

March Minutes of the High Valley Country Club

Board of Trustees

March 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 **March 15, 2014** in the **High Valley Clubhouse**.

II. Roll call

Trustees Present: Bob Conklin, Susan Duncan, Johnny Emtman, Ernie Enz, Toni Just, Dennis Riebe, Dude Sinkey

Trustees Absent: David Cartwright, Jarl Peterson

Employees Present: Rick Jenkins, Koeta Imhof, Amanda Meekhof

Guests Present: Bill Rice, Judy Ashley, Jan Anderson, Dean Foley, John Engstrom, Pat Engstrom, John Anderson, Bobbi & Richard Pearsall, 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:

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

VI. Financial Report:

The financial report was distributed to the board and reviewed.

VII. Secretary's Report- Riebe

Three pieces of correspondence with questions/comments were received and replied to:

- A question was received asking how many liens are against properties and the status of them – the member was referred to Article 9 of the By-Laws, which address liens; as of 2/18/14 there are 14 current liens with 5 more in process, a total of 19 out of 807 lots.
- A suggestion was submitted to put the terms of office for each trustee on the website – the board agrees with this suggestion. It was also suggested that the board seek a nominating committee – the board disagrees and feels that people should be on the board because they want to be there – not because they were sought out and nominated.

- A comment was received that committee members who do not contribute or participate shouldn't be on the committee – the board feels that those decisions are up to the committee.
- A suggestion was made that the board should be savvier on the By-Laws and Articles of Incorporation – the board agrees and will focus on getting together & review, possibly right after the election.
- A suggestion was made that the board back up employees on their authority decisions they make.
- It was suggested that the chairman of a committee shouldn't be a trustee – the board feels this is a good idea, but is up to the committee.

VIII. Guest Comments:

- Guest Rice has a concern with the ballot for the pool and wonders if it would put the water system or individual members at risk for liability if the loan were to be defaulted on.
- Guest Foley has a concern with farm animals in HVCC, as there have been incidents with a pig and rooster in Section 6.
- Guest (John) Anderson has heard comments in the community that HVCC will begin to charge for water and cautions that as a non-profit that a fee cannot be charged for water.

IX. Department Reports:

1. Operations Report – Jenkins

- Pools - The pool permit has been submitted to the state and fingers are crossed that it passes the process. Randi is scheduled to attend a Certified Pool Operators class in Tacoma on March 19th and 20th. Not sure on how to proceed with readying the pools for summer until the pool vote is in. Will order the chemicals now while the prices are good.
- Golf - Purchasing fertilizer for the golf course can wait until the new budget, the greens mower is up and running and Randi is working on the drag mower.
- The check cards are working now.
- Clubhouse – the upstairs floor is installed.
- Water – a house in HV 10 is having issues with water drainage due to the recent rains. The county has assisted them by digging a ditch, but there is nothing that HV can, or should, do in regards to this issue. Met with a

supplier (H.D. Fowler) regarding lead-free parts. The quote for 200 lots is \$32,426 before taxes and could get us through the summer. There have been no lead issues with the meters already installed. The goals set for the Water Efficiency Use meeting last year need to be re-established by July 1st due to not meeting the state's standards. The leak in HV 10 has been repaired by the homeowner. The water permits have been submitted – prices keep going up.

2. Water Report – Enz

- We used 800,000 fewer gallons of water this month than last year.
- The Notice of Termination is ready to send out when needed – with a \$150 reconnect fee – which means the by-laws need to be changed.
- Recommends that the meters be purchased and that we hire one extra person to help with the installation and the funds could be taken out of the reserve funds.

Enz made a **motion** *to go into the water fund to purchase enough no lead water meters and supplies to install meters on 200 lots.* The motion was seconded.

Discussion: Hiring additional help will be discussed at a later meeting.

The **motion** was carried.

3. Golf Report – Conklin

- The course is still in winter-mode.
- The drain on hole 6 appears to be working well, but the pipe on 8 may be plugged.
- Keith will be returning around the middle of April.
- The benches are still in process but the supplier has been having health issues. The wooden benches will be repositioned on the playground and cut down to go on the deck.

4. Clubhouse – Cartwright – via email

- The Women's Club and the brick fundraiser paid for the flooring upstairs. Plans are for paint and lighting in the near future. Donations are being sought for a Wii and loveseat.
- More bricks have been ordered and installation will resume as, or when, the weather allows.

5. **Pool** –

- Current information has been shared in other reports and the ballots have been mailed.

6. **Property Committee** – Emtman

- Appreciates the Property Committee being in attendance at the meeting and for all of their hard work.
- Bill Tietzel, County Code Enforcement Officer, will proceed with violation reports that are received, but may wait until he has several to deal with at once.

Emtman made a **motion** *to have the High Valley Board authorize the Property Committee to right up code violation slips on every property, in their view, is out of basic Lewis County code compliance.* The motion was seconded.

Discussion: Should the board send a notice first? No. The process of the county code enforcement was discussed. Code violations should include farm animals as well as health and safety issues.

The **motion** was carried.

7. **Reserve Analysis Committee** – Riebe

- We have solicited requests to do the state mandated Reserves Study. Proposals have been received from two companies. One proposal was in the neighborhood of \$10,000 and a second, from a local company in Tacoma, was for \$3,187.50. This company, Cedcore LLC, also offers a 3 year engagement option which includes the two follow-up/update studies required in years 2 and 3, for an annual fee of \$1,646.00 per year

Riebe made a **motion** *to proceed on hiring Cedcore LLC to do the state mandated reserve study and use their 3 year engagement program.* The motion was seconded.

Discussion: Riebe will find out what information will need to be gathered; the committee members could help gather information if necessary.

The **motion** was carried.

8. **Budget Committee:**

- Committee is still being formed and working on the budget. John Anderson is assisting and they are exploring shortening the clubhouse hours between opening weekend and the release of school for the summer. May depend on the pool hours.

IV. Old Business/Action Pending

- Welcome Packet – draft letter shared with the board. When finalized can be sent with copies of the by-laws and Articles of Incorporation.
- Notice of Water Service Termination – letter to be added to the policy manual.

V. New business

1. Special Projects Teams: The chairperson doesn't matter as long as they report to the trustee and the trustee reports to the board.
2. Date for Ballot return: Trustee ballots will need to be returned by May 12th and will be counted on the 14th. Just will set up the tellers.
Biographies for trustee candidates are due on or before 3/22/14, 5:00.
3. Internal Audit – 4/19/14 after the board meeting
4. April Newsletter – Conklin made a **motion to approve the April 2014 newsletter with changes**. The motion was seconded and carried.

VI. Community Affairs

1. Zoning Code update: all is looking favorable and will most likely be finalized at the 4/11 public hearing.
2. Community Safety Zone: The Lewis County Sheriff's Office will co-sponsor public meetings. "Citizens for a Safer Community" is being considered as a name. John Anderson will be developing a website. Areas that will potentially be included in the efforts of the group will include shooting zones, fires – wild and home, drug, climbing safety, and search & rescue.

VII. Other

1. Sinkey announced his resignation.
2. Enz suggests that a system be developed for updating phone numbers and addresses of members. Meekhof and Imhof will work on developing a system for the front desk to collect the information and relay it for entry into the database.

VIII. Adjournment

President Duncan adjourned the meeting at 11:16 a.m.