

**Driftwood Heights Association
Board Meeting Minutes
04/16/2024**

- **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 03/19/2024 Board meeting minutes**

Motion by: L Visser, with the attachment (1) of the monthly budget report.
Second by: G Carranza.
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). No changes this meeting
- 1. **Treasurer: Vacant**
 - a. **February Account Balances** - gains/losses.
 - Checking Balance = \$65,273.63, change + \$5766.55
 - Money Market Balance = \$280,671.13, change +47.49
 - b. **Budget status**
 - See Attachment (1)
 - c. **Significant unplanned incomes/expenses**
 - Listed on Attachment (1)
 - d. **Members in arrears and status of actions**

Received Mar 12, 2024 Accounts Receivable nonzero balance. Review printout at the meeting. 7 in arrears, outstanding balance \$1,735.00 not counting the shutoff account. Reviewing required action plan to recoup outstanding payments. KW Water and the board are reviewing the process. Finalization by Board May 14, 2024, Board Meeting. Review and approval by Membership at Annual Meeting May 18, 2024.

- e. Waiting for Mar 2024 NW Natural Water monthly documents package. Should receive it this week.

2. WEBSITE MANAGEMENT/IT

- a. Assign two additional Administrators for Website, Not discussed this meeting, tabled to later meeting. R Barry will share information with other Board Members to ensure access is available until names are assigned. (R Barry AI)
- b. Completed quick review of completed Website changes. Also had several members look at changes and provide input. Main object of changes to make site easier to navigate and manage data.
- c. Discussed the following additional changes to the Website, and approved following updates: (R Barry AI)
 - 1). Revise front page history to provide more information on the Association history and Member/Association responsibilities and benefits.

3. Secretary: Vacant

- a. "MML" update required in April, prior to annual Membership meeting. (R Barry AI Complete for review at the May 14 Board Meeting).
- b. Annual Meeting Topics:
 - 1). Need to Fill Empty Board Positions
 - 2). 2023 Financial Review, 2024 Association Budget Review and Membership Approval.
 - 3). Billing Procedure Review and Membership Approval
 - 4). Pb & Cu Survey
 - 5). Water System Capital Refurbishment Project

4. Operations:

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. **This is a large ongoing issue that will be discussed at the Annual Membership Meeting.**

5. Building and Grounds:

Discussed estimate for paint and materials to paint/preserve well equipment and association storage buildings. Decided to allocate \$250 as a budget. Vote on approval at the May 14 Board Meeting.

6. Water Quality:

CT6 and free Cl- Samples – Spoke with WA DOH (A Medina) regarding requirement for 5 field samples per week. We are required to take samples. Review requirements, procedures, and equipment necessary. Reviewed cost of having King Water take samples, if we buy testing equipment and take samples the equipment will pay back investment in less than six months and save on sampling costs over the years to come.

Motion to procure testing equipment by: M Cona

Second by: L Visser

Yea 4/Nay 0, Motion carried. (R Barry AI)

7. Vice President: Vacant

8. President:

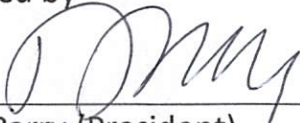
- a. As suspected after submission of the updated Water Facilities Inventory Report, we have been issued a “Blue Operating Permit”. This will prohibit expansion of the system until we complete a system analysis and Small Water System Operating Manual. **This Topic will need to be discussed at the Annual Meeting.**
- b. I Attended the “Day with DOH Meeting” (unbudgeted Cost of \$230.00) at the recommendation of Island County DOH. The meeting was very informative. It provided information, contacts, and possible funding to complete improvements and required surveys by federal and state DOH.
- c. Briefly discussed drafting letter with Driftwood Heights 2 to formalize agreement on ground maintenance, shared equipment repair costs, and inter tie agreement. This topic will be pushed back to after the Annual Meeting.
- d. Briefly discussed the new service contract with King Water. Have not received final copy. Pricing is in their last letter. **The new costs are included in the 2024 budget that will be reviewed at our May 14 meeting.**

e. Briefly discussed "Billing Policy" smooth copy will be in May 14 agenda for review and approval to present to Membership at the Annual Meeting

- **New Business – No new business**
- **All business complete, Motion to Adjourn meeting.**
Motion made by: M Cona
Seconded by: L Visser
Yea 4/Nay 0, Motion carried, meeting adjourned at 8:00pm
- * Website management and maintenance is a collateral duty of board member (President is currently performing).
- ** President and Vice President performing duty until Secretary vacancy is filled.
- *** Water Quality performing duty until Secretary Vacancy is filled.

Apr 16, 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 Mar 2024

Date	4/15/2024		
	Balance	Balance	Change
Monthly	2/2024	3/2024	
Chk	\$59,507.08	\$65,273.63	\$5,766.55
MM	\$280,623.64	\$280,671.13	\$47.49
Totals	<u>\$340,130.72</u>	<u>\$345,944.76</u>	<u>\$5,814.04</u>

# of Members in arrears	<u>7</u>	Total Arrears	<u>(\$1,735.00)</u>	
Shutoff Member	<u>1</u>		<u>(\$2,315.00)</u>	(3/12/24)
			<u>(\$4,050.00)</u>	

Annual	12/2023	3/2024	
Chk	\$49,020.47	\$65,273.63	\$16,253.16
MM	\$280,531.74	\$280,671.13	\$139.39
Totals	<u>\$329,552.21</u>	<u>\$345,944.76</u>	<u>\$16,392.55</u>

Monthly incomes/expenses

Incomes	\$7,390.83
Expenses	<u>\$1,576.79</u>
	\$5,814.04

Monthly Significant/unbudgeted incomes/expenses

1. Returned check	(\$250.00)
2. returned Check Fee	(\$12.00)
3. DOH Training "Day with DOH"	(\$230.00)
	\$0.00
	(\$492.00)

Budget Status Year to date (2024)

Income	Budget	Actual	Difference
	\$30,805.24	\$29,070.24	(\$1,735.00)
Expenses	<u>\$1,893.21</u>	<u>\$1,576.79</u>	<u>\$316.42</u>
		Total	<u>(\$1,418.58)</u>

Budget in process

Annual Significant/unbudgeted incomes/expenses

1. Jan unplanned expenses	(\$821.79)
2. Returned check	(\$250.00)
3. returned Check Fee	(\$12.00)
4. DOH Training "Day with DOH"	(\$230.00)
	\$0.00
	\$0.00
	\$0.00
	<u>(\$1,313.79)</u>

total
attach (1)