

April Minutes of the High Valley Country Club

Board of Trustees

April 19, 2014

I. Call to order

President Duncan called to order the regular meeting of the **High Valley Country Club Board of Trustees** at **9:07 a.m.** on **April 19, 2014** in the **High Valley Clubhouse**.

II. Roll call

Trustees Present: David Cartwright, , Susan Duncan, Johnny Emtman, Toni Just, Jarl Peterson, Dennis Riebe

Trustees Absent: Bob Conklin, Ernie Enz,

Employees Present: Rick Jenkins, Koeta Imhof, Amanda Meekhof

Guests Present: Norman & Helen Gilleland, Lori Graff, Jim Shook, Jan Anderson, Judy Ashley, Bill Rice, John & Pat Engstrom, Anthony Mommer, Bonnie Sniezak, Don Kreshak, Eric Sniezak, 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 March meeting as corrected. The motion was seconded and carried.

VI. Financial Report:

The financial report was distributed to the board and reviewed.

VII. Secretary's Report- Riebe

Correspondence received included the following:

A member wrote to the board with several questions regarding the pool ballot and was referred to the pool committee.

- Did the pool committee sign the letter that was included with the ballot? *No, it was informational only.*
- Has a decision been made at this time as to which bank we will use for the pool loan, if it passes? *Not at this time.*
- If under or over the proposed amount for repairs what will happen? *The job will be trimmed accordingly.*
- Is the \$55 per year an ongoing assessment? *No, it is a 5 year program and then it goes away.*
- Can the membership see the proposals for the pool repairs? *The totals were printed from a mean average of 5 bidders out of King, Pierce and Thurston counties and the bids will be reviewed if the ballot passes.*
- Who will oversee the work if the ballot passes? *The board, community and staff.*
- Is Rick leaving High Valley? *No, it is staying for the time being.*
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Correspondence was received from Delores English which she requested be read verbatim at the meeting in which she shared concerns with the way that the board handles correspondence. Delores feels the board only shares partial information regarding correspondence received at meetings and that the board shouldn't be pursuing covenants. *The board summarizes and maintains confidentiality, unless*

requested otherwise, and replies in writing, when a return address is provided. The membership voted for the board to pursue covenants.

Policy Manual updates were provided to the board.

An email was received during the meeting in which the member wants there to be users fees for golf and swimming because members should be responsible for maintaining areas they don't use and it should be on the ballot for the members to decide. Also, why aren't the January minutes posted? *To add a user fee would require a change in the by-laws and a membership vote. The board is willing to explore. The January minutes are posted on the website.*

VIII. Guest Comments:

- Guest N. Gilleland belongs to a lot owners association vs. a country club association and wants to know why HV can't do that. (It would require changing the by-laws and articles of incorporation.)
- Guest Graff did not receive the ballots but received her bill. She did not receive a newsletter, either. (Koeta will mail them to her.) She disagrees with an assessment for the pools as she has two lots. People are not wanting to buy in HV due to the 'sketchiness' of the area and the board.
- Guest Rice wondered if there was an answer regarding his question last month. (Will be addressed later in the minutes later.)
- Guest Mommer bought a lot that has past dues and a lien from 2010. It was a private sale without a title search and there is nothing the board can do.
- Guest Sneizak shared that she is a permanent resident now and has heard rumors that there will not be a pool this summer. (Trustee Peterson shared the plans for the pool.)

IX. Department Reports:

1. Operations Report – Jenkins

- The outside camera got water in it and is no longer working. Rick is looking into if it is still under warranty.
- Randi attended the certified pool operator's course.
- Jan & Judy have gone through and organized the books.
- The reserve study is taking time – tracking down the information.
- A leak was located and repaired in HV 8.
- The new no lead meter parts are in and the installations will resume.
- The old meter parts were moved to storage.
- The mowers are ready for the season.
- The computer upstairs runs Windows XP, which is now obsolete, so we may need to look into getting a new computer.

2. Water Report – Jenkins

- In March the water use was 2, 152, 818 gallons of water, 20, 000 fewer gallons than last month.
- The water van received an offer for \$300, but we will hang on to it for now so if we hire an assistant they can use it.

3. Golf Report – Cartwright

- Conklin wants to clarify if the fees for carts can be used for for sand and fertilizer.

4. Clubhouse – Cartwright

- The flooring is in upstairs and will be painting and checking the wiring for new lighting .
- The exterminator will be coming in to take care of the bugs.
- The basketballs have been replaced and we have a new metal net.
- The carpets are going to be shampooed by NW Carpet Cleaning prior to the end of the budget year.
- Pea gravel is ordered for the playground and flower beds.
- We are still accepting flower pot donations.
- Approximately 95 bricks have been sold – when the weather improves the installation will resume.
- We will be hiring for at least one position in the clubhouse.

5. Pool – Peterson via email

- Member questions regarding the pool being open this summer were answered. It basically amounts to if the pools can pass the state’s inspection.
- The bank loan cannot be sold and stays fixed. The clubhouse, pools, and golf course are collateral – but not the water system.
- If we tried to make the necessary repairs based only on user fees it would take us over 30 years.

6. Property Committee – Emtman

- The attorney has been busy so not much news from him.
- John Anderson presented his report and requested it be included in the minutes: **HV**

Property Committee Report for April 2014

The High Valley Board (HVB) at the March Meeting authorized the High Valley Property Committee (HVPC) to evaluate properties that might be in conflict with county codes concerning hulk vehicles, solid waste, fire hazards, open garbage, possible structural collapse and other similar issues of county concern. The goal of this project is to decrease the health and safety risks to the residents of High Valley. The committee has accomplished the review of all properties and is preparing a report on the findings for Lewis County government. The properties have been surveyed by two separate groups of two people each utilizing a standard form that the committee deigned. The final report will be again evaluated with the concerned properties before it is presented.

The document that will be sent to the county will contain the committee’s evaluation points, photographs and maps of the properties. At the present time there are 18 properties in the report. That number might change in the final evaluation process. It is totally up to Lewis County on how they handle each property and it is their call to decide whether the properties are actually in violation of county code. Likewise, it is totally their call on what remediation action must be taken to correct any violations.

On another subject, the progress on the Covenant Project is moving along and we should have definitive answers by the May meeting of HVB. Remember, it was the majority vote of the members to authorize the HVB to adopt covenants. Our lawyer is carefully analyzing the many details that have happened with the covenants in the past years. The first step in doing that is find the truth in what has happened in the past and identify the truth of the situation today. Once that is established the HVB in concert with the HVPC can set forth on the project to reenact the covenants in a legal and enforceable process.

The bottom line is that we are working to reenact covenants in accordance with the majority of the membership.

I would like to thank the members of the committee who have spent many hours meeting and discussing this County Project before any ground work was started. They have not taken this project lightly and take no pleasure in preparing the final document for the county. It is our hope that this will lead to a cleaner, safer and more pleasant community. It is also our hope that people will come forth to help those that have county code violations and that cannot themselves provide the correction. This will be a chance for the community to work together on a serious problem.

I ask that this report and all HVPC reports be included in their entirety in the minutes of the HVB meetings.

John Anderson, Chairman: HVPC

- Action items that the committee would like to take on include painting/repairing the signs at the entrance of each park and the signs that identify the lot numbers.
- Suggested a HV auto emblem as a fund raiser.

X. Reserve Analysis Committee – Riebe

- The analysis is in progress and the projected deadline is 5/12/14.

XI. Budget Committee – Just

- Costs for everything is going up and the budget is going to be very tight. We will need to increase our income somehow.
- The budget will be very similar to last year's budget.
- Forming a formal fund raising committee was suggested.

XII. Old Business/Action Pending

1. Welcome Packet will be given to Koeta so it can be sent out to new members.
2. The clubhouse staff will check to make sure addresses and phone numbers are current for members when they check in for swimming/golf. A reminder will be added to the next newsletter and posted on Facebook for people to provide there current contact information.

XIII. New business

1. Budget review and audit will happen after the May meeting. Contact Susan to be on the committee.
Riebe made a **motion** to approve the draft agenda for the 2014 Annual Membership meeting as corrected. The motion was seconded and carried.
2. Community Affairs –
 - a. Zoning Update – the board appreciates Michael Brasch for bringing the issue to the attention of the community. At appears that the setback changes will be voted in at the next meeting. Side setbacks will change from 10 feet to 5 feet and rear setbacks will change from 25 feet to 15 feet.
 - b. Upper Cowlitz Safe Zone website will be up in the next month. There will be a petition coming asking that the county and Forest Service work together to establish a better no shooting zone.

XIV. Other

1. The internal audit will happen after the May meeting.

2. Changing the fiscal year date or the annual meeting date will be discussed at the May meeting.
3. Verbage will be discussed at the May meeting for the process for motions being made at the annual meeting.

XV. Adjournment

President Duncan adjourned the meeting at 11:35 a.m.