

High Valley Country Club

P.O. Box 427

Packwood, WA 98361

MINUTES

Regular Meeting of the High Valley Board of Trustees

July 19, 2008

The regular meeting of the High Valley Board of Trustees was called to order by President Gary McCarty at 9:03 a.m.

I. ROLL CALL

Trustees: Bob Mathers, Tina Ko, Dennis Lofgren, Clare Acker, Gary McCarty, Koeta Imhof

Not Present: Ed Bennes, Ben Potter, Bob King

Quorum declared.

Employees Present: None

Guests: Ernie Enz, Harry Swift, Robert Owen

II. APPROVAL OF THE MINUTES

The minutes of the June regular meeting were read by Tina Ko.

Motion made by Mathers and seconded (Acker) to approve the minutes of the June meeting as corrected.
Motion adopted.

III. FINANCIAL REPORT

The Board reviewed the June financial report, which indicated a total account balance of \$425,280.51.

Motion made by Imhof and seconded (Lofgren) to accept the May and June financial reports as submitted.
Motion adopted.

IV. HEARING OF THE GUESTS

- a. Harry Swift requests reservation of golf course all day Saturday, September 13, 2008 for annual golf tournament sponsored by Women's Club.
 - i. **Action item** - Mathers will reserve time on Clubhouse calendar.
- b. Ernie Enz reported on behalf of Lois Enz that ballot counting for the new building will occur on August 6, 2008.
- c. Robert Owen (owner of lot #118) reported that the neighboring lot has brush pile and landscaping is overgrown.
 - i. **Action item** - Board responded that Property Committee will follow up.

V. DEPARTMENT REPORTS

- a. Operations (Jenkins submitted via email)
 - i. HVCC will request bids in the near future and plan for building painting after Labor Day.
 - ii. Purchased backhoe (Kubota R410; 40 hp) for \$18,000.
 - iii. Purchased dumptruck for \$3500.

1. **Action item** – Rick will transfer title and insurance.
- iv. Surveying of lots for building and for sale (#5-1, #6-2-40) near completion.
- b. Water (Jenkins submitted via email)
 - i. Fixed water leak on HV6.
 - ii. Jenkins, Halverson passed Cross Connection Specialist Test; will be working on HVCC cross connection plan and compliance in the near future.
 1. **Action item cross connections** – Staff to prepare letters this summer for membership: 1) letters to homeowners who have not responded to cross connection survey, and 2) letters to homeowners who will be required to install backflow valve(s).
- c. Golf (Jenkins submitted via email; Lofgren)
 - i. No new updates.
- d. Clubhouse (Jenkins submitted via email; Mathers)
 - i. No new updates.
- e. Pool (Jenkins submitted via email)
 - i. Pools are now being heated solely with solar heat.
- f. Covenants (Acker)
 - i. No new updates.
- g. Property (Enz)
 - i. Does HVCC own track A and B in HV#6?
 1. **Action item** - Imhoff to check if HVCC has received dues from these properties.
 2. **Action item** - McCarty to check with Lewis County whether or not lots registered as HVCC.

VI. OLD BUSINESS

- a. Back up generators – The original cost of the generators was estimated to be \$4000/generator, based on single phase units. It appears now that HVCC will need larger three phase generators, which will significantly impact the actual costs.
- b. Playground safety – HVCC has been notified by insurance company that the playground is not compliant with state safety standards. This poses a liability issue to HVCC in the event of an incident. Mathers suggested that HVCC invite the responsible state department to inspect playground and advise HVCC on necessary upgrades.
 - i. **Action item** - McCarty to check with attorney as to the extent of HVCC’s liability if HVCC posts “use at own risk” signage and/or uses waiver of liability forms.
- c. Playground nets – Board previously voted to leave nets on year round, but would require reinforcement material. HVCC has purchased such material.
- d. HVCC Lot - After survey of lot #6-2-40 is complete, lines designating lot boundaries as well as “No Trespassing” sign will be posted.
- e. Covenants enforcement strategy – Board discussed how to address property covenant violations, especially drug-related incidences.
 - i. **Action item** – Mathers to discuss possible action(s) with Sheriff.
- f. Secretarial/administrative support – Board discussed how secretarial duties and new bookkeeper duties will be allocated between Secretary, bookkeeper and existing staff.
 - i. **Action item** – Board to review procedures manual at August regular meeting.
 - ii. **Action item** – Board will assign responsibility for updating procedures manual.
 - iii. **Action item** – Board to survey membership at next newsletter whether or not future newsletters can be distributed via email.
- g. New bookkeeper for HVCC – Board discussed replacement bookkeeper position.

Motion made by Acker and seconded (Lofgren) to hire Koeta Imhoff as new bookkeeper. Motion adopted.

- h. Replacement board members for Imhof, King – Board discussed how to fill exiting board positions.
 - i. **Action item** – McCarty to discuss board position with Jack Hubbert.
 - ii. **Action item** – McCarty to post announcement on Clubhouse bulletin board.

- i. Audit of HVCC books – HVCC discussed who should review HVCC financial books before the transition to the new bookkeeper. Koeta Imhof will complete review as part of transition.
- j. Removal of material from Fire District building – pending
- k. Purchase of new building – pending ballot counting

VII. NEW BUSINESS

- a. Golf scorecard advertising – Two of the businesses on the scorecards are out of business.
 - i. **Action item** – McCarty will check status of new scorecards.
- b. New building – Board is awaiting results of ballot measure for new building. Jack Foster indicated that HVCC could rent storage from him for \$250/month/bay. In addition, HVCC has previously dumped debris at Jack Foster's lot. Foster indicated that the new rate would be \$400/year. HVCC intends to dump debris at alternate location.
- c. Posting of non-compliant lots – Board discussed posting a list of lots that are in violation of HVCC covenants/bylaws in the Clubhouse.

Motion made by Mathers and seconded (Lofgren) to post a list of lots that are not in compliance with HVCC covenants/bylaws in the Clubhouse. Motion adopted.

- d. Right of ways for golf cart trail/water pipes – Ko called Lewis County and learned that the two affected private lots do not contain easements or rights of way for golf cart or water pipe access.
 - i. **Action item** – Jenkins/McCarty will research options for HVCC for grandfathering water pipe access.
 - ii. **Action item** – McCarty will research options for HVCC to purchase golf cart easement from homeowner.
- e. Clubhouse rental – Board discussed establishing a rule that rentals end by 10 p.m. or that rental agreements would include clause for additional payment for staff to stay after hours to close the Clubhouse.

Motion made by Acker and seconded (Lofgren) to modify Clubhouse rental agreement to include a \$25/hour charge for each hour of use after 10 p.m., up until midnight. Motion adopted.

- f. Accounting procedures – Board discussed establishing and documenting new accounting procedures, include direct deposits and online checking.
 - i. **Action item** – Imhof to research direct deposit charges.
 - ii. **Action item** – Jenkins, Imhof and McCarty to discuss new forms and procedures and bring recommendation to Board at August regular meeting.
- g. Recognition/employee appreciation – Board discussed possible recognition activities for Don Kreshak, Steve McVicker, Bob King and Mary Kovacevich. Board also discussed an employee appreciation venue. Board recommends Certificates of Appreciation for Kreshak, McVicker, King and Kovacevich and a potluck in September for employees.

Meeting adjourned at 10:45 a.m.

Respectfully submitted,
Tina Ko