

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

## ***Board of Trustees***

**July 19, 2014**

### **I. Call to order**

**President Duncan** called to order the regular meeting of the **High Valley Country Club Board of Trustees** at **9:00 a.m.** on **July 19, 2014** in the **High Valley Clubhouse**.

### **II. Roll call**

**Trustees Present:** David Cartwright, Bob Conklin, Susan Duncan, Johnny Emtman, Toni Just, Dennis Riebe, John Anderson

**Trustees Absent:** Jarl Peterson, Ernie Enz

**Employees Present:** Koeta Imhof

**Guests Present:**

Tom Miller, Norm Gilleland, Lori Graff, Richard Pearsall, Jan Anderson, Dude Sinkey, Larry Fale, Sandy Conklin, Bill Rice, Judy Ashley Rice, Roberta Pronovost, Evie Pippitt, Larry Wymore

- 1. Quorum Declaration:** A quorum was declared.
- 2. Reminders:** Meetings are run in accordance with Robert's Rules of Order.
- 3. Approval of the Minutes:** Trustee Anderson requested a correction to the minutes under Property Committee Report Item 6 to strike the last sentence regarding the recording of the Covenants being the duty of the attorney. Trustee Anderson made a motion to approve the minutes from the June meeting as corrected. Motion Seconded. Passed Unanimously.
- 4. Financial Report:** The financial report was distributed to the board and reviewed. Question asked if reports could be transmitted to board a week prior to meeting so board could review in advance. Koeta said that is possible and will transmit. Discussion was held regarding how board is to approve financial statements and the need to have a monthly financial recap form. Trustee Anderson volunteered to prepare proposal for how board approves financial reports and to prepare a financial recap form for board's evaluation for inclusion into minutes.
- 5. Secretary's Report-** Riebe

Correspondence received included the following:

- Updated board roster sheet handed out to board.
- Member submitted correspondence regarding signs of their property being either stolen or defaced. *Response to member is that this is not a High Valley action but rather an act of vandalism and should be taken up with the Sheriff.*
- Correspondence received stating that in 1991 at Annual Meeting there was a motion and an approval to change the By-Laws to state that in the event of a board vacancy, the person with the next highest number of votes in the previous election shall be afforded first opportunity to fill that vacancy. *Response to member was read in total. In summary, after exhaustive*

*research of past records, it appears that there never was a vote taken to amend the By-Laws to read as stated above.*

- Correspondence received regarding storage room expansion and fire escape replacement. Member thought that this project exceeded the allowance of \$5000 in a budget year that the board has available for projects without going to a vote of the members. *Response to member stated that this project was a phased project and the funding for phase one came from budget year 2011-2012 and phase two came from budget year 2012-2103.*
- Questions regarding Homeowner's dues were received. Member was confused about dues amount, the pool assessment amount, and the potential Reserves Study costs. *Response included explanation of the dues and the date it is due, the pool assessment program and when those fees are due, and the fact that the Reserves Study amount presented has not been implemented.*

### **III. Guest Comments:**

- Guest Tom Miller HV 4: Thanked the board for their efforts. Golf course maintained by Keith and thanks Keith for the hard work. Water system concern: Bothered about the lead based meter problem. Noted that he had talked to Rick about this and bothered that more meters weren't installed before new meter requirements went into affect. Bothered that Rick was given a raise. Concerned about the need for a new employee to help install meters. Noted that Rick's office is in need of repairs.
- Guest N. Gilleland HV 4: Has formed a committee and has researched the laws in force in the State of Washington. Says his group is going to hire an attorney to check for any improprieties. States that all members of HV Committee must be property owners. Feels that the Board is being manipulated by outside forces. Does not feel that there are any covenants in affect. Feels that the pool vote is not proper because there was no contractor hired at the time of the vote.
- Guest Lori Graff: Concerns about the results of the Reserve Study. Not comfortable that the estimates are correct.
- Guest Bill Rice HV8: Inquiring about status of property acquisition. Thinks that if property is acquired, that it be made into a day use park for members.
- Guest Dude Sinkey: Wants the minutes posted for member review prior to meeting. Feels that the amounts presented in the Reserves Study will serious hardship on a number of the members. Wants to see a letter sent to Attorney Hillier stating that he is not the attorney of record for HVCC.
- Guest Larry Fale: Thinks that the meetings must be kept civil and that everyone should show respect to their neighbors and the board.
- Guest Sandy Conklin: States that there is an issue with a lot in HV10 which might be a Covenant violation.
- Guest Roberta Provonest: Echoes same concerns as Sandy Conklin. Also has concerns with Covenant Violations on Div 10 Lot 53.
- Guest Evie Pippit: HV10 Echoes same concerns as Sandy Conklin and Roberta Provonest.
- Guest Wymore: Presented his concerns about the phasing of the clubhouse projects. Echoes Dude's request to have a letter sent to Attorney Hillier.

### **IV. Agenda Approval:**

- Motion made to approve agenda by Trustee Anderson. Second. Motion passed unanimously.

## V. Departmental Reports:

### 1. Operations Report –

- No report

### 2. Water Report – Riebe

- A leaky saddle valve on main repaired.
- Meter set installed in HV 6. Prompted by a leaking water valve.
- Old van up and running.
- Some work done on Kubota. Nothing major.
- New water person has been hired and started on 7/16/14.
- Clubhouse septic system pumped.
- Nitrate testing in progress
- Locates being done on Sunstone for meter sets
- Policy being prepared for water shutoff Policy 2014-2. A policy being developed to formalize process for water shutoff due to lack of payment of dues and/or assessment. Draft policy given to board for review. John will develop similar policy for water shut off based on failure to maintain issues.

### 3. Golf Report – Conklin

- Three more benches have been completed and installed.
- Some irrigation repairs have been completed.

### 4. Clubhouse – Cartwright

- New refrigerator had bad icemaker valve. Repairs completed.
- The Peterson Family has donated Foosball table.
- Basketball hoop failed. Repairs completed.
- Donated fly screens on doors are working.
- Old refrigerator has been repaired and is being used in clubhouse.
- Door locks have been repaired.
- Member's walkway: 9 more bricks have been ordered. Boxwood hedge to be installed on sides of walkway. John Anderson has volunteer to re-set the bricks along the sidewalk edge to eliminate the lip, a tripping hazard.
- Existing vacuum not working well. Cartwright to explore acquisition of new vacuum.

### 5. Pool – Riebe

- Pool facilities passed inspection by the state.
- Pool attendance levels are good.
- Bids for pool repairs are being received. August bid opening.
- Pool fence replacement as a part of pool project being worked on.
- Three employees trained in use of AED.
- Radios for staff are ordered for emergency use communications.
- Women's bath toilet drain repaired.
- Thanks to employees for hard work.
- John Anderson explained process that has taken place for the pool repair project. Discussion ensued regarding disposition of excess funds, if there are excess funds after completion of project.

**6. Property Committee – Emtman**

- Regarding problem lot in HV 10: Trustee Emtman will look into problem with the property committee.
- Property committee presented list of questions that need responses from Board. Property Committee will provide these in writing so board can research answers.
- Resolution regarding the Covenants was presented. Trustee Emtman made a Motion to approve the Resolution presented., Second, Motion approved (6 yea, 1 abstention).

**7. Special Projects Trustee – John Anderson**

- Suggests that we implement a procedure and policy regarding the storage and safekeeping of our documents. Suggests the need for a locking file cabinet and a fireproof safe for legal documents. Policy should include electronic document storage. Suggests that the records should not ever leave the HVCC property. Anderson will prepare a policy regarding records.
- Need a scheduled maintenance policy in place. John Anderson will prepare a proposed schedule and policy for board evaluation at the next meeting.
- Task list / To Do list form presented. Keeper of master form should be the Secretary.
- An email address will be set up for Toni so all board members will receive information electronically. John Anderson will help to set up.
- Would like to have discussion about possibility of allowing guests to address the board at the end of the meeting, regarding items addressed during the meeting.

**8. Reserve Analysis Committee – Riebe**

- The Reserve Study is completed for this year and has been presented to the membership, the board, and the Budget Committee. No further work is anticipated at this time.

**9. Budget Committee – John Anderson**

- John Anderson will prepare a survey to be placed on the website to solicit information from the membership about what level of funding for the Reserves they are comfortable with.
- Lori Graff volunteered to be on the Budget Committee.
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**VI. Old Business/Action Pending**

- Susan Duncan presented a By-Law Amendment regarding what By-Laws can and cannot be amended at the Annual Meeting. Requested board members to review and respond at August meeting.
- Asked the Board to think about the pros and cons of allowing vote by proxy at the annual meeting.
- Web Site Update: Amanda has prepared some suggested changes to the web site. This information was handed out to board members. Board members asked to review and send their ideas to Amanda, cc to board.
- Tabled motion from Annual Meeting: Dude has requested that this item continue to be tabled until Annual Meeting next year. Still need to research if this By-Law change is legal to do in the State of Washington.
- Board asked by President to prepare a goals list. Members are asked to submit their goals for the future of HVCC. They are encouraged to submit by email or letter to HVCC.

**VII. New business**

- Upper Office: New computer has been purchased to replace the old failing unit.
- John Anderson is heading up a plan to remodel the office, which is in dire need of repair. John evaluated what is needed, estimated costs, solicited donations and is planning a work party to execute the work. The “Fly Room” portion of the offices will be put on hold until fall. The balance of the office facility will be remodeled. John estimates the total cost to be \$900.00. Motion made by Trustee Just to approve up to \$900.00 to remodel office over the pool. Second. Motion passed unanimously.
- Member brought to board’s attention that stairs leading to pool office are in need of repair. Cartright volunteered to explore repairs needed for the stairs.
- Policy Manual Update: Motion to adopt Code of Ethics as submitted made by Trustee Just, Second. Motion Passed Unanimously. Code of Ethics will be inserted into Policy Manual, Posted at Clubhouse, and put on Web Site.
- Susan will head up review of the By-Laws and prepare suggested revisions, if deemed necessary.
- Trustee Conklin makes motion to raise golf cart fees to \$50.00 and to place those fees into a special account for golf course special projects only. Second. Trustee Cartright makes motion to table Trustee Conklin’s motion for further research. Second. Motion to table passed unanimously.

**VIII. Community Affairs**

- Zoning Code – Process through county is completed and the zoning code is amended.

**IX. Other**

- HV 6 Property Acquisition: Trustee Riebe makes motion that HV will submit an offer to Lewis County for \$775.00 for the purchase of parcel # and HV shall forgive the lien on the property for past dues; and furthermore HV will pay the annual property taxes. This is based on receiving donated funds for the purchase amount. Second. Motion passed unanimously.
- Question asked if there should be an opportunity for the guests to speak to the board at the end of the meeting. This was discussed and it was determined that this is a positive thing and will be tried starting next month.

**X. Adjournment**

President Duncan adjourned the meeting at 12:00 p.m.