

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

## ***Board of Trustees***

**July 18, 2015**

### **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 18, 2015** in the **High Valley Clubhouse**.

### **II. Roll call**

**Trustees Present:** Bob Conklin, Susan Duncan, Dennis Riebe, Ernie Enz, Larry Carpenter, and Judy Hodgkins

**Trustees Absent:** Evie Pippitt, Mike Hayes

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

**Guests Present:** Jan Anderson, Norman Gilleland, Nancy Webber, Toni Just, Bonnie Marshall, JudyAshley-Rice, Bill Rice, Larry Wymore, Dude Sinkey, Tara Gross, Kris Johnson

Agenda Changes:

\*Judy Hodgkins submitted interest in joining the Board as an Interim Trustee until a special election can be held. The Board voted and accepted Judy Hodgkins to join the board as an interim Trustee. Thank you for volunteering, and our interest in High Valley, Judy.

\*Community Announcement by Steve LeVold on behalf of Destination Packwood: The Lewis County PUD and WAVE Cable are working together to string fiber optic cable to Packwood – allowing for high speed internet – in October. In the future there will be a Town Meeting and it is encouraged for High Valley residents and/or members to attend and show support to get the service extended to High Valley. Amanda and Jan will work on a petition to put in the Clubhouse for interested members to sign.

**III. Approval of the Minutes:** **Trustee Riebe** made a **motion** to *approve the May and June 2015 minutes*. The motion was seconded and carried. Trustee Hodgkins abstained.

### **IV. Financial:**

#### **FINANCIAL REPORT SUMMARY**

Reporting Period: 6/1/15 through 6/30/15

##### **Account Balances:**

Checking Accounts:	\$133,579.30
Water System Reserves:	\$225,630.95
Facilities Reserves:	\$53,040.94
Pool Assessment:	-\$14,979.97
Golf Cart Fees:	\$2,603.24
Petty Cash:	\$250.00

**Income:** \$38,047.26

**Expenses:** \$17,780.07

**Net Income:** \$19,620.04

<b>Total Expenses for Year vs Budget:</b>	
Expenses:	\$41,213.53
Budget:	\$247,300.00
Over/Under Budget:	\$206,086.47 Under Budget
% of Budget Spent:	16.7%

1. Trustee Carpenter made a **motion** to pay 1/12 of the money budgeted for reserves, to be distributed 1/2 to water and 1/2 to reserves, on a monthly basis for the 2015/2016-year. The motion was seconded and carried.
2. Audit – we need to decide what kind of audit is desired before we can proceed. Trustee Duncan will ask clarifying questions regarding aligning with the minutes and bylaws.

#### **V. Secretary's Report:**

**A. No correspondence was received.**

**B. Audit suggestions were received and forwarded for consideration**

**C. A boisterous email regarding a private party dispute which is a police matter, not an HVCC matter**

#### **VI. Member Comments:**

**Jan Anderson:** Doesn't want the newsletter phased out for July and October, as it would exclude some members who don't have access electronically. *People without electronic access could still have their newsletters mailed to them. There will also be copies available in the clubhouse.*

**Norman Gilleland:** Dennis asked for clarification on a proposal...why could the clubhouse rental rates be increased, but a maintenance/user fee not be added for golf and swimming be added without a vote from the membership? *The clubhouse fee is not addressed in the bylaws. Pool/golf privileges are addressed in the bylaws and to change that would require a vote of the membership, which could be explored.*

**Toni Just:** Would like to have a reminder in the newsletters for members/residents/guests to keep their dogs on leashes, and to please attend meetings in order to be informed.

**Judy Ashley-Rice:** Wants to know if it was voted on to mail the newsletter two times per year vs. four times per year. *In the past we have tried to get people to sign up for electronic copies of the newsletter and only had a small number do that. Other HOA's, such as Timberline, only have electronic copies. People can still receive it via the mail, if they request, and it will be easier to sort them out than the people who want it sent electronically.*

**Larry Wymore:** Thank you to Dennis Riebe for getting copies of the Bylaws and Articles of Incorporation in the clubhouse; gave handouts to the board and requested copies of the minutes.

**Dude Sinkey:** Would also like copies of the minutes from June and July and to encourage people to attend meetings. *Copies of meeting minutes will be made available in the clubhouse.*

**Tara Gross:** Would like to discuss a dues matter with the board. *The board will meet with her after the meeting.*

**Kris Johnson:** Would like to caution people to not move or bury the corner markers for their property because surveyors rely on them. They need to be easy to locate in the future. *Enz adds that we need new sign markers for the lots.*

## VII. Department Reports

### A. Operations Report – Jenkins

**Water-** 22 meters installed this month; Water shut offs for dues in arrears are mostly done; we repaired water shut off for pool building, State came to inspect the water system – all looked pretty good, need to clean up on the cross connection control program – checking the backflow meters. Haven't received the official report, yet.

**POOL** – Patched 2 holes on the pool solar lines- what we can get to; Repaired main line on the pool solar lines, had to get Blue's bucket truck; Stained pool fence, mostly done sealing pool bath partitions; Have a list of needs for pool bath; Building inspector came and wants us to provide air intake for pool equipment room and post new signage at shut off.

**Golf** – Keith sprayed for broad leaf, seems to be working, will know more next month.

**CH** – Desk drawer needs repair, Amanda has a guy who has said he'll repair it.

### B. Water Report – Enz

In June we used 6,660, 000 gallons of water. HV 8 & 11 is using a lot of water and they are looking for leaks. Keep conserving and remember, "Brown lawns are pretty!"

### C. Golf Report – Trustee Conklin

Things are looking good; a few problems with the bridges but are low on the priority list due to the water meter installations. May look for volunteers to help with bridge repairs

### D. Clubhouse – Clubhouse Manager

Things are going well, ice cream is still selling well, will be posting a bid sheet to sell the small chest freezer. The Women's Club picnic is the 8<sup>th</sup> with an art camp and food.

### E. Pool – Jarl Peterson via email (is seeing the project to completion)

The caulking in the pools will be fixed after we close. It has been mentioned that the pools should stay open later on weekends. Trustee Riebe made a **motion** to extend the pool hours of operation to 9 p.m. on Fridays and Saturdays for the remainder of the year. The motion was seconded and carried. The clubhouse hours will adjust accordingly.

### F. Property Committee – no trustee at this time.

Trustee Enz is gathering info on a golf cart zone and has gotten a few comments. There have been a few complaints regarding yards and chickens.

### G. Future Planning & Goals: Hayes

Trustee Hayes was unable to attend the meeting, but is working on future planning.

### **VIII. Old Business**

1. Records Management – Trustee Riebe made a motion to adopt the Records Management Policy as proposed. The motion was seconded and carried. Nancy Webber would like a copy of the Records Management Policy.
2. Website – Keep the newsletter in the public portion
3. Foster's Quit Claim Request – has been withdrawn

### **IX. New business**

Officers for the 2015/2016-year:

Trustee Carpenter nominated:

Trustee Riebe as President. 2<sup>nd</sup> and carried

Trustee Enz as Vice President. 2<sup>nd</sup> and carried

Trustee Duncan as Secretary and Treasurer. 2<sup>nd</sup> and carried

Duty Assignments: Trustee Hodgkins – Property Committee

Trustee Pippett – Clubhouse

Trustee Carpenter – Pool

Trustee Enz – Water

Trustee Conklin – Golf

Trustee Hayes – Special Projects

Trustee Conklin made a **motion** to appoint President Riebe, Secretary Duncan, Ernie Enz and Koeta Imhof as check signers for the 2015/2016 year. The motion was seconded and carried.

There are three open positions on the board – a nominating committee is being considered. Letters of interest need to be submitted so a date can be set at the August meeting to send Special Election ballots to vote in trustees to fill vacant positions.

Conklin made a **motion** to pay the greens keeper 2 days wages for bereavement pay for time lost. Motion failed for a Second. The board will research putting a policy in place for the future.

A member would like to see HV purchase a swimsuit spinner and has submitted pricing information. The information was passed onto the Pool Trustee for further consideration.

A new sign is needed to remind people to move up to the platform when teeing off on #4. The Golf Trustee will explore a new sign.

**Other:** Judy Ashley-Rice asks if the clubhouse was sprayed for flies this year.

Bartering – Not an acceptable practice due to IRS constraints and our Bylaws.

### **X. Adjournment**

President Duncan adjourned the meeting at 11:40 a.m.