

**Driftwood Heights Association
Board Meeting Minutes
8/19/2023**

- **Meeting called to order at Stanwood Library, 9:00am**
- **Present:**
 - President (R Barry)
 - Vice President (M Othman)
 - Treasurer (S Hall)
 - Secretary (Vacant)
 - Operations (M Cona)
 - Buildings & Grounds (L Visser)
 - Water Quality (G Carranza)
- **Bobbi Samples presentation of Community sign art and quotes**
 1. Sherri Hall introduced Bobbi Samples as local artist that has made community signs for several associations on the island. She provided examples of her previous work and recommendations for our sign, view of bay, we would have to select lettering. Estimated cost at \$400 to \$500 with completion by end of Oct 2023 if we commissioned her to make the sign in the near future.
 2. Sign would be marine plywood 4'x 8' painted/sealed. Association would have to provide framing and structure to support sign. We would also have to provide installation.
 3. Board decided to evaluate project and discuss at next meeting. Issues needing to be resolved:
 - a. Location?
 - b. Framing and installation, who and how much?
 - c. Other possible materials or sources?
 - d. S Hall please get a hard copy quote.
- **July 27, 2023, Membership Meeting minutes approved and signed**
- **Board Member Updates since last meeting following**

President/Vice President:

1. Review new proposed Board meeting agenda. The president and vice president have made up a new board meeting agenda format that we would like to present for review and comment. It was created with the intention of providing a better organization and structure for our

meetings. The new format allows for each member address the board during the meeting and contains topics that are related to their position responsibilities.

2. The topics on the agenda contain items that all board members need to be aware of the most current status. This list of topics is not all inclusive and each member should review theirs to make sure they are relevant and informative to the board.
3. Having a set procedure will also allow us to become more efficient and hopefully keep us on task so we can maximize work in the time we have available for meetings.
4. There is a large number of topics that deal with finance. This is intentional because our responsibility as fiduciaries for the association is one of our highest priorities. We all must know how we are spending the associations funds.
5. This is just one idea of how to improve our production and professionalism as a board. All member's input is needed to make it work.

Treasurer:

1. Unhappy with King Water for the following reasons:
 - a. Cannot get answers on financial questions.
 - b. Sitting on members payments, not depositing in a timely manner.
 - c. Would be much easier to keep accounting up to date if they responded to questions and promptly processed payments.
 - d. Difficulty obtaining information on members in the arrears and status of actions in progress.
2. Treasurer has contacted Water and Wastewater (another provider in our area) to request a quote for services currently being provided by King Water. We have met with them and are waiting for quote to compare with current provider. This topic will be discussed later in the meeting when Operations speaks to the board.
3. Liability Insurance for association common areas (well and beach) and board members was paid until Jul 2024. Increase in premium to \$3500 from \$2500 was due to addition of beach liability coverage that was approved by membership vote.

Water Quality:

1. "I think that being a part of the board is a very important choice for all of us. No one put a gun in your head and said you have to be on the board. So, it is our choice to do it". E-mail is not the place for arguments or hard discussions. Email should be informative and not used for

argumentative explosive discussions. Social media is not a place for our business between board members or a place to discuss association business. Those discussions should take place in board or association meetings. It is not professional and does not add to the credibility and trust of the board by members of the association. The social media referenced above is the Camano Island Driftwood Heights Facebook page. This site is not affiliated with the "Driftwood Heights Association" (nonprofit water corporation). In the past association members have thought the face book page was our website. The face book page is intended as a social page and does not contain official information from our association. It was recommended that the board contact the site administrators to put a disclaimer on the front page of site to state it has no affiliation with our association.

2. Should we share the phone responsibility? Recommend we rotate who holds the phone that way one single person does not always have the responsibility. Good Idea, we should all think about the idea and discuss next meeting.
3. We may have a requirement to take free CI- samples in the distribution system, King Water is currently taking 2 samples per week at the distribution point (storage tank outlet). Need to follow up to determine if we need to take at least 5/week in the field. We need to find out if required and discuss next meeting. If required will need to find out why it was missed.

Operations:

1. Capital Assessment Options:
 - a. Made corrections to meter hook up costs on master spread sheets, adds approx. \$5 to \$6 per month. Updated units on spread sheet. Improved layout for easier reading and understanding
 - b. Reviewed Plans A, B, and C with revised scope.
 - c. Conducted a quick review of timeline, presented draft copy of questions, and required due dates. VP will smooth document.
2. Need smooth copies of above documents provided to board at the next meeting for formal review, discussion, and approval of action going forward to present to membership for a vote.
 - a. Capital Plan Options to present for vote.
 - b. Timeline/schedule of events to meet Oct 2024 submission date.

3. Very Important and large topic next meeting

Building & Grounds:

1. Nelson Geotechnical started assessment of Beach tracts. Initial feedback is that there are no significant risks to using the area for recreational purposes. Discussed notifying members of initial comments on the website but decided to wait until we have written documents to support findings before we publish results. Additional scope of report will detail drainage issues and recommended improvements Trail, tree, and ground cover maintenance recommendations. Report should be good for at least 10 years when planning and requesting approval for work on site.
2. Yard Biz submitted a written contract for our review and approval. Based upon initial review we need to go out and compare services and costs to other contractors. We have used them for 8-10 years and really never compared them to the competition. We have no issues with his reliability, support of our needs, and quality of his work. Those issues mean a lot but we still need to follow the process of ensuring we are getting the best value for the money we spend on grounds maintenance.

1. Vice President:

1. Recommended adding a Member at Large/Block Captain to the association. Having someone on each street, does not have to be a board member, we think is important, it is important to have eyes and ears and a point of contact for those streets that do not have a board member. It would provide a point of contact, hopefully the neighbors are comfortable with, on each street should a member want to raise an issue or concern with if they do not know a board member or would feel more comfortable speaking with someone they know. As members of the board, you are also a Member at Large/Block Captain, that should probably be added to job descriptions of the board members. VP will write up a job description and email to the board. This does not need to be rushed and completed in one meeting. The position could also be called a liaison with the board.

2. President:

1. Board Meeting Scheduling, with the amount of work that we are doing with the Capital project and the Issue concerns with King Water it is readily apparent that we need to be meeting on a regular scheduled basis. I would recommend a minimum of one meeting a month. I propose setting up a monthly schedule for at least the next year. This should

allow all of us to arrange our schedules to attend. If we do not need the meeting, we can cancel in advance. In checking with other associations, similar in size and responsibilities, to ours monthly meetings are the norm. We should also be looking at smaller group meetings, with required board members, assigned to a specific task. These may be required in addition to a monthly meeting or as a substitute if not all board members are required.

2. We have had phone conversations and an on-site meeting with Water and Wastewater at our well site, President and Operations attended in person meeting. Treasurer has also contacted their Office Manager to request quote for services. When quote is received, we will need to compare it with our existing King Water Contract and discuss to determine if we move forward with a change or not. I will send out copy of quote to all board members. Please compare to existing King Water Contract. Looks at pros and cons for both companies. We need to be prepared to discuss next meeting. If you need electronic or hard copies of docs let me know. **Very Important and large topic next meeting**

- **All business complete, Motion to Adjourn**

Motion made by: G Carranza

Seconded by: Maria Othman

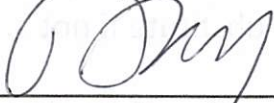
Vote: 5 Yeas /0 Nays

Motion carried, meeting adjourned 11:30 am

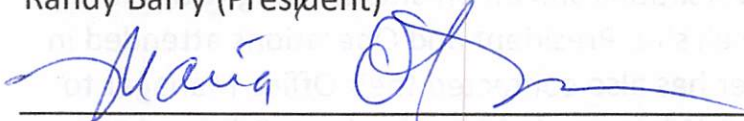
Submitted by

Driftwood Heights Board members in lieu of Secretary

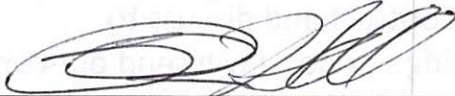
Approved by



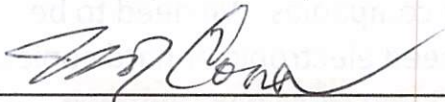
Randy Barry (President)



Maria Othman (Vice President)



Sherri Hall (Treasurer)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



Genelly Carranza (Water Quality)