

# ***June Minutes of the High Valley Country Club***

## ***Board of Trustees***

**June 21, 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 **June 21, 2014** in the **High Valley Clubhouse**.

### **II. Roll call**

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

**Trustees Absent:** David Cartwright

**Employees Present:** Rick Jenkins, Koeta Imhof, Amanda Meekhof

**Guests Present:** Jan Anderson, Glenda Anderson, John McAlpine, Norman Gilleland, Larry Wymore, Dude Sinkey, Judy Ashley-Rice, Bill Rice, Kelly Lyon, Jeannie Fox

**III. Quorum Declaration:** A quorum was declared.

**IV. Reminders:** Reminder that meetings are run in accordance with Robert's Rules of Order and recorded.

### **V. Approval of the Minutes:**

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

### **VI. Financial Report:** Imhof

- The financial report was shared and reviewed.
- A summary of the financial report will be added to the minutes in the future. Anderson will research the format.
- 126 late notices were mailed out, the high number due to people paying the pool assessment instead of their dues. Twenty received shut off notices. Two were shut off due to being in foreclosure, 6 have made payment arrangements, one paid in full and 11 need some sort of action.
- Just will look into a system for collecting dues in a systematic manner.
- Enz will develop a notice to post on the lot owner's door regarding water shut off.

### **VII. Secretary's Report:** Riebe

Correspondence received included:

- A member wanting to see last year's pool estimates – *information is confidential until the bid is awarded*; Upset about how the Board is running HV and they have no knowledge of what a Trustee is, no board before needed to take out loans and when will the 2014/2015 budget be approved – *welcome to join any of the committees, last year's ballot to fund the pool repairs failed and a new ballot to pay for the repairs in 5 years was sent out and passed, there will be a special meeting called to approve the new budget*.

- A suggestion was received for people to donate items in good condition that can be sold in the clubhouse, or to hold a farmer's market with the proceeds to benefit HVCC – *member thanked for the ideas and they will be presented at the meeting.*
- A question was received regarding each lot having to pay dues, but only one vote per owner – *referred to the bylaws where the rule is written.*
- A member asked for copies of the minutes – *was referred to the website where minutes are posted*, asked why the pool repairs had a second vote – *was given the same reply as the above inquiry.*
- A member has concerns with derelict properties – *complaints have been filed with the county to resolve issues that violate their codes.*
- A member has an issue with the bylaws – *was given the process necessary to change the bylaws.*

### **VIII. Trustee Positions**

The following Trustees were nominated and voted for these positions:

President – Susan Duncan

Vice-President – Toni Just

Secretary – Dennis Riebe

Treasurer – Toni Just

Water – Ernie Enz

Pool – Jarl Peterson

Golf – Bob Conklin

Clubhouse – David Cartwright

Property – Johnny Emtman

Special Projects – John Anderson

### **IX. Guest Comments:**

Guest McAlpine suggested waiving late and reconnection fees for water customers if they make payment arrangements; why are the pool estimates and bids private.

Guest Gilliland provided update on his committee to review the bylaws – feels the vote on the pool is illegal and a 100% vote of the owners needed to send in ballots, is still looking for people to join his committee.

Guest Wymore “would like to know why the addition did not go to vote” and “who takes the minutes and does it”.

Guest Sinkey would like to know why the RCWs applies to the motion he made but not to the reconnect fee for water termination. He would like a copy of the covenant letter received from the attorney, plans on going to get a copy of the building permit for the addition/deck.

Guest Rice would like to welcome the new board member and appreciates the work that the board does and extends a thank you.

Guest Lyon feels that the property committee should have sent a letter regarding concerns with his property prior to a complaint being filed with Lewis County.

## X. Department Reports:

### 1. Operations Report – Jenkins

- The ping pong table has been improved
- The ice cream freezer died right before the clubhouse opening and then the fridge in the kitchen died. The freezer was replaced, the fridge was replaced. The old refrigerator was subsequently repaired and will be moved into the clubhouse for the pop/water sales. The Women's Club paid for half of the new fridge.
- Three leaks have been repaired and one is in the process of repair in HV 6.
- An ad has been placed in the paper for a helper for the water department and will hopefully have interviews next week.

### 2. Water Report – Enz

- Use has been going down, but with summer coming it is expected to start increasing.
- People need to keep conserving as much water as possible.

Enz made a motion to hire a temporary employee to help install water meters and complete other water projects, to be paid for from the water reserves at minimum wage. The motion was seconded.

Discussion: The hope is to have 400 additional meters installed by the end of summer. Is paying minimum wage appropriate? Morton is hiring and paying about \$13/hr, having the ability to bump up the pay as time goes on would be good. The scope of the work needs to be directly related to the installation of meters. Maybe start at 6 hours a day to allow time to work on other projects, the paper says part time.

Peterson made an **amendment to the motion** *to remove the minimum wage statement*. The motion was seconded and carried.

The **motion** *to hire a temporary employee to help install water meters and complete other water projects, to be paid from the water reserves* was carried.

### 3. Golf Report – Conklin

- The greens have been plugged and sanded – thanks to a lot of helpers
- The final 5 benches will be delivered soon.
- Wristbands are now being given to guest golfers so that the clubhouse attendants can see that they previously paid.

### 4. Clubhouse – Cartwright – via email

- The fridge in the kitchen failed and the Women's Club paid half of the cost of a new one. The old one was repaired for \$50 by Randi and will be placed in the clubhouse for pop/water.
- Bug screens have been placed on the doors.
- One of the folding tables had a leg break.
- The rolling chair that was in the store room was deemed unrepairable and discarded.
- The new ice cream freezer is working well – if we need a new one in the future we will explore a commercial type freezer.
- The clubhouse hours have been modified to 8 a.m. to 8 p.m. and there haven't been any complaints.

- Two issues are in the process of being resolved – ensuring that no one can be locked in the clubhouse and repairing the wiring upstairs.
- The walkway was finished by Van Anderson and Dave Cartwright – needs to have a fence or plants to keep golf carts off of it.

Anderson wondered if something can be done about the flies in the other building, stated that the fly screens were not legal for a fire exit, and we need to have some sort of a safety survey – and will develop a checklist.

#### 5. Pool – Peterson

- Things are going well and looking good, per Marvin.
- We need some sort of a communication system to access the AED or call for help from other staff. Randi has a set of radios and will test their distance capabilities. Further discussion in July.
- Pool estimates were shared with the pool committee members to determine the needs of the pools and costs complete. That is where the numbers for the ballot originated and are being kept private so that we will receive competitive bids. If the bids are for more than we estimated, we will trim down what is going to be done.
- There will be a private opening of the bids so that questions and follow up can occur if needed prior to awarding the bid.
- Credit goes to Mark Scheuffele for all of his work putting the bid proposal package together and researching the process.
- Anderson wishes more board discussion had happened before the call for bids was sent out.
- The committee will make recommendations to the board regarding the bid award, and Peterson will educate and guide the board on what we are looking for in a contractor and the project.
- Peterson would like to know if anyone knows of interested contractors.
- Suggestions include adding an addendum that we can refuse any and all bids, using the furniture and permit money to hire a project manager.
- Johnny gave a donated “3”, from his step-daughter, Mara, to Peterson to change the pool age sign from 10 to the correct 13year age for swimming without an adult.
- “Bill Rice was permitted the floor and made the following observation: “Members approved funds for itemized estimates, I don’t think that if the bids com in over budget that items can be deleted without approval from the membership.”

#### 6. Property – Emtman

The property committee chairperson, Judy Ashly-Rice, handed out and read the following report:

#### **Property Committee Board Clarification Request**

**6/18/2014**

#### **Committee Members:**

Jan Anderson, Van Anderson, Judy Ashley-Rice, John Emtman\*, Ernie Enz\*, Toni Just, Richard Pearsall, William Rice

\* Member not present

I am Judy Ashley-Rice, representing the 2014-2015 Property Committee. During our June 18th meeting, we reviewed the power and duties of the committee as per the Articles of Incorporation and the 1991 Covenants.

The Property Committee requests the Board's clarification as to the committee governing entity.

It is the understanding of the Property Committee, that this committee has the power and duty to enforce and implement fines or penalties on properties in non-compliance as set forth in the Articles of Incorporation (7, 8, 10, 11, 12), and the 1991 Covenants.

It is the understanding of the Property Committee, that it has a designated representative to act on its behalf. That the Board has the obligation to over see the actions of the committee to assure that the committee is acting in accordance with the Articles of Incorporation and the 1991 Covenants.

The Property Committee requests a binding clarification from the Board on this.

The committee reviewed the Articles in the 1991 Covenants and is in the process of creating amendments and or deletions to these Articles in the Covenants. It is our understanding that change to the Covenants must be submitted to the membership by ballot vote. It is our intent to submit a draft to the Board for review and submission to the membership for an item by item vote.

We ask that this report be put into the minutes of this June 2014 Board meeting.

- Still waiting for a reply from the attorney regarding changing the covenants.
- The property committee's findings that were given to Lewis County were based on complaints. The process was clarified by Bill Rice.
- Riebe suggested that letters be sent out in the future prior to complaints being filed with the county.
- The Property Committee will have the authority to enforce the 1991 Covenants, but after they are recorded with the county – and then a motion will be made to give them the authority.
- Riebe asked if the committee will need to report enforcement actions to the board prior to action.
- The process of recording the covenants and notifying the title companies is the duty of the attorney.

#### **7. Reserve Analysis Committee - Riebe**

- Nothing new to report – copies are available at the clubhouse or electronically upon request.
- The Reserves Study will not be put onto the website.

#### **8. Budget Committee – Just**

- A slightly modified budget was shared. It will be published with the newsletter and special meeting will be held Sunday, July 20<sup>th</sup> at 1 p.m. in the clubhouse to approve it.
- Enz feels we need a dues increase in order to operate efficiently.
- Anderson suggests a workshop for the board on budgets.

Conklin made a **motion** to approve the proposed 2014-2015 budget as presented. The motion was seconded and carried.

#### **XI. Old Business/Action Pending**

- The Annual Meeting voting policy needs to be determined prior to the next Annual Meeting. Anderson made a **motion** to take off the table the motion made at the annual meeting of the process of how board vacancies are filled. The motion was seconded.

Discussion:

- Vacancies based on 1<sup>st</sup> runner up or not?
- RCW states the board fills vacancies for unexpired terms.
- Should follow the vote of the membership
- The previous vote isn't/wasn't for the current opening.
- Follow the RCWs

Riebe made a **motion** to put Dude's motion regarding board vacancies back on the table while it is researched further. The motion was seconded and carried 5 votes to 2.

- **New business**

1. Website Update – the webmaster has offered to update the site and teach Amanda how to manage the events section for a very reasonable price. The new site could include a member's only section, slide shows, etc.
2. Future Planning/Goals – tabled
3. Water Use Efficiency Goals were presented. Suggestions included checking each section for total use and possibly removing the golf course well.  
Peterson made a **motion** to approve the Water Use Efficiency goals as presented. The motion was seconded and carried.
4. Anderson shared an example of an ethics code for next month's discussion and approval.

## **XII. Community Affairs:**

Nothing new

## **XIII. Other**

A letter was received from someone wanting to purchase a property from the county if HVCC would permit them to keep a travel trailer on it full time and in return would pay the past dues and provide river access to members. The board would need a recommendation from the property committee.

## **XIV. Adjournment**

President Duncan adjourned the meeting at 12:57 p.m.