Kahler Glen Community Association Board Meeting Minutes

16 June 2012 – 8 a.m. – Kahler Glen Activities Center

The meeting was **called to order** at 8:07 a.m. by President Michael Wandell.

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

There were no guests.

**Minutes**: It was moved by Carol Pierce and seconded by John Greiner to approve the minutes of the 27 May meeting of the board. Motion passed.

**Communication**: Carol Pierce reported three items, two letters and a meeting:

1. An owner expressed a concern about the heavy metal bear-proof lids installed on the condo dumpsters; some residents cannot open them.

John Bennett offered that resort staff can assist residents. Being within Bud Olson’s area of responsibility, Mike Wandell said that all information should go to him; John Greiner offered to contact Bud, who should contact Waste Management regarding our problem.

1. An owner reports that all materials for painting the pickleball lines on the tennis court have been acquired; all that is needed now are a few fine days.
2. An owner complained about noxious weeds impacting his property.

John Greiner offered to meet with Bruce concerning which lot owners should be sent letters regarding noxious weeds. Carol Pierce also expressed concern about weeds in the ditches.

Mike Wandell asked if it was time for Carol P to send the noxious weeds letters out. There was no objection.

1. Carol reported on her meeting with John Ward after last month’s board meeting concerning Google.docs. John Ward will send a series of options to the board.

Mike Wandell asked if steps have been taken concerning hard copies. Nancy M reported that she and Dave R have the files, and that a notebook with materials will be kept in the basement of the Kahler Glen clubhouse.

**Treasurer’s Report:** Jim F reported that due to a communication problem between him and Esther, there was no update more recent than 12 May. He noted that Esther listed a payment for $15,000 posted as ‘Other Expense’ and asked for clarification.

Dave brought up four concerns: 1) payment to Kahler Glen Resort for $15,000, from the Reserve Account, authorized by Mike and posted as ‘Other Expense’; 2) payment to Kahler Glen Resort for $18,000, from the Reserve Account, authorized by Jim. Dave was concerned that these might be duplicate payments, that the issue of drawing from reserves needs to be resolved, and that the funds from the reserves need to be redeposited there.

John B agreed in questioning the draw from reserves, and in urging that it be redeposited. He expressed a need to clarify and redefine the uses to which reserve funds may be put.

Jim F explained that while these two payments were incorrectly withdrawn from the Reserve Account, they were not duplicate payments. Although they were both dated in May, these payments represented regular May ($18,238.09) and June ($15,000) payments to Kahler Glen Resort, however the latter payment should have been charged against an invoice from the Resort rather than simply identified as “other.” Jim F agreed that the funds would be restored immediately to the Reserve Account.

Dave also questioned 3) ‘Jan-April retro’. Mike explained that this payment was authorized to relieve pressure on the Resort and to facilitate negotiations, and approved by the membership at the Annual Meeting. 4) Dave R requested explanation of the ‘May differential’. Mike W requested and Jim F agreed to send out a revised financial report to the Board next week.

Jim F reported on the situation concerning the owner in foreclosure. John B pointed out the need to determine whether legal fees might be more costly than the possible returns.

Mike W asked about an update on year-to-date legal fees. Jim F said that he would include that in his report from Esther.

**Infrastructure**: John G reported planning an assessment tour of Kahler Glen with MaryRose Henebry, who is a new member of the Architecture Committee, and John Killian, ArchComm chairman. John reported:

* **Storm water drainage** during the melt has been uneventful.

Carol B expressed concern about scum growth and mosquitoes in the ditch along Haight Drive across from the mailboxes. John G and John B will inspect.

* John G is still working with the Resort on a mutual agreement concerning the **pond restoration** program.
* **Septic metering** was begun on G building, then it was discovered that there were two pipes; rather than buy an additional meter, the second meter will also be installed on a residential (rather than condo) system. John G will discuss this with Bruce and John Torrence.
* The **domestic** **water report** is satisfactory. Work on the water metering program will start this summer.

Carol P asked if water meters are a group or an individual expenditure. John G explained various possibilities, and said that the matter might finally be settled by community negotiation. John B added that Cary Eller had told him that some of the regulations for this process are still being written or clarified; he mentioned that Lake Kachess handled it as a community expense, but that the situations are not identical.

* **Common areas**: Work orders have been issued to clean the pavers and the matting on the sports court.

Bruce suggested that a patio isn’t needed for the new picnic table at the tennis court, as it is light enough to be easily moved by the mowers. He suggested delaying that installation. Agreement by consensus.

* John G measured **tennis court wall deviation** (4 ¾”) and will measure again in 6 mos.
* PumpTech finished pumping **septic fields** W and X, and installed the metering on two residential systems.
* The first **flagpole light** was installed and is operating successfully.

Carol B moved and Carol P seconded that the light be installed on the second flagpole. Passed.

* **Architecture Committee**:
	+ MaryRose Henebry and Kaye Crandall are new members of the Architecture Committee.
	+ ArchComm has put a file cabinet next to the boxes in the clubhouse basement.
	+ Letter was sent to homeowner re construction project. Job is already done. Visual inspection shows no apparent damage.
	+ Letter was sent to a rental owner re occupancy numbers advertised. Upon inspection, the advertisement was corrected.
	+ Letter was sent to homeowner regarding outside burning. Inspection indicates apparent compliance.
	+ Henebrys are replacing deck with similar deck. Storage is on property: no concern.
* Contact with Mr. Pulse at the Fire Department has been attempted in order to get pads on **clubhouse Automatic External Defibrillator** repaired. It is not operational until repair. Effort will continue.

**Roads**: Carol B distributed and explained a bid from Mitchell re **asphalt patching**; she reported that the community is near its maximum with regard to usefulness of patching, and a road re-do is needed. Initial investment should be offset by maintenance savings. Issue of buried hydrant turn-off valves was revisited: these are vital emergency provisions. Bill Miller has marked pavement where evident; Bruce and John G will locate others. Jim F and Carol B agreed that the current budget will cover the expense.

**Chip-sealing** the entire road was discussed. Dave R asked if we could save maintenance money by doing it now. Carol B was concerned about emptying the reserve account. Dave R pointed out that this is the sort of expense the reserve account is meant to cover. Carol B suggested involving the community in the decision-making.

John G asked for specific figures in the bid regarding the expense of chip-sealing incrementally, as well as a one-time figure:

1. From Cedar Brae to the junction with Miracle Mile loop
2. Miracle Mile loop, including Haight Drive
3. Kahler Drive from the ‘y’ to F, G, and H garages

Carol B said she will pursue at least two bids.

John B asked about the time frame. Mike W replied next year for chip-sealing; Carol B said that the hydrants and patches will be done this year.

Carol B and Mike W suggested approaching the community re gradual or one-time costs, and timing.

Dave R asked to be kept informed of these estimates, as the info will be needed for the reserve study.

Dave R suggested that a reserve payment/assessment split might be arranged.

**Old Business**:

* **Document Access Policy**: Nancy M read the proposed ‘Document Retention Policy’. Discussion followed. A revised document retention policy will be presented to the next meeting. Mike W asked that an updated roster be sent to all Board members. Details arose:
	+ Any member should be allowed to remove their telephone number from the roster.
	+ Paid invoices will be transferred from the bookkeeper’s custody to filing in the CA file cabinet.
	+ Privileged (attorney-client) communications are excluded.
* **Memo of Understanding (MOU)**: Mike W said that the conversation currently concerns ownership of infrastructure and roads, and things the community has to pay for, for example, costs of easements for infrastructure that crosses or lies below Resort property; the next topic will be protectiosn of the Resort’s business operations and asset value.

Dave R suggested that since the inclusion of the Consumer Price Index-Urban is a point of contention, and since the Resort received a 14% increase in payments this year, that the CPI-U be kept out of this version of the MOU since over 3 years 14% is a healthy built-in increase. John B objected to the 14% figure. Questions were raised regarding winter surcharge, staffing, and overtime. John B said that FTEs have increased. John B suggested that written questions might be useful. Mike W stated that we will look at billed hours at the next meeting. John B added that this would be the first month of providing this level of detail, and that transitions are difficult for the work crew.

Jim F asked about the current situation of the Resort. John B reported that they are looking forward to cross the break-even point as the weather improves. Discussion of marketing followed.

* **Reserve Study**: Dave R reported that he is accumulating technical data prior to the financial review. John Torrence, who works on our septic, is also a civil engineer with experience on reserve studies, so Dave and John G will consult with him. Dave will also meet with Cary Eller. Financial analysis will follow, and an outsider will be contacted to vet Dave’s work.
* **Propane tank screening**: Nancy asked about this item. Answered that Kevin O had committed the Resort to this task.

**New Business**:

* Mike W raised the suggestion of a community directory with photos, maps with home ownership labelled, and contact numbers as a way to support community interactions. Dave R added that there is a Facebook page, although John B said that it is not an official one.

As there were no community members or guests present, there was no Public Forum.

**Future Meeting Dates and Locations**:

Saturday, July 14 at 8 a.m. at the Kahler Glen Activities Center

Saturday, August 11

Saturday, September 8

Meeting adjourned at 10:21 a.m.

Respectfully submitted,

Nancy Miller

Secretary, KGCA Board