

**Driftwood Heights Association
Board Meeting Minutes
Wednesday 04/12/2023**

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 complete routine business from 16 Feb 2023 meeting. Open discussion on urgent issues that board members may have. Prioritize and assign responsibility for addressing those issues.

- **Meeting called to order at 5:00 pm by President**
- **Roll Call Present:**
 - President (R Barry)
 - Treasurer (S Hall) Not present
 - Secretary (G Carranza)
 - VP Ops (M Cona)
 - VP Buildings & Grounds (L Visser)
- **Old Business**
 1. 2nd Set of Bylaw Revisions sent to Lawyer for Review, 2nd review session complete 4/12/23, Final draft from lawyer expected next week.
 2. Garrison Engineering assessment Board Review, first review complete 4/10/23, M Cona reviewed initial assessment. Final Draft w/Cover letter expected early next week.
 3. Member request for moving meters and valves for culvert modification. Request for association to pay for move. Board discussed member request with following results: Member has the right to perform work with following requirements:

- a. Member must have county approval before commencing work, area is on county easement.
- b. Since work is cosmetic and to benefit of the member the board is not responsible to pay. It sets the wrong president for use of association funds.
- c. Member must use licensed/bonded contractor and provide scope of work to board approval by the Board prior to commencing work.

Motion to approve with conditions above:

Motion by: L Visser

Seconded by: M Cona

Vote: 4 Yeas / 0 nays

Motion: Carried

4. DH 2 discussion regarding power line limb clearing, they decided no additional action required by them, they will not be joining in on approved work order. Work complete and inspected by grounds for our power line

5. Emergency Generator UV Relay replacement Complete

Confirmation vote for authorizing repairs:

Motion by: M Cona

Seconded by: L Visser

Vote: 4 Yeas / 0 nays

Motion: Carried

- **New Business**

1. Beach Liability Insurance. Background discussion and recommendations. While following up on request for beach access by renters of properties in Driftwood Heights we contacted our insurance provider to see if they would be covered before a decision would be made. The agent informed us that the the recreation/beach area was not included in our liability insurance.

Further investigation revealed that the area was not covered under our previous policies. We took the following action:

- a. Requested a quote to extend coverage to the recreation/beach area. Prorated for this year \$389. New policy year \$1000 per year.
- b. Contacted our lawyer to discuss exposure risk. We have limited liability under RCWs. He assumed that is what the association relied upon in the past. Having liability is not 100% necessary but is not a bad idea if association approves as it would help cover legal fees and costs should someone bring an action against the Association. The lawyer also recommended we post new signs for the recreation area.

Based upon above conversation and reaction of membership after loss of last liability policy it was decided we would go forward with extension of liability insurance for the recreation/beach for this year and have membership vote to approve/disapprove continuing the coverage at the annual membership meeting and have new signs made for the recreation/beach area.

Motion by: L Visser

Seconded by: M Cona

Vote: 4 Yeas / 0 nays

Motion: Carried

2. Mar 2023 semiannual billing cycle problems, background discussion, and recommendations. Board members were contacted on numerous occasions regarding irregularities in their water payments. We contacted King Water to check status and request an AR report (Accounts receivable) over 45% of membership did not make payments by due date during the 1 Mar 2023 Billing cycle. We started investigating to determine what was occurring with found the following:

- a. Heritage Bank has changed policies that resulted in some members checks not being accepted.

- b. Mail service on Camano and Whidbey Island has had issues with late deliveries and lost mail. We confirmed this with managers of Stanwood and Coupeville Post Offices.
- c. Reports by members that their checks had not cleared (some as old as six weeks) other reported that they did not receive bill.

Based upon this information the board discussed waiving late fees for this billing cycle until the problems could be identified and a review of King water procedures and Association policies can be completed, and changes made to prevent reoccurrence. All members at meeting agreed with this decision, but since Treasurer was unable to attend the meeting and the need to urgently address the problem, we decided to hold a vote by email, (to include treasurer) to waive the late fee.

Motion by: L Visser
Seconded by: M Cona
Vote: 4 Yeas / 0 nays
Motion: Carried

Email Vote was conducted and approved (see attached email string)

- 3. Annual Board Meeting Agenda topics and timeline for meeting.
Discussed topics that need to be presented. This is first draft of topics. We will formalize agenda at next board meeting so it can be included in Annual Membership Meeting Notice Letter.
 - a. ByLaws, presentation, and vote
 - b. Engineering Assessment of Water System, presentation, and vote
 - c. Board Position Voting – current members and new
 - d. Billing process, presentation to membership
 - e. Review of 2022 Financials, 2023 Budget proposal
 - f. Audit of 2021 and 2022 Financials
- 4. Next Board Meeting Scheduled for Sunday 23 April 2023. Will confirm by email when we receive reservation confirmation.

- **Motion to Adjourn meeting**

Motion made by: M Cona

Seconded by: L Visser

Vote: 4 Yeas / 0 Nays

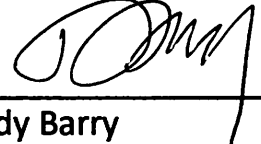
Motion: Carried

Submitted by


Genelly Carranza

Driftwood Heights Secretary


Approved by



Randy Barry




Sherri Hall



Genelly Carranza



Mike Cona



Leonard Visser



Randy Barry <emcsrbarry@gmail.com>

Mar 2023 Driftwood Heights Billing Cycle

7 messages

Randy Barry <president@driftwoodheights.net>

Thu, Apr 13, 2023 at 8:49 AM

To: Sherri Hall <treasurer@driftwoodheights.net>, Genelly Carranza <secretary@driftwoodheights.net>, Mike Cona <operations@driftwoodheights.net>, Leonard Visser <grounds@driftwoodheights.net>

All Concerned,

After our discussion on the current billing cycle yesterday evening I realized we missed an opportunity to take action to correct the problem. I think we discussed all of the root causes but not put corrective actions in place. I propose we do the following.

This billing cycle only

Due to Heritage Bank policy changes, mail delivery issues, and not consistently following of all billing policies by King Water and Driftwood Heights Association we are:

1. Waive late fees for all members, this does not include any bank fees charged by members bank such as NSF checks
2. Return any late fees paid by members in this cycle.

We have to review, correct, and formalize our current policies and procedures so we can distribute them to the membership and review them at the annual meeting. Hopefully this will prevent these issues from happening again.

Please respond with your vote as soon as possible. I would like to attach this email and your responses to Apr 12 minutes.

I will send out a separate email later today to give you my recommendations on what I think we need to do to fix our policies and procedures, would appreciate your input also. The Lawyer identified issues with our ByLaws on this subject at our 12 Apr ByLaw Review Meeting and is drafting changes.

Regards,
Randy Barry

Leonard Visser <visser676@gmail.com>

Thu, Apr 13, 2023 at 9:41 AM

To: Randy Barry <president@driftwoodheights.net>

Cc: Sherri Hall <treasurer@driftwoodheights.net>, Genelly Carranza <secretary@driftwoodheights.net>, Mike Cona <operations@driftwoodheights.net>

I approve

Leonard
[Quoted text hidden]

Randy Barry <president@driftwoodheights.net>
To: Leonard Visser <visser676@gmail.com>

Thu, Apr 13, 2023 at 10:07 AM

Thanks Leonard

Regards,
Randy Barry

[Quoted text hidden]

Mike Cona <operations@driftwoodheights.net>

Thu, Apr 13, 2023 at 11:05 AM

To: Leonard Visser <visser676@gmail.com>

Cc: Randy Barry <president@driftwoodheights.net>, Sherri Hall <treasurer@driftwoodheights.net>, Genelly Carranza <secretary@driftwoodheights.net>

Yes, let's go with Randy's recommendations for this billing cycle, Mike Cona

[Quoted text hidden]

Genelly Carranza <gk9trainer@gmail.com>

Thu, Apr 13, 2023 at 7:14 PM

To: Mike Cona <Operations@driftwoodheights.net>

Cc: Genelly Carranza <secretary@driftwoodheights.net>, Leonard Visser <visser676@gmail.com>, Randy Barry <President@driftwoodheights.net>, Sherri Hall <treasurer@driftwoodheights.net>

Yes, let's do that.

[Quoted text hidden]

Randy Barry <emcsrbarry@gmail.com>

Thu, Apr 13, 2023 at 8:16 PM

To: Genelly Carranza <gk9trainer@gmail.com>

Thanks Genelly

[Quoted text hidden]

Sherri Hall <treasurer@driftwoodheights.net>

Thu, Apr 13, 2023 at 9:08 PM

To: Mike Cona <operations@driftwoodheights.net>, Leonard Visser <visser676@gmail.com>

Cc: Randy Barry <president@driftwoodheights.net>, Genelly Carranza <secretary@driftwoodheights.net>

I'm okay with it for this billing cycle only.

Sherri

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