

February Minutes of the High Valley Country Club

Board of Trustees

February 15, 2014

I. Call to order

President Duncan called to order the regular meeting of the **High Valley Country Club Board of Trustees** at **9:00 a.m.** on **February 15, 2014** in the **High Valley Clubhouse**.

II. Roll call

Trustees Present: David Cartwright, Bob Conklin, Susan Duncan, Johnny Emtman, Ernie Enz, Jarl Peterson, Dennis Riebe, Dude Sinkey

Trustees Absent: Toni Just

Employees Present: Rick Jenkins, Koeta Imhof, Amanda Meekhof

Guests Present: Larry Fale, Richard Pearsall, Bill Rice, Judy Ashley, John Anderson, Glenda Anderson, Jan Anderson, Randy Wessilius, Jim Shook, Jeannie Fox

III. Quorum Declaration: A quorum was declared.

IV. Reminders: Meetings are run in accordance with Robert's Rules of Order

V. Approval of the Minutes:

Peterson made a **motion** to *approve the minutes from the January meeting as posted*. The motion was seconded and carried.

VI. Financial Report – Imhof

The financial report was distributed to the board and reviewed.

VII. Secretary's Report- Riebe

Two pieces of correspondence were received asking for clarification on items in the newsletter:

- Are assessments per lot or member – the member was referred to the bylaws.
- How the amount of \$55 was determined for the pool assessment – the committee took the number of lots and did the math to pay off the loan in 5 years.
- Will the pools be closed for the season – that is up to the local building and health inspectors. The pools are not anticipated to be closed for the season based on the pool repair plan proposal.

- How many members does HVCC have – the answer will be provided once it is clarified with the accountant.

VIII. Guest Comments:

- Guest Ashley feels that the website needs to be updated.

IX. Department Reports:

1. Operations Report – Jenkins

- The golf course was cleaned up – until the last storm hit, and is nearing the end of the yearly budget.
- A leak was repaired across Cannon from Sunstone where a root had caused damage.
- Have received 2 of 3 requested bids for meter parts that meet the safe lead level requirements.
- Well 10 was having some issues that turned out to be a PUD voltage issue.
- There are a few more signatures needed in order for Randi and Rick to be able to use the credit cards for HVCC business.
- The van hasn't received any serious offers yet.
- The freeze/thaw has seen some broken pipes for owners.
- It is time to start working on the budget for next year – trustees for each area need to request operating amounts and there may need to be some consideration for part-time help for meter installation.
- All is well with the clubhouse.
- There is a Certified Pool Operator's class in March that Randi should attend. The certification is good for 5 years and saves money on the pool permits. The cost is a couple of hundred dollars, plus per Diem and lodging.
- May 1st marks 9 years as the Operations Manager and will be resigning as of then.
- There is an ongoing leak in HV 10. Last month it appeared to be repaired but is still using about 1/3 of the water use for all of HV. The owner is refusing to repair the leak. Suggest locking off the water.

2. **Water Report** – Enz

- In January the usage was 1,800,000 gallons.
- A letter needs to be sent to the homeowner in HV 10 who refuses to repair leak. Article 3 Section 7 of the bylaws authorizes shut off – will deliver a letter with a 15 day shut off on 2/18/14.

3. **Golf Report** – Conklin

- The netting used to keep golf balls out of the pools needs to be replaced and options will be explored for a permanent fix.
- Clean up of the course can be prioritized during the winter due to low usage.

4. **Clubhouse** – Cartwright

- Everything is quiet – no issues.

5. **Pool** – Peterson

- The pool proposal information is available on the website for review.
- Looking for an envelope stuffing group for ballots.
- Thank you to the committee members for attending the meeting and for helping with the proposal.

6. **Property Committee** – Emtman

- The Covenant Committee presented their recommendations for pursuing the establishment of covenants, per the direction of the membership vote.

Emtman made a **motion to accept the Covenant Committees recommendations as presented at the February Board Meeting**. The **motion** was seconded.

Discussion – money is already in the budget to pay for an attorney.

The **motion** was carried.

X. **Reserve Analysis Committee** – Riebe

Nothing further can be done until the membership is approached at the annual membership meeting to request approximately \$7000 to hire a professional to conduct the state mandated reserve study.

XI. Old Business/Action Pending

- The Welcome Packet for new members will be presented in March.

XII. New business

- Water Service Termination Notice – The policy previously voted on regarding liens & lock outs will be followed.
- Budget Committee – Cartwright is putting a committee together and welcomes volunteers.
- Lewis County Code Enforcement forms were provided by Emtman.

XIII. Other

- Lewis County Zoning Update: Meetings were held on 1/28 & 2/11. The Lewis County Planning Commission is in favor at this time. They are currently reviewing changing the 25' rear setback to 15'. The next meeting is 3/11/14 and letters of support are appreciated and have been recognized.
- Shooting Safety Zone: John Anderson shared that safety extends beyond shooting and includes fires, information, hiking, floods, etc., and is interested in forming an Upper Cowlitz Safety group with ways for people to protect themselves and their homes. He is currently in talks with the Sheriff's Office and will explore including surrounding communities.
- Emtman made a **motion** to *authorize Rick Jenkins and Randi Halverson to have authorized use of Sterling Savings credit cards for High Valley business.* The motion was seconded and carried.

XIV. Adjournment

President Duncan adjourned the meeting at 10:45 a.m.