the A.E.D. is now about 5 years old and needs evaluated with regards to its battery and location. He also mentioned the potential purchase of fire hoses and education of community members in their use. Kaye Marks volunteered to help with work on an emergency plan for the community, specifically to address these issues and others that may arise. Nancy Miller volunteered to check with the local volunteer fire department regarding fire hoses.

The next board meeting was set as a teleconference at 11 AM Pacific time on 1/15/12. The meeting was adjourned at 11:08 AM. A community discussion followed.

Respectfully submitted,

Carol Pierce

Secretary

(Treasurer’s Report is attached below)

**Treasurer’s Report (Jim Farmer):**

The treasurer reported that YTD we are in good shape verses budget. On the revenue side we are about

$8k below budget. Significant variances on the expenses are: Septic/Sewage disposal; $5k under budget, Domestic Water; $3k under budget, Landscaping/grounds; $4k under budget and Road Maintenance; $30k under budget. The net YTD budget variance is about a positive $26k. Also reported was that the total account balances of $201,791. Jim also reported that the bookkeeper will be sending all monthly reports directly to the board members. Additionally, at the conclusion of the calendar year she will send

each owner a record of their payments in 2011 along with the necessary additional payments needed in 2012 to bring their accounts flat by the end of the fiscal year.