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**Driftwood Heights Association
Board Meeting Minutes
02/20/2024**

- **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 01/23/2024 Board meeting minutes**

Motion by: M Cona, with the attachment (1) of the monthly budget report.
Second by: L Visser.
Yea 4/Nay 0, Motion carried.
- **Reviewed/discussed checklist for updating accounts and contacts following changes in Board members. Reviewed outstanding action items and assigned responsibility as follows:**
 - a). Completed updated of Snohomish PUD online files.
 - b). Vote to move US Liability Insurance Policy to Brown & Brown to consolidate insurance policies with one broker to simplify payment and tracking.

Motion by: M Cona.
Second by: L Visser.
Yea 4/Nay 0, Motion carried (R Barry AI complete by March Board meeting).
 - c). Completed updated of Camano Business Center contact information for P. O. Box.
 - d). Establish new Office 365 subscription. Applied for free subscriptions und Microsoft non-profit program. We do not meet all qualifications under federal 501 (C) (3) requirements and do not qualify. Best option is Office 365 basic for Business (\$8.25/month + tax, \$8.98/month) recommend one

subscription for now, we can add additional at a later date as needed. This will replace the old \$40.80/ month subscription.

Motion by: L Visser.

Second by: M Cona.

Yea 4/Nay 0, Motion carried (R Barry AI complete by March Board meeting).

e). Signed Yard Biz Grounds Maintenance contract Feb 9, 2024.

1. Treasurer: Vacant

a. Account Balances - gains/losses.

Checking Balance = \$52,755.89, change + \$3735.42

Money Market Balance = 280579.22, change +\$47.48

b. Budget status

Missed deadline to complete final 2023 report, all calculations complete. Finalizing spread sheets for review/approval by Board. (R Barry AI complete by March Board meeting).

c. Significant unplanned incomes/expenses

Listed on Attachment (1)

d. Members in arrears and status of actions

Sent information Still to NW Natural Water LLC to provide billing update documentation to Board, should receive the end of February. This information is part of monthly billing package. Status of current Members in arrears will lag by one month. As of end of January 2024 8 members in arrears for Sept 1, 2023, payments, \$250 + \$50 late fee. 3 Members have outstanding \$50 late fee from previous billing. When updated February status is received, we will take action to send collection letters. R Barry (AI)

e. Completed review of new NW Natural Water monthly documents package. Much improved since NW Natural Water has taken over, ensure documents emailed to all board members. (R Barry AI complete by March Board meeting).

f. Discussed the need for outside financial audit for 2023. Based upon first reviews of accounting all funds are accounted for. Audits are recommended every couple of years (IAW RCW's), since we just completed 2021 and 2022 audits this year It was determined that we would not perform an outside audit of 2024 unless membership deems it necessary at 2024 Annual Members meeting.

- g.** Discussed need to purchase portable hard drive to store/archive association information and be a backup for information on the Secretary/treasurer laptop. Recommend purchasing a 2TB SSD drive. Motion to purchase hard drive, not to exceed \$200 made by: M Cona
Second by: R Barry
Yea 4/ Nay 0, Motion carried, (R Barry AI purchase by March Board Meeting).
- h.** Discussed reviewing members water assessments verses number of dwellings supplied to assess if there would be any additional fees for members with multiple dwellings on the same lot. (R Barry AI prepare spread sheet for review in March Board meeting).
- i.** Prepare 2023 Federal Tax Filing for review/approval by Board during March meeting. Submission due Apr 2024. (R Barry AI complete by March Board meeting).

2. WEBSITE MANAGEMENT/IT

- a.** Assign two additional Administrators for Website, (R Barry AI complete by March Board Meeting).
- b.** Review email, conf statement, and set up.
- c.** Conducted review of current Web site pages and approved following updates: (R Barry AI complete ASAP, put on tracker)

 - 1). Remove all notices (on front Page) older than 2 months
 - 2). Revise Driftwood Heights statement
 - 3). Update Operating Permits
 - 4). Update Contact Page address, verify all information
 - 5). Post last 5 years Membership Meeting Minutes.
 - 6). Post last 2 years Board Meeting minutes.
 - 7). Post last 5 years quarterly and annual Financial Reports.
 - 8). Post last 5 years Consumer Confidence Reports.
 - 9). Post last 2 years Water Sample Results.
 - 10). Post last 3 DOH Sanitary Survey Reports with response letters.
 - 11). Update calendar to include Board and Membership meetings.
 - 12). Review Assistance Resources and County Ordinances for removal/updating if out of date.
- d.** Post Board and membership meeting minutes (R Barry AI complete ASAP).
- e.** Post Nelson geotechnical Assessment (R Barry AI complete ASAP).

3. Secretary: Vacant

- a.** "MML" update required in April, prior to annual Membership meeting. (R Barry AI Complete by April Board Meeting).

4. Operations:

- a. Provided a list of questions about proposed future water system upgrade for board review. The questions may require answers from DOH (DWSRF) or our Attorney. We will review/discuss the questions at the March Board Meeting and decide how to proceed.

5. Building and Grounds:

- a. Yard Biz contact signed, start maintenance in March
- b. Prepare an estimate for paint and materials to paint/preserve well equipment and association storage buildings. Bldg. (L Visser AI complete by March Board Meeting).

6. Water Quality:

- a. Sample results – all monthly and annual testing for 2023 complete. Missing 3yr and 5 yr DOH samples for 2023. Completed review of upcoming DOH scheduled samples required by state, review possible missed samples for 2023. NW Natural water has list. Waiting for their response.

7. Vice President: Vacant


8. President:

- a. Discussed 2024 Annual membership Meeting Date. Tentatively scheduled for Saturday May 18th at 12:00 noon.
- b. Reviewed/approved 2024 Water Facilities Inventory update, submit by 15 Mar. (R Barry AI)
- c. Reviewed and update Annual calendar
- d. Discussed planned meeting with DH2 Board Members at the South Fire Station Feb 24 at 9:30am. Reviewed and approved the following items for discussion:
 - 1) Request contribution to well site grounds maintenance, since there well is located there.
 - 2) Request that their association help share cost of maintenance and repairs to shared facilities/equipment (such as fencing) at the well site.
 - 3) Discuss Beach access if brought up. Ensure they are aware that if they have access, they will also have to share in costs to maintain.
 - 4) Need to review and update Inter Tie agreement.

- **New Business - none**
- **All business complete, Motion to Adjourn meeting**
Motion made by: L Visser
Seconded by: G Carranza
Yea 4/Nay 0, Motion carried, meeting adjourned at 8:00pm
- * Website management and maintenance is a collateral duty of board member (Treasurer is currently performing).
- ** President and Vice President performing duty until Secretary vacancy is filled.
- *** Water Quality performing duty until Secretary Vacancy is filled.

Feb 20, 2024, Board Meeting Minutes submitted by
Driftwood Heights Board members in lieu of Secretary


Approved by



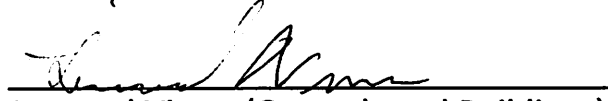
Randy Barry (President)

Vacant (Vice President)

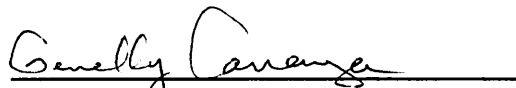
Vacant (Treasurer)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



Genelly Carranza (Water Quality)

Board Monthly Treasurer Report Jan 2024

Date	2/7/2024		
	Balance	Balance	Change
Monthly	12/2023	1/2024	
Chk	\$49,020.47	\$52,755.89	\$3,735.42
MM	\$280,531.74	\$280,579.22	\$47.48
Totals	<u>\$329,552.21</u>	<u>\$333,335.11</u>	<u>\$3,782.90</u>

# of Members in arrears	<u>7</u>	Total Arrears	<u>(\$1,735.00)</u>	(1/24/2024)
Shutoff Member	<u>1</u>		<u>(\$1,965.00)</u>	
			<u>(\$3,700.00)</u>	

Annual	12/2023	1/2024	
Chk	\$49,020.47	\$52,755.89	\$3,735.42
MM	\$280,531.74	\$280,579.22	\$47.48
Totals	<u>\$329,552.21</u>	<u>\$333,335.11</u>	<u>\$3,782.90</u>

Monthly incomes/expenses

Incomes	<u>\$7,237.89</u>
Expenses	<u>\$3,502.47</u>
	\$3,735.42

Monthly Significant/unbudgeted incomes/expenses

1. Caught up 2mos NW Nat Water Service Invoices
2. Paid 2 unplanned work orders
 - a) 2" PRV Valve rebuild
 - b) Install traffic Box Patricia Ann

Budget Status Year to date (2024)

Income	Budget	Actual	Difference
	\$0.00	\$7,285.37	\$7,285.37
Expenses	\$0.00	<u>\$3,502.47</u>	<u>(\$3,502.47)</u>
		Total	<u>\$3,782.90</u>

Budget in process

Annual Significant/unbudgeted incomes/expenses

1. 2" PRV Valve rebuild	(\$409.54)
2. Install traffic Box Patricia Ann	(\$412.24)
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
total	<u>(\$821.79)</u>

attach (1) corrected 3/19/24