

**Driftwood Heights Association
Board Meeting Minutes
9/16/2023**

- **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)

- **Review and approval of Aug 19, 2023, Board Meeting minutes.**
- Motion: M. Othman
- Second: M. Cona
- Yea 5/Nay 0
- Motion carried (S Hall approved by email)

- **Board Member Updates since last meeting following**
 1. Treasurer will be late today due to work schedule. We will follow agenda format with exception of items that require Treasurers presence.
 2. We received a letter requesting we complete an audit of our Association liability insurance policy by Lowery & Associates. Contacted Brown & Brown for information on request. It is a routine procedure that uses outside entity to verify cost of policy verses risk to insurance company. Completed form online with exception of providing proof on insurance for our contractors. Notified auditor that we would provide them when we have received them.
 3. Washington DOH Sanitary Survey of our well site and water system completed on Sept 14, 2023. Present at the inspection was State DOH regional Engineer, King Water representatives, and Association board Operations and President. We should receive written results in several weeks - inspection letter will be posted on the website for information. This is a required five-year inspection. We must monitor leakage rate and keep it below 10% to maintain 5-year cycle. State engineer stated our capital project is doing the right actions for goals of DOH and benefit of members. Possible CT6 sampling routine based upon past bacterial

contamination. Also issue with 2007 booster pump installation not being approved by state. King Water stated we were clear of CT6 about 8 to 10 years ago and DOH had to have approved pump installation or it would not have been accomplished. The state engineer will review record and respond to us in inspection results letter. Worst case scenario we will have to start performing free Cl- samples in the field 5 times per week.

4. Need to post Notice on website stating that beach is safe for recreational use, after verbal confirmation by Nelson Geotechnical. Final letter will be posted on website.
5. "Driftwood Heights Private Beach" sign needs update to include contact information for association. It is also in need of replacement due to wood rotting away. (Mike has dibs on old sign) Tabled discussion for future meeting when time is available.

Treasurer:

1. Recommended splitting out Garrison Engineering Documents to separate page due to number. This will make the webpage less cumbersome and confusing for members to use. Board members agreed it will be set up so that members that want to look at the documents can easily access them.
2. Presented billing issues with King Water and stated that she has not received August reports. Treasurer also expressed concerns regarding increased billing requirements should the upcoming Capital project be approved. This conversation led to discussion by the Board of our two highest priority Agenda Items.
 - a. Review Of King Water and possible replacement by another contractor

- ~~1.~~ ¹⁰ ~~1.~~ b. Water System Capital Improvement Project.
- ~~2.~~ ^{3.} ~~2.~~ Hard Copies of existing King Water contract and Water and Wastewater proposal distributed to all Board members. Upon review it was determined that we are not prepared and did not have all information to have productive discussion. The topic was tabled to the next meeting. All members to review contract and proposals for their specific areas and any other concerns they may have. Prepare pros and cons for prospective contractors to allow us to have an effective discussion. All questions that are identified will be consolidated into single documents that we can send to candidates. This will more efficiently obtain answers and minimize duplicate inquiries. **Very Important and large topic next meeting**

Water Quality:

1. Set up meeting with President and Vice President to review and start organizing Water Quality documents. Vice president requested to be at meeting also.
2. Phone responsibility discussion deferred to later meeting (lower priority right now). President will hold for now. We will continue to add members, contractors, and important State and county contacts to phone.

Also need to look into accessing voice mails remotely.

3. Water Quality questioned why reports are not sent to them as they have responsibility for review before they are posted? Treasure reported that she used to do that in the past but due to low or no responses she stopped sending unless someone requested. Documents sent from King Water in hard copy to the Treasurer. Treasure scans them in and puts them in the cloud and on the website. After discussion it was reiterated that Treasurer would scan in and send all documents to all Board Members (Group email). Board Members would review the ones that they are responsible for and tell Treasurer to post if appropriate.

We will proceed in this manner for several months then review and streamline process as necessary to make it work.

We will also look into getting documents electronically in the future to reduce workload for the treasurer.

Operations:

1. Reviewed Operations Action Item and Brainstorming List:
 - a. In order to meet Oct 2024 loan submission deadline, we must give Garrison authorization to start work by approximately Nov 10, 2023.
 - b. Make cleaned up plan spread sheets for putting on webpage. Once posted send alert to subscribers and reference on mailing. Will have additional copies (10) available for members with no internet access.
 - c. Find available venue, reserve, and Schedule Membership meeting for vote in Oct 2023.
 - d. Send out Special meeting letter at least 30 days prior to meeting, letter must be completed within a week to no later than 10 days from today.
 - 1) Include contact number in letter to obtain documents if they do not have internet access.
 - 2) Note that the Capital Assessment is in addition to annual water assessment.
 - 3) President will draft and send out for review and comment.

- 4) Only agenda item for this meeting is Capital Project Assessment selection and approval.
 - e. Make simple summary sheet for attachment in Special Meeting letter. Sheet will include cost and also state that the Capital Assessment is in addition to annual water assessment.
 - f. Make sample ballot for attachment to Special meeting letter. Will be setup to have member select a plan with the option of no Capital project available also.
 - g. Include statement of when we will start collecting Capital Assessment if and when approved. Tentative date to start May 2024.
 - h. Association will do mailing.
 - i. Need to do several layers of notification. Mailing (required by Bylaws), website subscriber notification, group email notification, and call campaign.
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.

Very Important and large topic next meeting

Building & Grounds:

1. Still waiting for Nelson Geotechnical formal letter for the assessment of Beach tracts. See Board Member updates #4 above. We should see letter in the next few weeks.
2. Yard Biz submitted a written contract for our review and approval. Still working on getting like quotes for comparison. Action Item for next scheduled board meeting.

Vice President:

1. May need to go on hiatus for short period for medical reasons. Vice President informed Board that she will need to reduce activity and queried Board members if it would be better to resign if needed. All Board members reassured her that we wanted her to remain on Board. Let us know what you can and cannot do. Board agreed to request that we put the member at Large/Block Captain project on hold, the board agreed.

President:

1. We need to add Confidentiality disclaimer to Association emails. I Have added to my signature block, and it is working well, please take a look at it. We will review and implement it at the next board meeting.
2. I want to stress that we are a Board. Decisions are group decisions for the benefit of the membership, as individuals we may not always agree with the outcome, but we must work together and support the board decisions and do the best job we can for the association.
3. Scheduled monthly Board meetings, alternating Wednesday evening and Saturday mornings for the next 10 months. The dates will be placed on the board calendar, locations cannot be reserved greater than 60 days in advance. We will update locations as the dates come in the window for reserving the venue. Tentative schedule next board meeting on Oct 11 with Membership meeting on Oct 21 if venues available. This will allow us to meet Garrison deadline.

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

Motion made by: G Carranza

Seconded by: Maria Othman

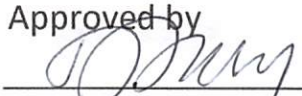
Vote: 6 Yeas /0 Nays

Motion carried, meeting adjourned 11:30 am

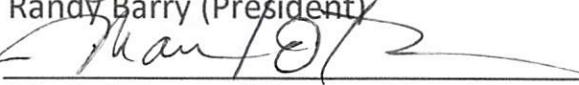
Submitted by

Driftwood Heights Board members in lieu of Secretary

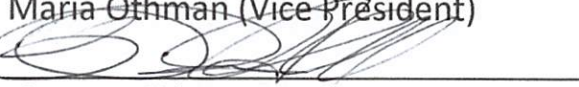
Approved by



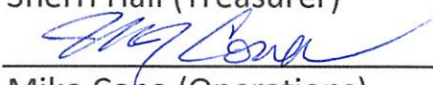
Randy Barry (President)



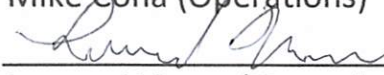
Maria Othman (Vice President)




Sherri Hall (Treasurer)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



Genelly Carranza (Water Quality)