Kahler Glen Community Association Board Meeting Minutes

27 May 2012 – 8 a.m. – Kahler Glen Activities Center

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

Also present were: John Greiner, Nancy Miller, Carol Pierce, Carol Billesbach, Bud Olsen, Dave Reynolds, Jim Farmer, and Kevin Ostic representing the Resort.

Audience present: John Ward, Bill Miller

**Minutes**: It was moved by John Greiner and seconded by Jim Farmer to approve the minutes of the 14 April meeting of the previous board. Motion passed.

Nancy Miller made the following comments concerning the annual meeting minutes. They were not entered as corrections to the minutes as the errors were part of the meeting. 1) Kaye Marks alone was responsible for arranging for Cascade Medical’s location of an AED unit at Kahler Glen; 2) with regard to the contingency plan: i) Nancy and Kaye did not examine the management model or reach any conclusions about it; either the Board or John Greiner made this determination; ii) neither Kaye nor Nancy participated in drawing up a job description, an assessment of the benefit of hiring an employee, or completing a search for available candidates; these actions were taken by John Greiner or the Board.

**Communications**: E-mails were received from Tom Graham concerning the sports court, Bill Billesbach concerning the tennis court, and Kaye Marks concerning a donation of outdoor furniture to the tennis court. Discussion of these issues and the children’s playground followed.

John Greiner moved to authorize Bill Billesbach to add pickleball lines to the tennis court; to authorize the Resort to take up the mat and clean it and the substrate of the sports court up to a cost of $500; and to authorize Carol Billesbach to contact the installation facility with regard to the cost of repair or replacement of the sports court protective netting. Nancy Miller seconded. Motion passed.

Jim Farmer moved that $500 be allocated to installing pavers as a foundation for the furniture donated by Kaye Marks. Bud Olsen seconded. Motion passed.

Kevin Ostic announced that Des Bauder is working part-time as a contractor for the resort and would be available to local residents.

Carol B volunteered to also inquire into the cost of replacement or repair of the netting ratcheting apparatus at the sports court.

**Treasurer’s Report**: Jim Farmer said that there is no treasurer’s report, due to the report at the annual meeting. Regarding the request for copies of the most recent audit or examination-in-place-of-an-audit, Jim reported that neither Esther Christianson nor Kris Loomis is aware of one. Mike Wandell pointed out that the annual meeting had voted to waive an audit. Dave Reynolds pointed out that the preceding annual meeting had voted for an independent financial review by a CPA, and that it had not been carried out; he added that Dody Foster had reviewed the books and procedures in 2010-11 and made recommendations, and that standard practice requires regular review and certainly with a change of treasurers.

Dave Reynolds moved that, in addition to completing the 2010-11 independent financial review, that the reviewer also examine the 2011-12 books at a cost not to exceed $1500, and report to the Board by September 2012. John Greiner seconded. Motion passed.

**Infrastructure Report**:

**Septic**: John Greiner reported that PumpTech looked at the tanks of the W and X systems; they reported a need to rebuild the float assembly on W and to order a new timer for X. Meters have been installed on U and on one of the condos.

**Covenants**: John G reported a continuing problem with outside burning. Those involved have received a verbal warning, but have asked for confirmation of the covenant requirements. The Architecture Committee will send a letter in this matter. Carol P said that she will also mention it in the newsletter to the community. Nancy M will send a copy of the rules and appeals process to Carol P. Dave pointed out that previous boards have adopted a schedule of fines for non-compliance with the covenants, including outside burning, but since they have not been publicized for some time we should remind the community that they exist.  Carol P said that, along with a comment about outside burning, she would cover the entire system of fines in the newsletter.

**Construction**: Nancy M asked about the construction underway at Neil & MaryJean Taylor’s. John G reported that there had been no contact with the Architecture Committee. Concern was expressed about the condition of the road and the piping in the ditches. John G will ask John Killian, chair of the Architecture Committee, to make a site visit, and to remind the Taylors about the responsibility for any damages.

**Roads**: Carol B reported on the roads, commented that chip-sealing would probably require a special assessment, and asked permission to proceed with patching using the same contractor as last year. Mike said to go ahead. Bill Miller described the situation of the water shut-off valves buried in the pavement. John G said these valves need to be accessible and evident. Carol B said she could include these repairs; she and John G could do a community survey. Bill Miller agreed to mark possible sites with orange paint.

**Old Business**:

**Document Access Policy**: Mike W made an introductory statement stating the question from the annual meeting and various answers. Several suggestions were made. Carol P pointed out that John Ward had previously made a presentation to the Board with regard to secure access to community documents. John explained secure access via Google Docs, and what methods are used for document accessibility and managed permissions. A free Google account would be fundamental for access. Several people spoke of the convenience of either paper or of electronic access. Carol P observed that need to provide access to many more documents could be expected in the future.

John Greiner moved that the Board secure the services of John Ward to introduce and provide security into our electronic communication system as described in his presentation, and also that the Board have physical copies of all documents available in the Pro Shop archive to members upon request. Dave Reynolds seconded. Motion passed.

Several questions were raised about details. Dave Reynolds pointed out that RCWs say ‘all documents.’ Dave suggested that the board should adopt a formal policy about what information in our records, such as identification of specific owners with past due accounts, will also be excluded from public access.  Homeowner addresses, on the other hand, are required to be made public under the law.  Only unlisted phone numbers are protected.

**Memo of Understanding (MOU)**: Mike reported that another meeting had been held by the subcommittees (John G, Carol P and Mike W for the Association; John B, Kevin O and Larry O for the Resort). He feels it was a very positive meeting. Kevin emphasized that both parties want to work together. Nancy asked when would be appropriate to discuss the CPI-U (consumer price index-urban) as part of the extended (3-yr.) maintenance agreement; Mike said this time was appropriate. Nancy listed a number of concerns concerning appropriate use of the CPI-U, fundamental being that the BLS (Bureau of Labor Statistics) warns that it does not include data concerning rural non-metropolitan areas. She suggested that use of actual data would be more accurate. Dave suggested that, in establishing a 3-yr agreement, the practice of negotiating a one-year extension each year would provide opportunity for both responsiveness to actual costs and predictability. Mike commented that the opportunity to give notice to end the contract was included. Kevin and Nancy commented on costs in the local area. Nancy commented that using actual figures could solve any uncertainty. Jim Farmer moved that the Board review the maintenance contract in detail; motion died for lack of a second. Carol P commented that the Board will eventually vote on the joint committee report. Dave expressed support for Nancy’s concern and that the community also is very concerned about costs; Dave added that he is concerned about the baseline figures, as the actual costs have not yet been examined. Mike observed that a one-year contract has been adopted and that these are valid concerns. John G said that the new tracking system of the resort will give better data. Dave asked if there is a review mechanism in the maintenance contract. Mike replied that the review mechanism is the 60-day notice.

**New Business**:

**Reserve Study**: Mike explained the RCW change that requires a reserve study for HOAs. Nancy pointed out that several of the possibly expensive aspects are only recommendations, and that the requirement is that the source of the information be identified. Dave said that some of the best information can be developed locally. Dave and Mike listed that water, septic and the possibility of sewer, and roads will all be involved. Mike asked Dave to develop a process; Dave agreed, specifying that the study will accumulate information from various sources, not a single professional. Various offers were made; Dave asked that all recommendations be sent to him via e-mail.

**Harmony Section**: Mike expressed concern about rumors in the community rising from comments made by Glenn Week at the annual meeting. John G pointed out that the MOU is between the Association and the Resort, that Glenn’s relationship is with the Resort, and that the Resort and the Association are dealing with one another in good faith. Kevin O added that the Resort has spoken to Glenn on this matter.

**Travel Compensation**: Jim raised the possibility of reimbursing board members for travel made to board meetings.

**Screening**: Jim revisited asking the Resort to screen the propane tanks, etc., in a manner similar to that required of homeowners. Kevin O said that the Resort will do that.

**Public Forum**:

Bill Miller spoke: i) described the benefits of the new sump at the Athletic Club; ii) identified sumps that have been leaking during the melt: information only in case there is cause for concern; iii) announced the accomplishments of the Athletic Club volunteers in improving the AC gardens; iv) described the current status of the Tract B purchase, and that its conclusion was likely in June; v) announced a summer community party with BBQ and live music at the AC on Aug 11 from 5-7:30, and asked the CA to donate $400 to this activity. Carol P mentioned that the CA took part last year; Mike W asked if it was a community party or an AC party. Bill affirmed that it was a community party, and would be advertised as such. Dave Reynolds moved that $400 be given to the AC to help run the community party on Aug 11. Nancy Miller seconded. Motion passed.

Kevin Ostic reported on the situation of the Resort: i) the golf course is open; there will be some trimming of vegetation intruding on the course; ii) there will be the opportunity to sponsor a new flag for $100; Karen in the office will have sign-ups; iii) the restaurant is open with a new consultant; a non-expiring $240 restaurant card ($250 value) will be available in the Pro Shop.

Visitors were thanked for their attendance and excused.

The Board met in closed executive session regarding confidential attorney-client privileged communication.

The Board returned to open session; no motions were affirmed.

**Future Meeting Dates and Locations**:

Saturday, June 16, 2012, at 8 a.m. at the Kahler Glen Activities Center

Saturday, July 14

Saturday, August 11

Saturday, September 8

Meeting adjourned at 10:33 a.m.

Respectfully submitted,

Nancy Miller

Secretary, KGCA Board