

**Driftwood Heights Association
Board Meeting Minutes
Saturday 01/14/2023**

President – Randy Barry
Vice President - Vacant
Treasurer - Sherri Hall
Secretary - Genelly Carranza
VP Operations – Mike Cona
VP Building and Grounds -Leonard Visser
VP Water Quality- Vacant

Purpose of this meeting is to review the billing process of King Water and to discuss the new contract with them as written. The board will also discuss previously disseminated information regarding equipment and update of water system.

Meeting called to order at 9:10 am by President

Roll Call Present:

President (R. Barry)
Treasurer (S. Hall)
Secretary (G. Carranza)
VP Ops (M. Cona)
VP Buildings & Grounds (L. Visser)
VP Water Quality Vacant
VP Executive Vacant

Old Business

1. Review/Approve 03 Dec 2022 Board Minutes
Motion made by L. Visser
Seconded by M. Cona
Carried by unanimous vote

2. King Water billing process (email) and discussed procedures as they apply to Members.

- a. Discussion of By-Laws pertaining to billing and what changes may or may not be needed. Question asked about whether liens were in the by-laws. Verified by Treasurer.
- b. President shared with Board the situation of member that has had water service terminated. President shared lawyer recommendations and updated Board on the billing and current legal status. King water will need to re-evaluate the amount owed since billing has continued. Documentation and correspondence available for Board review.

3. Financial Review/Audit has been completed.

- a. Accountant had 2 minor recommendations for ease of review, and then reported that all funds and documentation were completed above and beyond. Accountant reports that any further audit (forensic) is not necessary. All funds are accounted for, and all records are clear and concise. The expenditure is not necessary.
- b. **Taxes-** 1120H form needs to be filed. Not filed by Vedder. We need to pay a percentage on the dividends from the Money Market account. The amount is less than \$50 for each year and will be completed by the Treasurer. Accountant helped the Board get the needed information.
- c. Question asked about how to present to Membership about audit and taxes. Put in minutes, on Website, and then at May Membership meeting the results can be available for Members. Board agreed.

4. **By-Law Review Committee** will meet on 1/17 at 6pm at the Camano Library. All Board Members are invited. Mike Cona will be chairing the By-Law Committee. President will give committee members his ideas based on his knowledge of current situations and will attend the first meeting.

New Business

1. **Arlington Electric Propane Generator Maintenance Agreement-Five-year agreement for generator has been reviewed and motion made to formally accept the maintenance contract.**

Motion made by Sherri Hall
Seconded by Mike Cona
Unanimously carried.

2. **Garrison Engineering** was contacted by President. They have done engineering projects for HOA in the past. President would like to revisit the 2020 assessment for water system. This group has done much of the groundwork and will help to cut cost if HOA uses their past project information. Engineer agreed to complete the project at 2020 rates. Garrison will refresh all quotes and information giving the HOA a working document to plan future water projects. Garrison is willing to come to the Board and present the figures and plan. He is also willing (upon payment for time) to present the information to the Membership.

Motion made to fund Garrison Engineering to get update on water system-Mike Cona.
Leonard Visser seconded the motion
Motion unanimously carried

3. King Water Contract for 2023

President went to King Water and went through the process. New contract was presented to Board Members. In future, new contracts will just be revised to new rates and will be re-signed by the President after Board review. Previously, a letter has been sent, and after a period, assumed that agreement was given. Now, each contract will be reviewed by the Board. This will give new board members a contract and cost history. Changes were made so that in the future if any equipment is added a new contract will not be needed. Procedure for any scheduled expenses that are not annual- Now added together and divided by 12. This will alleviate any fluctuation in expenses and make billing of services from King Water more predictable. This is for contracted expenses only. State required costs, such as Radon testing (required this year) will be added to billing separately. Anything over \$500 will come as a separate invoice.

Emergent Issues:

- 1. Repair needed.** Bearing on alternator is bad. Belt loosened to check and shaft end play verified.

Motion made to approve alternator replacement - Leonard Visser
Mike Cona seconded.
Motion unanimously carried.

- 2. Priority Actions-**Held discussion to identify and prioritize the actions the Board should be pursuing. The following tasks were identified as our top three to be accomplished by next Annual Membership Meeting.

- a. Complete Financial Review and Audit (by outside entity) of 2021 and 2022 financials. **Completed.**

- b. Form By-Law Committee, complete review, and have ready for Membership review and vote. **In Progress-** Committee is formed and working.
- c. Annual Board Elections review our current procedures and improve the process of nominating, reviewing, and voting members to the Board. We also must review and improve, if necessary, the existing procedures to minimize vacancies and maintain a full Board. **Pending**

New Business for next meeting.

- 1. Mike Cona would like to discuss the LLC letter from attorney at next meeting.
- 2. Discuss creation of Budgets. Standard and Projected.
- 3. Election Procedures.

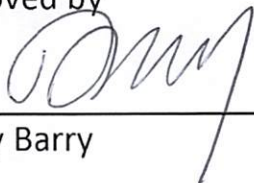
Motion to Adjourn meeting

Motion made by S.Hall
Seconded by L. Visser
Carried by unanimous vote

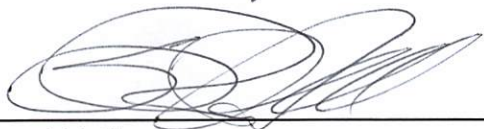
Submitted by

Genelly Carranza
Driftwood Heights Secretary

Approved by



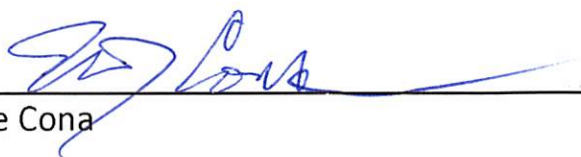
Randy Barry



Sherri Hall



Genelly Carranza



Mike Cona



Leonard Visser