

September Minutes of the High Valley Country Club

Board of Trustees

September 20, 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 **September 20, 2014** in the **High Valley Clubhouse**.

II. Roll call

Trustees Present: Bob Conklin, Susan Duncan, Johnny Emtman, Ernie Enz, Toni Just, Dennis Riebe,

Trustees Absent: Jarl Peterson, John Anderson

Employees Present: Koeta Imhof, Amanda Meekhof

Guests Present: Norman Gilleland, Bill Rice, Judy Ashley-Rice, Evie Pippett, Roberta Pronovost, Don Kreshak, Mark Scheuffele, Margaret Nelson, Kelly Lyon, Jan Anderson, Van Anderson

III. Quorum Declaration: A quorum was declared.

IV. Reminders: Meetings are run according to Robert's Rules of Order and are recorded.

V. Approval of the Minutes:

Guest Gilleland stated that he suggested using the reserve account, not the pool reserves. Conklin made a **motion** to *approve the August minutes, with corrections*. The motion was seconded and carried.

VI. Financial Report: The financial report was shared and reviewed.

VII. Secretary's Report- Riebe

No correspondence was received.

During the Executive Meeting the Board voted to have Judy Ashley-Rice complete the remainder of David Cartwright's term, in light of his recent resignation.

VIII. Guest Comments:

Guest Gilleland stated that names have been omitted from the Budget Committee roster, our current lawyer is in conflict of interest according to his attorney, there should be a fee for golfer and swimmers – members and guests.

Guest Pippett stated that her neighbor hasn't been connected to a septic tank until last night, there is dog poop, barking going on and when she went to Lewis County they asked what the Board was doing about it.

Guest Pronovost referred to the same neighbor as Pippett stating that it is a health issue and the property owner isn't helping with the issue. Also, the men that golf are a huge help to HVCC when things need to be accomplished.

Guest Scheuffele stated that it isn't necessary to recognize individuals who have paid the entire pool assessment early – a thank you to all who have paid early would suffice.

Guest Van Anderson stated that as a member of the Property Committee their intent is to begin investigating properties not in compliance with the covenants. Tabled motions are unacceptable and the committee is empowered by the by-laws and the committee comes to the board as a courtesy. This is the last meeting or opportunity to work with the committee – the committee will be working towards cleaning things up!

IX. Agenda Approval:

Riebe made a **motion** *to approve the agenda*. The motion was seconded and carried.

X. Department Reports:

1. Operations Report – Jenkins (via Enz)

Meters are still being installed, have moved to lower HV 6 but are finding some challenges with tree roots. The valve at Cannon and Tatoosh is stuck and will need to be replaced at a cost of approximately \$700. Keith cleaned up the course after the last storm, the nets are down and Keith will be finished around mid-October. The clubhouse is in good shape and Willy Murdock cleaned the outside bathrooms.

2. Water Report – Enz

Accompanied Randi on his morning rounds and found it very informative. Randi documents the water usage at each well each day and looks for obvious leaks. It takes him about 1 hour per day.

Water usage is down from last year. Things are looking good, but our system is old.

3. Golf Report – Conklin

The last two benches have been delivered, the course looks good and we are still working on getting the dead tree removed from hole #2.

4. Clubhouse – Cartwright (by written report) hopes to have the last of the incoming brick orders installed before leaving on his winter vacation.

5. Pool – Peterson via email

The contractor is chipping away and working to get to bare plaster. The leak inspection people were here but it is still unknown how many leaks were identified. The contractor hopes to be done with everything, except the tiling and plastering, by 10/15. In the spring it will take 1 – 1 ½ weeks to finish, and will be ready for opening weekend.

6. Special Projects – Anderson

- Water Shut Off Notice (Policy 2014-2) – Need to take time to work on this policy as a group, perhaps after the meeting? Water shut off is automatic with a foreclosure.
- Records Policy (Policy 2014-1) – Duncan proposes changing the wording of Assistant to the Secretary to the Secretary and the Treasurer keeping forms instead of the Bookkeeper, remove the portion about a safe deposit box since we don't have one.

Riebe made a **motion** to approve the *Records Policy 2014-1 as amended*. The motion was seconded and carried.

7. Property Committee – Emtman

- Unhappy that the message “Covenants are in effect” was taken off the reader board by the whim of one board member. *The message can be reposted, but in the future the Board needs to be consulted prior to reader board postings and messages need to be posted by employees, because of liability reasons.*
- The Property Committee's point of contact with Wertjes Law Group is President Duncan. The committee is waiting for an update from the attorney on the Property Committee documentation sent for review and a contact needs to be made.
- The Property Committee has requested an “Inquiry or Report of Non-Compliance” form on the HVCC website be added. The intent is to incorporate the form on the website under the “issues” tab. The Property Committee requests that the ‘2009 Questionnaire Feedback’ be removed.
- The committee has requested a copy of the HVCC insurance documents regarding our coverage and is still waiting for receipt of that information. *There was a motion made to indemnify the committee made at the last meeting and a copy of the letter will be provided.*
- For Clarification: The Property Committee recognizes the condition of High Valley's corporate property assets as an operation and maintenance issue – not an issue of the Property Committee.
- The next meeting is at 4 p.m. on Wednesday, October 1st. Please direct correspondence through Johnny Emtman, Property Trustee.

XI. Reserve Analysis Committee – Riebe

Nothing new to report

XII. Old Business/Action Pending

- 1) Motion to Increase Golf Cart fees: Conklin made a **motion** to increase golf cart fees to \$50 with have of the money going into the Golf Course operating budget and the second half going into a special fund for Golf Course improvements. The motion was seconded and carried. Golf carts need stickers on them if they are on HVCC property, and they should limit use when the course is wet or frozen.
- 2) Annual Meeting Voting Policy: Form introduced regarding making motions. To be reviewed and discussed in the future.
- 3) Website Update: Amanda met with the webmaster and she is working on the infrastructure and will slowly incorporate other aspects.
- 4) Future Planning: Nothing new
- 5) Lewis County Property –Member donations to purchase: The proposal has been given to the County and we are now waiting for a response.
- 6) Policy Manual Update: Will be adding: Code of Ethics, Guide to Member Participation & Meetings, Trustee Election Policy, and Master of the TO DO list. Need to revise the Timelines and add Policy 2014-1. Still waiting for: Special Projects Job Description and Property Trustee Job Description. Need to format the Financial Status Report for inclusion to the monthly minutes and review/update the Clubhouse Manager/Assistants job descriptions/duties.
- 7) Facility Guest Registration: Needs to be reassigned.

XIII. New business

- 1) By-Law changes – water reconnect fees need membership vote. Whether to hold the vote at the annual meeting or by ballot needs to be considered.
- 2) October Newsletter – Ashley-Rice made a **motion** to approve the October Newsletter with changes. The motion was seconded and carried.

XIV. Community Affairs – Nothing new

XV. Other

- a) The Fall Craft Fair will be at the Community Hall 10/4 & 5
- b) The Women’s Club is not sponsoring a Christmas Potluck, but Jan Anderson will sponsor it for the people who don’t go south for the winter. The Potluck will be held on 12/13 at 6 p.m. in the Clubhouse.

XVI. Adjournment

President Duncan adjourned the meeting at 11:00a.m.