

**Driftwood Heights Association
Board Meeting Minutes
1/23/2024**

- **Meeting called to order at Camano Library, 6:00 pm**
- **Present:**
 - President (R Barry)
 - Vice President (Vacant)
 - Treasurer (Vacant)
 - Secretary (Vacant)
 - Operations (M Cona)
 - Buildings & Grounds (L Visser)
 - Water Quality (G Carranza)
- **Approval of last Board meeting minutes - None to review, previously approved for last Board and Member Meeting.**
- **Reviewed/discussed checklist for updating accounts and contacts following changes in Board members (see Attachment 1). Reviewed outstanding action items and assigned action items as follows:**
 - a). Purchase Office 365 (replace old subscription)
Motion made by M Cona,
Seconded by L Visser,
yea 4/Nay 0, motion carried. R Barry (AI)
 - b). Discussed moving our Liability insurance representative to Brown and Brown vice Thomas and Associates. No changes in policy or costs, it would just consolidate representatives which should simplify billing and ensuring we are up to date. All Board members agreed it was a good idea. R Barry (AI)
 - c). Discussed Yard Biz contract renewal. L Visser has checked other possible contractors.
Motion made by R Barry to renew contract,
Seconded by M Cona,
yea 4/Nay 0, motion carried. R Barry (AI)

d). Discussed need to have outside audit of 2023 Association Financial records as recommended by Washington State RCWs' (recommends at least every couple of years). Discussion was tabled to allow board to review and assess need. Conducting audit will be discussed and approved/rejected in next Board Meeting Feb 20, 2024.

e). We will continue to review checklist until all items are completed.

- **G Carranza and R Barry completed meeting with NW Natural Water LLC on Jan 4, 2024.**

Received new additional contact/responsibilities list. Reviewed past issues with King Water. Discussed our expectations of service and requested that they provide their expectations of our responsibilities. Overall, the meeting was positive and the new the management seems more organized, the Office manager expressed that changes are in process to provide better service, but it will take some time to get all processes in place. We left the meeting with more confidence that our expectations and needs will be met. Distributed new contact sheets. (Attachment 2).

- **Discussed Board meeting schedule.**

Unanimously agreed to meet monthly. The meetings will be scheduled on the third Tuesday of each month at 6:00pm. The primary location will be the Camano Library, Stanwood Library will be backup location if Camano is not available.

1. Treasurer: (Vacant) Reviewed new monthly Board Financial Statement (see attachment 3)

a. Account Balances - gains/losses.

Checking Balance = \$49,020.47, change (-\$1714.54)

Money Market Balance = \$280,531.74, change + \$47.60

b. Budget status

In the process of completing final 2023 financial reports. It will be completed prior to February Board meeting to allow for review and approval.

c. Significant unplanned incomes/expenses

listed on attachment 3.

d. Members in arrears and status of actions

Working with NW Natural Water LLC to provide billing documentation to Board. 8 members in arrears for Sept 1, 2023, payments, \$250 + \$50 late fee. 2 Members have outstanding \$50 late fee from previous billing. This

is the same status as Nov 11, 2023. Sending Information to NW Natural Water for review to verify status and will take action to collect. R Barry (AI)

2. WEBSITE MANAGEMENT- Previously maintained by Treasurer

- a. R Barry provide update at 20 Feb 2024 meeting.

3. Secretary: Vacant

- a. New memberships/welcome packages**. Deferred discussion to 20 Feb 2024 meeting
- b. "MML" updates (as required) **. On Going
- c. "Phone List" – updates/verification **. On going
- d. Note or record Board and Membership Meeting Minutes and prepare draft minutes for review by Board.**. On going
- e. Documentation filing and storage, progress ***. In progress
- f. Board calendar – scheduling/updates **. In Progress, passed out new calendar outline to board for review/update. Discuss at 20 Feb 2024 meeting

4. Operations:

- a. Partial repair completed at 719 Patricia Ann. Need to follow up with NW Natural Water R Barry (AI)
- b. As a result of Capital Project discussions, it was determined that we need to compile a list of questions that require answers from DOH (DWSRF) or our Attorney. Deferred to February Board meeting due to amount of financial information to review.
- c. Brought up concern of security of our funds at Heritage Bank that are in excess of the \$250,000.00 Insurance limit. Discussion deferred to 20 Feb 2023 meeting.

5. Building and Grounds:

- a. Discussed Yard Biz contract renewal. L Visser has checked other possible contractors. Motion made by R Barry to renew contract, Seconded by M Cona, yea 4/Nay 0, motion carried. R Barry (AI)
- b. Review of Nelson Geotechnical Beach Assessment letter. Deferred to 20 Feb 2024. After review post notice and Letter to website. R Barry (AI)

6. Water Quality:

- a. Sample results – trends.
- b. See *** “Secretary” Items above. On Going
- c. Unplanned budget impact items.
- d. Discussed additional free Cl- sampling in the field that was recommendation by DOH Engineer R Barry to follow up with county Engineer prior to next board Meeting. Need to obtain Quotes for sample kits and clarify number of samples and who can perform and report. Discussed at 20 Feb 2024 Board Meeting. G Carranza. (Action Item)

7. Vice President: Vacant

- a. MML Verifications as required (prior to member voting). On Going
- b. See ** “Secretary” items above. On Going
- c. Reinstalling Driftwood Heights Sign, New Beach Sign, and Sign at well site. Discussion deferred to 20 Feb 2024 meeting. We have to decide on best location, design, and size. Permitting and easement issues with Island County Planning have been obtained.

8. President:

- a. See ** “Secretary” items above. On Going
- b. See “Treasurer “ items above. On Going

• All business complete, Motion to Adjourn meeting

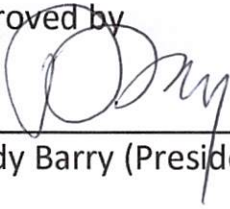
Motion made by: R Barry,
Seconded by: M Cona,
yea 4/Nay 0, motion carried.

- * Website management and maintenance is a collateral duty of board member (President is currently performing).
- ** President performing duty until Secretary vacancy is filled.
- *** Water Quality performing duty until Secretary Vacancy is filled.

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Board Meeting Minutes
1/23/2024

Submitted by
Driftwood Heights Board members in lieu of Secretary

Approved by

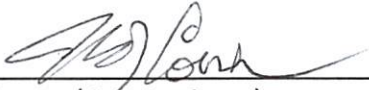


Randy Barry (President)

Vacant (Vice President)

Vacant (Secretary)

Vacant (Treasurer)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



Genelly Carranza (Water Quality)

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Board Monthly Treasurer Report Dec 2023

Date	1/23/24		
	Balance	Balance	Change
Monthly	11/23	12/23	
Chk	\$50,735.01	\$49,020.47	(\$1,714.54)
MM	\$280,484.14	\$280,531.74	\$47.60
Totals	\$331,219.15	\$329,552.21	(\$1,666.94)
Annual	1/23	12/23	
Chk	\$42,555.71	\$49,020.47	\$6,464.76
MM	\$279,992.47	\$280,531.74	\$539.27
Totals	\$322,548.18	\$329,552.21	\$7,004.03

Monthly Significant/unbudgeted incomes/expenses

Incomes None

Expenses 1. Caught up NW Nat Water Billing (2 mos) plus 2 Work orders
2

Budget Status Year to date (2023)

Income	Budget	Actual	Difference
	\$61,220.96	\$60,177.86	(\$1,043.10)
Expenses	\$37,753.52	\$53,723.18	(\$15,969.66)
		Total	(\$17,012.76)

Significant/unbudgeted incomes/expenses

1. Arlington Elect Gen Alt Repair	(\$723.93)
2. Arlington Electric Gen UV relay replacement	(\$1,017.07)
3. Best Buy Secretary Computer	(\$472.56)
4. Member assessment refund	(\$715.00)
5. Nelson Geotechnical Beach Assessment	(\$3,200.00)
6. WA DOH Sanitary Survey	(\$459.00)
7. Garrison Eng	(\$10,489.70)
total	(\$17,077.26)

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