

Driftwood Heights Association
Board Meeting Minutes
10/15/2024

- **Meeting called to order at Camano Library, 6:45 pm.**

- **Present:**

President (R Barry)
Vice President (S Seymour)
Operations (M Cona)
Buildings & Grounds (L Visser)
Water Quality (T Witcher)

- **Review/Approval of meeting minutes**

May 23.2024 Member Meeting

Motion by: M Cona.

Second by: L Visser.

Yea 3 / Nay 0, Motion carried.

Jun 11.2024 Board Workshop

Motion by: L Visser, with the attachment (1) of the May monthly report.

Second by: M Cona.

Yea 3 /Nay 0, Motion carried.

July 23.2024 Board Workshop

Motion by: L Visser, with the attachment (1) of the June monthly report.

Second by: M Cona.

Yea 3 /Nay 0, Motion carried.

1. Treasurer/Secretary Monthly Financial Reports:

a. Aug Account Balances:

1). Gains/losses.

Checking Balance = \$72,259.39, change (\$-4,546.69)

Money Market Balance = \$280,905.65, change + \$47.53

2). Budget status

See Attachment (1)

3). Significant unplanned incomes/expenses

Listed on Attachment (1)

4). Members in arrears and status of actions

Received Sept 03 Accounts Receivable nonzero balance. Reviewed at the meeting. 0 in arrears, outstanding balance (\$-12,590.24) not counting the shutoff account

5). Review/approval of Aug 2024 Monthly report

Motion by: S Seymour.

Second by: L Visser.

Yea 5 /Nay 0, Motion carried.

b. Sept Account Balances:

1). Gains/losses.

Checking Balance = \$80,397.57, change \$8138.18

Money Market Balance = \$280,951.66, change + \$46.01

2). Budget status

See Attachment (2)

3). Significant unplanned incomes/expenses

Listed on Attachment (2)

4). Members in arrears and status of actions

Received Oct 02 Accounts Receivable nonzero balance. Reviewed at the meeting. 14 in arrears, outstanding balance (\$-3,460.00) not counting the shutoff account

5). Review/approval of Sept 2024 Monthly report

Motion by: S Seymour.

Second by: L Visser.

Yea 5 /Nay 0, Motion carried.

c. Q3 2024 Quarterly Report

1). Gains/losses.

Checking Balance = \$80,397.57, change \$4,466.84

Money Market Balance = \$280,951.66, change + \$141.07

2). Review/approval of Q3 2024 Quarterly Report

Motion by: S Seymour.

Second by: M Cona.

Yea 5 /Nay 0, Motion carried.

2. Water Quality:

- a).** We are required to submit at least 20 daily free Cl- samples per month to state DOH Div of Drinking Water. In the past King Water visited twice weekly and took samples. We are currently supplementing this requirement by performing 4 samples per week for a total of 24 per month. King Water has requested to reduce visits to once per week (Thursday), this would reduce our total sampling to 20 per month any missed sample would put us less that requirement. Water Quality will increase to 5 samples per week, no Thursday samples, this should ensure that we do not duplicate days, and we should always meet the 20 minimum sample requirement.
- b).** The Board discussed what effect King Water only performing one visit per week could have on free Cl- levels. We will contact King Water to express our concerns. Water Quality will also need to pay attention to trends to make sure we stay in specification. Water Quality will contact King Water if it looks like we are drifting out of spec.

3. Operations:

- a).** Completed submission DOH Lead Service Line Survey (EPA LCRR) on Sep 11, 2024.
- b).** We need to update website to inform members of survey completion. This notice should inform members to contact the Board when the service line between the meter and dwelling is repaired or replaced and provide the board with what type and diameter pipe is installed.

4. Grounds & Buildings:

- a).** Discussed well site building preservation project. It was decided that we would inspect the buildings and identify needed repairs for weather proofing areas that need primed to protect weather damage before next meeting. We will they plan to complete items identified and schedule painting in the spring.

5. Vice President:

- a). Reviewed status of quotes for exploratory digs to determine water main type and size in support of "Capital Project Committee" and updating as-built drawings. We have received one quote and are waiting for two additional quotes from King Water and a local contractor. Once quotes are received, we will review and select at next meeting.
- b). Reviewed first draft of Garrison Engineering System Capacity Analysis. It looks promising for increasing our allowable connections to meet our current numbers and may also allow for some limited additional expansion. Once finalized and submitted to DOH Drinking Water Div hopefully it should put our system back in a "Green Status".

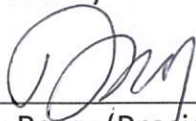
6. President: no items

7. New Business:

- a). It was requested that the Nov 12 meeting be moved back as two members had previous engagements, and the meeting will be rescheduled for following week.
- **All business complete, Motion to Adjourn meeting.**
Motion made by: T Whitcher
Second by: M Gona
Yea 5 /Nay 0, Motion carried, meeting adjourned at 9:00 pm
- * Website management and maintenance is a collateral duty of board member (President is currently performing).

Oct 15, 2024, Board Meeting Minutes submitted by
Driftwood Heights Board members in lieu of Secretary

Approved by



Randy Barry (President)



S Seymour (Vice President)

Not in attendance

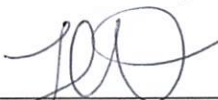
D Sparks (Treasurer/Secretary)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



T Whitcher (Water Quality)

Board Monthly Treasurer Report Aug 2024

Date	8/30/2024		
	Balance	Balance	Change
Monthly	7/2024	8/2024	
Chk	\$76,806.08	\$72,259.39	(\$4,546.69)
MM	\$280,858.12	\$280,905.65	\$47.53
Totals	<u>\$357,664.20</u>	<u>\$353,165.04</u>	<u>(\$4,499.16)</u>

# of Members in arrears	<u>0</u>	Total Arrears	<u>(\$12,590.24)</u>	(9/03/24)
Shutoff Member	<u>1</u>		<u>(\$2,565.00)</u>	
			<u>(\$15,155.24)</u>	

Annual	12/2023	8/2024	
Chk	\$49,020.47	\$72,259.39	\$23,238.92
MM	\$280,531.74	\$280,905.65	\$373.91
Totals	<u>\$329,552.21</u>	<u>\$353,165.04</u>	<u>\$23,612.83</u>

Monthly incomes/expenses

Incomes	\$1,098.80
Expenses	<u>\$5,597.96</u>
	<u>(\$4,499.16)</u>

Monthly Significant/unbudgeted incomes/expenses

1 none

Budget Status Year to date (2024)

Income	Budget	Actual	Difference
	\$30,805.24	\$48,323.15	\$17,517.91
Expenses	\$22,869.07	<u>\$26,705.69</u>	<u>(\$3,836.62)</u>
		Total	<u>\$13,681.29</u>

Budget in process

Annual Significant/unbudgeted incomes/expenses

1. Jan unplanned expenses	(\$821.79)
2. Mar unplanned expenses	(\$492.00)
3. Vesper Water Main Repair	(\$2,089.44)
	\$0.00
	\$0.00
	\$0.00
	\$0.00
total	<u>(\$3,403.23)</u>

attach (1)

Board Monthly Treasurer Report Sept 2024

Date	9/30/2024		
	Balance	Balance	Change
Monthly	8/2024	9/2024	
Chk	\$72,259.39	\$80,397.57	\$8,138.18
MM	\$280,905.65	\$280,951.66	\$46.01
Totals	<u>\$353,165.04</u>	<u>\$361,349.23</u>	<u>\$8,184.19</u>

# of Members in arrears	<u>14</u>	Total Arrears	<u>(\$3,460.00)</u>	(10/02/24)
Shutoff Member	<u>1</u>		<u>(\$2,565.00)</u>	
			<u>(\$6,025.00)</u>	

Annual	12/2023	9/2024	
Chk	\$49,020.47	\$80,397.57	\$31,377.10
MM	\$280,531.74	\$280,951.66	\$419.92
Totals	<u>\$329,552.21</u>	<u>\$361,349.23</u>	<u>\$31,797.02</u>

Monthly incomes/expenses

Incomes	\$10,179.56
Expenses	\$1,995.37
	<u>\$8,184.19</u>

Monthly Significant/unbudgeted incomes/expenses

1 none

Budget Status Year to date (2024)

Income	Budget	Actual	Difference
	\$61,610.48	\$58,502.71	(\$3,107.77)
Expenses	\$25,184.28	<u>\$26,705.69</u>	<u>(\$1,521.41)</u>
		Total	<u>(\$4,629.18)</u>

Budget in process

Annual Significant/unbudgeted incomes/expenses

1. Jan unplanned expenses	(\$821.79)
2. Mar unplanned expenses	(\$492.00)
3. Vesper Water Main Repair	(\$2,089.44)
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	<u>\$0.00</u>
total	<u>(\$3,403.23)</u>

attach (2)