

August Minutes of the High Valley Country Club

Board of Trustees

August 16, 2014

I. Call to order

President Duncan called to order the regular meeting of the **High Valley Country Club Board of Trustees** at **9:02 a.m.** on **August 16, 2014** in the **High Valley Clubhouse**.

II. Roll call

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

Trustees Absent:

Employees Present: Rick Jenkins, Koeta Imhof, Amanda Meekhof

Guests Present: Norman Gilleland, Wayne Nelson, Peggy Nelson, Judy Ashley-Rice, Bill Rice, Tom Miller, Larry Fale, Jim Jennings, Dude Sinkey, Chris Jacobs, Jan Anderson, Gary McCarty, Dana Steichen, Monique & Don Thompson

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 July minutes as written*. The motion was seconded and carried.

Cartwright made a **motion** to *approve the Annual Membership Meeting minutes as written*. The motion was seconded and carried.

VI. Financial Report:

- Propane use is lower than last year.
- Imhof request that people write "paid under protest" vs profanities on their checks.
- Over \$70,000 towards the pool assessment has been collected so far.

VII. Secretary's Report- Riebe

- A letter from a member was received asking that we email the newsletter whenever possible. *We need to fix the database to allow us to separate email addresses from mailing addresses.*

- An email was received regarding lots in HV 10 with questions regarding a travel trailer, multiple sheds, garbage, alleged drug activity, appliances on lot...*hooking up to a septic tank makes the travel trailer not count as 'camping'.* For drug activity concerns the police need to be contacted and perhaps consider forming a Block Watch group. Concerns with appliances have been forwarded to the Property Committee.
- An email was received stating that the pool vote was illegal and in their opinion due to not having one specific bid to vote on – *a number of bids were used to put together the voted upon plan.* Article 19 states the money voted on must be spent on that project – *This will be the case for the pool project.* The attorney used for the covenant clarification is in conflict due to being a member – *the definition of legal in the RCW was shared.* Why has HVCC had so many attorneys of record – *over the last 50 years there has been a lot of business conducted.*
- An email was received asking how President Duncan got on the board – *According to research 2 vacancies became available in June of 2010 and they were filled by Sinkey and Duncan, per the bylaws.* At the 2013 meeting why were some people allowed to interrupt and others not allowed to interrupt? – *This was an error and the Board has been working hard to follow Robert's Rules of Order since then and will continue to try to follow them in the future.* Why does the Board sometimes refer to themselves as Directors instead of Trustees – *when this happens it is due to a misspeak and will be corrected if it ever occurs in the future.*

VIII.

IX. Guest Comments:

Guest Gilleland questioned why we aren't using the pool reserves, 90% of the work is cosmetic, the pools were designed as skupper pools, not drain pools. How do we know bids were received/sealed? Maintenance on the pools should be performed by the maintenance people. Why does Rick answer email sent to the Board – *email to the Board goes to HVCC's email, which is Rick's email. If it is for the Board he then forwards it appropriately.*

Guest Peggy Nelson questions the reserves for catastrophic events seems like too much. In the event of a catastrophic happening the likelihood of rebuilding seems minimal. Who can we contact to change this? *Legislature has required the Reserves Analysis Study and the amounts listed wasn't our number – it was a suggested amount from the study. The budget committee will research and suggest amounts.*

Guest Miller asked last week for a delay in the meter installation and requests to know the wages for employees.

Guest Sinkey questions if a letter has been sent to Hillier yet – *this topic is on the agenda for later in the meeting*. Email should be sent to all Board members.

Guest Anderson – has donated over 100 hours of time since April and is disappointed in the Board’s lack of cooperation on the covenants issues. How are members supposed to have confidence in the Board? *This item is on the agenda to be addressed later in the meeting*.

Guest McCarty – Regarding catastrophic issues – after 2 years of researching was told that changes only happen in an emergency so the answer is to try to change the law.

Guest Steichen asked if owners can install own meters?

X. Agenda Approval:

Emtman made a **motion** to amend the August agenda to add the tabled golf cart fee motion, Hillier letter, and, Policy Manual Update. The **motion** was seconded and carried.

XI. Department Reports:

1. Operations Report – Jenkins

- Approximately 50 meters have been installed since Grant started work, with 150 to go, in the process of finishing HV 2 & 3 with the goal of being finished by the end of September.
- Not sure if members replacing own meters would work because it would depend on the piping, etc.
- Repaired a leak on Sunnycrest and have one to repair at Cannon and Tatoosh.
- The golf course irrigation issues appear to be fixed and are monitoring the amount of irrigation needed based on the amount of rain we’ve been receiving.
- The Clubhouse locks have been fixed so that people cannot be locked inside the building.

2. Water Report – Enz

- The guys are doing a great job and installing 2 meters at a time, water usage is down.

3. Golf Report – Conklin

- Things are looking good. Have an issue with a dead maple on the #2 green that will cause damage if it falls, will be sending a registered letter so it is on record of notification, with a copy to the insurance company. Trustee Anderson will also call the owner since he knows him.

4. Clubhouse – Cartwright

- Diana Brayton donated a range extender and a Thank You card will be sent. A new vacuum was purchased and everyone loves it. May need a new router. Bricks: Have an order of 10 coming in Monday and just ordered 10 more.

5. Pool – Peterson

- It's been an exhausting week of bid reviews – more on this later in the meeting. There have been no injuries and operations are going well.

6. Special Projects – Anderson

- A new computer has been purchased for the Operations Manager and software has been donated and loaded – just waiting for the room to be cleaned up. In the future will need a new copier. Digitizing of original documents will be completed in the near future.
- Trustee Anderson was thanked for configuring the range extender.

7. Property Committee – Emtman

- Agrees with Guest Anderson – action needs to be taken on some items.
- Needs a copy of the insurance that protects the property committee from liability.

Emtman made a **motion** to spend up to \$1000 for attorney Alan Werjtes to review property committee documents. The motion was seconded and carried.

- The Notice Regarding Protective Covenants is ready for signatures/notarization and recording.
- A Resolution of Indemnification was presented to the board by the Property Committee.

8. Budget Committee – Anderson

- The committee hasn't yet met, still looking for volunteers, wants a mix of people and would like to do some video conference calls.

Anderson made a **motion** *to allow committees and the board to conduct meetings using video conferencing*. The **motion** was seconded and carried.

Discussion: how many people could participate electronically? Would they be considered a part of the quorum?

Enz made a **motion** *to amend the motion to allow no more than three board members to participate in board meetings electronically*. The **motion** was seconded and carried.

- Guests P. Nelson and McCarty volunteered to be on the Budget Committee.

XII. Reserve Analysis Committee – Riebe

- Nothing new to report – will need to work with the budget committee on deciding amounts of reserves.

XIII. Old Business/Action Pending

- Will discuss motions not being made at the Annual Meeting – other than to amend the bylaws.
- Web page update – meeting with the webmaster on 8/21
- Keep sending in future planning and goals to President Duncan.
- Unpaid Golf Cart fees – fees go to the course. Special meeting to follow the regular meeting to discuss notification of members of suspension of privileges due to none payment.
- Tabled **motion** regarding raising cart fees: Riebe made a **motion** *to table the cart path fee motion for another month until a detailed motion can be resubmitted to the board in writing*. The **motion** was seconded and carried.
- Policy Manual Update – collected and submitted to the board –
 - Enz to review the Water Trustee job description
 - Need to adjust the timelines - specifically for the newsletter.
 - Anderson to create a job description for the Special Projects trustee.
 - The Water Shut off Policy 2014-2 needs to be shared with Jenkins and Imhof so they can review.

Riebe made a **motion** *to adopt Policy # 2014-1 “Records Management” as presented and reviewed by the Board*. The motion was seconded.

Cartwright made a **motion** *to table Policy # 2014-1 “Records Management” for a month*. The motion was seconded and carried with two opposed.

- Hilliard – our current attorney advises against sending a letter to dismiss him as it could release him from a future liability claim. Therefore, the board will NOT be sending a letter.

XIV. New business

- Facility Guest Registry tabled until next month – Dave and Amanda to work on this process.

Peterson made a **motion** *to award contract for pool repair after a completed contract is reviewed by the HVCC attorney in sequential order of 1-4: Aqua Rec, Orca, Pyramid, Toprail Construction.* The **motion** was seconded and carried.

- Thank you to the pool committee for their hard work.

XV. Other

- Harvest Fest will be on 9/27/14 at the Clubhouse and the Women's Club will provide Brats/Buns. Please RSVP your attendance and food contribution.

XVI. Adjournment

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