

**Driftwood Heights Association
Board Meeting Minutes
11/11/2023**

- **Meeting called to order at Camano Library, 9:13 am**

- **Present:**
 - President (R Barry)
 - Vice President (Vacant)
 - Treasurer (S Hall)
 - Secretary (Vacant)
 - Operations (M Cona)
 - Buildings & Grounds (L Visser)
 - Water Quality (G Carranza)

- **As of Oct 22,2023, the Vice President has resigned.**
- M Othman provided an email of resignation to the Board. The Board would like to thank Maria for her participation and input to the association. She helped make the Board better and stronger. And you are always welcome back should things change, and you find that you have the available time and desire to come back and help us with our endeavors.

- **Review/Approval of Oct 11,2023 Board Meeting minutes.**

Only four Board members attended the Oct 11,2023 meeting. And one of those members has resigned prior to their review and approval. Since we do not have a quorum for approval, the attending members that are still on the board sign into the record.

Only two votes conducted during the meeting:

 1. Approval of Sept 16, 2023, Board Meeting minutes, yea 4/Nay, 0, motion carried
 - ~~2. Motion to adjourn, yea 4/Nay, 0, motion carried~~

- **Distributed copies of documents to Board for information and retention in binders.**

Missing 2013 Washington State DOH Sanitary Inspection for review. Please review action item comments. The 2023 Nelson Geotechnical Assessment on our beach. Please review the findings and recommended actions to maintain the integrity of our beach. We will need to discuss this document in a future meeting.

- **President requested an offline conversation.**
- **Motion to remove the Treasurer from the Board for no cause.**
 Motion made by: G Carranza
 Seconded by: M Cona
 Yea 4/Nay 0
 Motion carried.

1. Treasurer: Following the approved motion above the treasurer informed the Board that she would return treasurer box and documents to the board. The Treasurer then left the meeting.

Anticipating that this discussion could have a bad outcome I requested information from King Water and Heritage Bank give us our current financial status and allow us to continue to pay our bills.

Heritage Bank provided us with the last 12 months checking account statements and our last Money Market Statement. The bank will print twelve checks (free of charge) for us to use until we can resolve this issue at the Special Member Meeting that will have to be scheduled to retain or remove the Treasurer. G Carranza and R Barry are authorized signers on the account and will be able to make payments.

King Water provided status of members in the arrears. We will have to make inquiry of status of actions taken.

Status of accounts as follows:

- a. Account Balances – Gains/Losses

Money Market	\$280,438.08, +\$47.80 since Sept Statement
Checking	\$55,544.34, -\$2,996.84 since Sept Statement

- b. Unplanned/unbudgeted expenses.

DOH Sanitary Inspection	\$459.00
Garrison Engineering. Revised Drawings and Project Completion Letters for 2007 and 2014 work on water system	\$2056.25

- c. Members in arrears.

Ten members in the arrears:
 8 for \$250.00, 1 Sept 2023, payment + \$50.00 late fee
 2 \$50.00 Late fees only

2. Secretary:

- a. Vacant

3. Operations:

- a. Emergency Generator Alternator, pulley, and belt failed putting the generator out of commission. The failure was found during annual maintenance. Arlington Electric replaced parts and repaired under warranty. Generator is back in operating condition and annual maintenance has been completed.
- b. Water meter box, meter setter and meter damaged on Patricia Ann. The problem was reported by a member that saw the water around the meter box and reported to the board. Suspected cause is a vehicle driving over meter box which crushed the box and damaged the meter setter piping and possibly the meter. Water was isolated and member informed of damage. King Water contacted to make repairs. The cost of repairs will be the responsibility of the association.
- c. Meter read in progress, started 27 Oct 2023. We have received a partial report, there are several meters that are unreadable or not operating properly. We will need to review the report when complete and get quotes and make plans to repair/replace.
- d. We have pulled back on rushing the Capital Project vote until we get additional information on billing and legal issues. It is recommended that we go forward with the Small Water System Operating Manual the DOH has recommended we complete in the last three Sanitary Inspections. We need to have the manual regardless of Capital Project. We will contact Garrison Engineering for Quotes to proceed with producing the manual.
- e. Since we have delayed the vote on the Capital Project until we get additional information. Operations recommends that we try to plan an additional informational meeting in early 2024 with the possibility of a membership vote at the May 2024 Annual Member meeting.

4. Building and Grounds:

- a. Spoke with our current Grounds Maintenance contractor (Yard Biz) and scheduling a meeting after Thanksgiving to review his contract. Urgency has dropped as we will not have required maintenance until spring but still need to complete review and selection as soon as feasible.

5. Water Quality:

- a. Found the 2013 DOH Sanitary Inspection Report. Distributed copies, still need post on the website. (Action Item)
- b. Discussed additional free Cl- sampling in the field that was recommendation by DOH Engineer. Still waiting on Quotes for sample kits and clarify number of samples and who can perform and report. Review at the next Board Meeting. (Action Item)
- c. Water Management and King Water contact Pros and Cons deferred to on hold, insufficient time to evaluate contracts before quotes expire. We will reevaluate at next board meeting. (Action Item)

6. Vice President:

- a. (Vacant)

7. President:

- a. Get Copies of CT-6 Sampling requirements to review with the Board. (Action Item) overdue.
- b. Check with Island County Planning for easement and permitting requirements for signage (Complete)
- c. Draft, get board approval, and send 2023 WA DOH Sanitary Survey response letter by Nov 1, 2023, (Complete.)
- d. Discussed the need to get Electronic Documents from King Water. In process. (Action Item).
- e. Add action item to next meeting to compile questions for Lawyer regarding special assessment billing and required By law changes.

• All business complete, Motion to Adjourn meeting at 10:44am

Motion made by: L Visser

Seconded by: M Cona

Yea 4/Nay 0

Motion carried.

Submitted by

Driftwood Heights Board members in lieu of Secretary

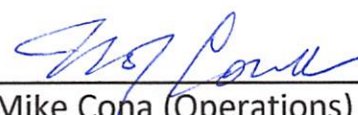
Approved by



Randy Barry (President)

Not present

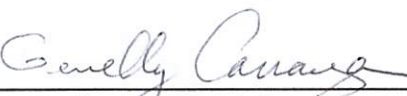
Sherri Hall (Treasurer)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



Genelly Carranza (Water Quality)