

December Minutes of the High Valley Country Club

Board of Trustees

Special Meeting

December 6, 2014

Do to a lack of a quorum; there was no meeting in November 2015

I. Call to order

President Duncan called to order a special meeting of the **High Valley Country Club Board of Trustees** at **9:00 a.m.** on **December 6, 2014** in the **High Valley Clubhouse**.

II. Roll call

Trustees Present: John Anderson, Johnny Emtman, Bob Conklin, Susan Duncan, Ernie Enz, Toni Just, Jarl Peterson, Dennis Riebe

Trustees Absent: Judy Ashley-Rice

Quorum Declaration: A **quorum was declared**

Employees Present: Koeta Imhof

Guests Present: Tom Miller, Dude Sinkey

III. Approval of the Minutes:

Conklin made a **motion** to *approve the October minutes as written*. The motion was seconded and carried.

IV. Financial Report: The financial report was reviewed and clarified. Trustee Anderson requested monthly costs brought to the board for approval and a Financial Report added to the minutes.

V. Secretary's Report- Riebe

- The draft for the January Newsletter was distributed to the Board for review. It was determined that the board would get any changes/additions/deletions to Secretary by 12/10. The revised/final draft would be re-sent to the board and if no other corrections received by 12/15, newsletter would be sent to printer.

VI. Guest Comments: Guest Miller – Requests a copy of the employee's salaries. *Trustee Riebe will provide him that information.*

VII. Agenda Approval:

Two items were added to agenda: 1. Approval of Newsletter. 2. Should time allow, guests will be afforded time to comment on the business conducted.

VIII. Department Reports:

- **Operations Report** – Submitted by Jenkins – Read by Riebe
 - Leaking flush pipe has been repaired.
 - Office remodel is complete. A big Thank You to the volunteers for all your time and Expertise.
 - Trying to get the front fence area dug out and ready for new sod, half way there. It needs to quit raining so we can work with dirt instead of mud.
 - We have a list of winter repairs for the equipment. We plan on taking the JD Greens Mower to Washington Tractor out of Olympia for repair of hydraulic leak down and general maintenance.
 - Need to replace the overhead door on the Golf Shop. We need a new door and roll up brackets. A contractor item.

1. **Water Report** – Enz

Our water usage is approaching the lowest it has been in the history of High Valley. In 2003 usage was 74 million gallons. In 2013 usage was 44 million gallons. In 2014 we are on pace for and estimated 37-38 million gallons.

2. **Golf Report** – Conklin

The property owner has removed the dead tree on private property near the #2 green. Thank you to Dave Bunting.

3. **Clubhouse** – No report.

4. **Pool** – Peterson

- Contractor is done until Spring.
- Currently it is estimated that the pool repair work will cost and estimated \$123,000. Add to this amount the cost of the fence at \$11,800 and \$5,000 (estimated) for landscaping associated with the project.
- Pool Project Funding: \$97,000 of the assessment has been collected to date. Finalizing the funding program: i.e. whether to obtain a bank loan or not will continue to be evaluated.

5. **Property Committee** – Trustee Emtman

There are still questions and concerns about the Property Committee's level of responsibility.

The Property Committee has put together suggested changes to the Covenants and they will be sent out in the Newsletter for Member review and comment.

IX. **Reserve Analysis Committee** – Riebe

Discussion was held regarding the board's recommendations for reserves accounts for the budget committee's use.

- Board determined that the existing reserves accounts would be re-structured into two accounts: A Water System Reserves Account and a Facilities Reserves Account. The board directed the budget committee to use two different funding amounts in their budget process:
 - \$25.00 per lot per year, to be distributed equally between the two reserves accounts.
 - \$90.00 per lot per year, to be distributed with \$20.00 per lot per year going to the Facilities Reserve Account and \$70.00 per lot per year going to the Water Reserves Account.

X. Budget Committee/Special Projects – Anderson

1. Conference/office update

- a. New carpet has been installed.
- b. Installed new wiring for power to the router and network cable. This eliminates the wiring hanging on the walls.
- c. Painted and caulked walls and ceilings. Bill Rice worked most of the week and donated his services and all equipment. 5 gallons of paint were donated. Purchased 2 gallons. Labor donated for painting and carpet tear out and install.
- d. Installed new computer. Set up new email password. Cleaned up printer and set it up. Labor donated.
- e. Received donated used office furniture as provided from one Koeta's accounts.
- f. Total cost: carpet \$797.22; paint \$42.00
- g. Future costs:
 - i. Copier/printer \$650, (first priority). Suggested model information attached. The sooner the better.
 - ii. New DSL router \$150 (next budget year)
- h. Need a routine to vacuum and dust on a weekly schedule.
- i. Some caulking still needs to be done. Number of flies has been reduced in these two rooms. The caulking should finish the problem. The other room that is not sheet rocked still has a considerable issue with flies.

2. 2015 Budget

Waiting for input for trustees and staff

Committee Members:

1. John Anderson
 2. Mike Guzik
 3. Bill Joplin
 4. John (Jack) Morbeck
 5. Larry Fale
 6. Van Anderson
 7. Need name of the woman that volunteered last meeting.
1. Budget process diagram distributed
 2. Preliminary documentation finished
 3. Koeta needs to keep the Quick Books program data on office computer up to date on a monthly basis.
 4. Will schedule meetings as soon as more information is received from staff and trustees.

3. Web form

The newsletter form is on the web page. This allows members to opt into having newsletters emailed to them.

Developed covenant complaint for web site as provided by Property Committee. Will install as soon as I get the OK.

4. Policies

- Edited the water shut off policy as amended at the last board meeting. I have corrected and copies for inclusion into the Policy Manual are attached.
- What is the status of the document filing policy? Riebe is to prepare document-filing policy for trustee review at next meeting.

5. HVCC property safety review

- This has been on my plate for several months. I have contacted Washington Department of Labor and Industries and asked for assistance from one of their safety consultants. I expect to set up an inspection with them in the next couple of weeks.

6. Organization Chart

- Have provided an organizational chart for discussion and consideration.
- The chart includes employee reports.
- All employees should have annual performance evaluations. No raises unless good evaluations. I will prepare an employee evaluation form for board approval.

7. Document digitizing project

- Project is finished. 5947 pages scanned. I received the 2010 and 2011 documents from Dude Sinkey, which was much appreciated. Attached is a CD of all files. The file is a PDF searchable file. Directions included in letter accompanying the CD.

8. Other Items:

- To-do Tracking Program. Since only a few use the tracking system that is on the web I suggest we delete it. The board agreed to suspend the use of the To-Do Tracking system.

XI. Old Business/Action Pending

1. The water shutoff policy has been distributed to the trustees for inclusion in their Policy Manuals. Riebe to provide copies for staff and clubhouse Policy Manuals at next meeting.
2. The web page re-design is in progress. Susan to have status report at next meeting.
3. Annual Meeting Voting Process – proposal given to the Board for review.

XII. New business

Anderson moved to purchase a \$650 HP Copier/Scanner. Motion seconded and carried.

XIII. Other

XIV. Adjournment

XV. President Duncan adjourned the meeting at 1:00 p.m.