Kahler Glen Community Association Board Meeting Minutes

14 July 2012 – 8 a.m. – Kahler Glen Activities Center

The meeting was **called to order** at 8:06 a.m. by President Michael Wandell.

Also present were: John Greiner, Dave Reynolds, Nancy Miller, Carol Pierce, Carol Billesbach, Jim Farmer, and Bud Olsen. John Bennett, representing the Resort, attended by telephone.

There were no visitors.

**Quorum:** Mike Wandell announced the presence of a quorum.

**Minutes**: It was moved by Carol Pierce and seconded by Dave Reynolds to approve the minutes of the 16 June 2012 meeting of the board. Motion passed.

**Communications**: Carol Pierce reported.

1. E-mails and USPS letters were sent to lot owners where noxious weeds are a concern. The 30-day warning will be up on July 29.
2. Kaye Marks is ready to place the picnic table at the tennis court. John Greiner will follow up.
3. An owner asked about posting the ‘dogs must be leashed’ signs. Mike Wandell volunteered to locate and place them. According to policy, an unleashed dog is an offense with a level one fine. It was mentioned that fireworks and gunshots are also prohibited in the covenants, and that enforcement is the Board’s duty. Also mentioned was that the policy requests an owner seeing an offense to report the offense to the Board. Mike suggested that if there is a specific complaint about an offense, that the name be placed in the minutes, and that the disposition and fine amount also be placed in the minutes, the goal being to prevent violation of the covenants through public pressure. The minutes and the newsletter should warn that this will be practice. A specific complaint concerning fireworks violation was registered. A letter will be sent. A concern about gunshots was expressed, but no specific complaint was made. Carol P will run the warning letter by Mike before sending it.
4. Bill Billesbach reports that the pickleball court project is complete. He will store the net for the community at his house. If there is interest, he will give a clinic to teach the game.
5. October is renewal month for our e-mail address and website. Carol reported that no progress has been made on the Google docs project with John Ward.

John Greiner moved that we renew our contract for the e-mail address and website. Dave seconded. Passed unanimously.

**Treasurer’s Report**: Jim Farmer pointed out the clarification to last month’s report which he sent out prior to this meeting: the $15,000 transfer to KGR by “Mike” was determined to be a bank error in making a transfer authorized by Mike Olmstead from a KGR account; the money has been returned to the KGCA account, and it was stated that account numbers and authorizer identification will be used in the future to minimize the possibility of a reoccurrence of the event. In June, the only variance was for landscaping; it involved trail repair and road sweeping.

A discussion was held concerning invoicing procedures regarding those items paid for on a 1/12 each month basis, and those special services which are billed on an as-provided (time and materials) basis. There seems to be some confusion; it was agreed by consensus that a joint CA/KGR educational meeting is needed. Concern was expressed regarding vagueness of billing, previous experience receiving bills intended for one of the other organizations, the suggested use of billing codes, and the need for prior authorization of special services. John B said that Kevin Ostic should be the primary contact on these matters.

Carol P read the portion of the contract concerning cross-country trail repair, and offered her interpretation that this expense was already included in the contract. Mike W stated that it was a special charge; Dave R commented that the wording is ambiguous. All agreed, and Mike W said that a meeting is needed; the results of the meeting will be reported back.

Dave Reynolds reported on accountant Chris Loomis’ options for the independent financial review. He said that Jim, as treasurer, and the Board will have to decide which option to take. He recommended that Jim Farmer meet with Loomis about proceeding immediately. Mike W pointed out that improved procedures might eliminate some of the issues just discussed. Mike W asked Dave to continue leading this initiative with Jim’s input, and Dave agreed.

**Infrastructure**:

 John Greiner reported.

1. An owner expressed concern about the ditch on Haight Drive. Bruce will tend to it next week.
2. **Septic**:
	1. John Torrance (engineer), Dave, and John G met and located the ports for drain field V. John G met separately with Mike Britt. Torrance will do the septic pits preparatory to making needed modifications to the drain field for the Clubhouse.
	2. Drain field Z needs daily attention.
	3. Tank T float system was fixed and the information is in the records.
3. **Common Areas**: Matting is clean, the pickleball court is done, and the fence around the ‘tot lot’ needs attention, which will cost about $200. General consensus (no objection) approved a $200 expenditure to repair the fence around the ‘tot lot’.

Carol Billesbach reported.

1. **Roads**:
	1. Mitchell Trucking has not yet responded with their final bid. John G and Mike agreed that if the amount is at or under the amount authorized, Carol can accept the bid and schedule the work.
	2. Regarding chip-sealing the entire road, Tommer Construction has submitted a preliminary bid.  The preliminary bid from A & W has not been received. Mike affirmed that the final project and decision will be presented to the membership. It was noted that the bid received was not estimated in parts as John G had requested; Carol B said that she would get that information before presenting the bids to the meeting. Carol P will alert the community via the newsletter that individual arrangements for private work can be made with Mitchell Trucking directly.
	3. John B mentioned that there should be no road closures, that Bruce should be aware of the proposed schedule, and that the schedule needs to be approved by golf operations.

Dave Reynolds reported.

1. **Water**:
	1. The water quality report is excellent.
	2. Dave is going to recommend that the water metering project be wrapped into the reserve report.
	3. Dave and Cory Eller have conferred regarding the water metering project, and Cary is carrying a few questions back to the Ecology Department, specifically, how many condos can be on one meter, and, if one pipe supplies two houses, can both houses be on the same meter?
	4. Dave said that Cary has our compliance reports up-to-date, but that they merely say that we are looking into the matter.
	5. Dave remarked that although we have until 2016 to comply, this requirement has been well-known for a long time and we need to start gathering data to establish our water baseline. He proposed that we install two meters, one at each source/reservoir.

Carol Billesbach moved that the Board approves using money from the reserve account to put 2 devices on the water sources to measure usage, with a limit of $8000 on the expenditure. John Greiner seconded. Passed unanimously.

Some discussion continued about whether to specify wireless meters, on the reservoirs or later on residences. Dave said that he would consult with Cary about required winter access.

Bud Olsen reported.

1. **Waste Management**:
	1. The heavy lid is the only solution that Waste Management has to the bear problem. As the heavy lids constitute a problem, it was agreed we do not want them. Bud will contact Waste Management to request their replacement with more easily used lids.

**Old Business**:

**Documents Policy**: Dave Reynolds brought up the amended documents policy. No copies were available for examination. It was agreed to put off approval of the amended policy and to circulate it by e-mail. Carol P stated that 100% response and 100% approval would be needed to approve; all acknowledged the need to respond.

**Reserve Study**: Dave reported that he and John G met with John Torrance. When Torrance is done with the current septic project, he will outline the scope of the work for the study. The target date for completion is this fall. Dave outlined a plan for covering both chip-sealing the road and installing water meters from the reserve account. Starting next year, the plan would raise enough money to cover both projects, but would drain the reserve account. Should a crisis arise before the restoration of the reserves, it would have to be dealt with by an assessment. Dave also outlined an alternate plan to achieve this purpose, using subsidization of meter installation rather than direct payment for it. He pointed out that we should have the reserve study done and available well in advance of presenting the dues questions and various options to the community.

**Propane Tank Screening**: Carol Billesbach reminded that Kevin Ostic had agreed that the Resort would screen its propane tanks, but that this is not yet done. Jim Farmer added a concern about screening the air conditioning units as well. John G promised to deliver a sketch of the projects to Kevin. John B acknowledged the commitment to do both screenings.

In the absence of visitors, there was no **Public Forum**.

The Board met in **executive session** to discuss Gary Ackerman’s comments concerning the MOU. This discussion will be rescheduled when Board members have received the Ackerman recommendation.

**Future Meeting Dates and Locations**:

Saturday, August 11 at 8 a.m. at the Kahler Glen Activities Center

Saturday, September 8

Meeting adjourned at 10:33 a.m.

Respectfully submitted,

Nancy Miller

Secretary, KGCA Board