

**Driftwood Heights Association
Board Meeting Minutes
08/13/2024**

- **Meeting called to order at Camano Library, 6:09 pm.**
- **Present:**
 - President (R Barry)
 - Vice President Acting (S Seymour)
 - Treasurer/Secretary Acting (D Sparks (Vacant)
 - Operations (M Cona)
 - Buildings & Grounds (L Visser)
 - Water Quality Acting (T Whitcher)
- **Approval of Acting Board Members to permanent positions**

Following the last two Board Workshops, the current board reviewed progress and performance of our new volunteers. It is evident that they understand their responsibilities and what is being asked of them to fulfill the duties of the positions they are volunteering for. A “Mail in Ballot” was prepared and sent to all members of the association on Aug 7, 2024, to allow the membership to vote for approval of their permanent positions.

Motion by: R Barry for Board approval of new Board members to permanent positions with subsequent approval by Membership.

Second by: M Cona.

Yea 3/Nay 0, Motion carried.

- **Approval of 06/11/2024 and 07/23/2024 Board Workshop minutes**

Motion by: R Barry with the attachment (1) of the monthly budget reports.

Second by: S Seymour

Yea 6/Nay 0, Motion carried.

1. Monthly Financial Report:

a. Jul Account Balances - gains/losses.

Checking Balance = \$76,806.08, change \$875.35

Money Market Balance = \$280,858.12, change + \$47.53

b. Budget status

See Attachment (1)

c. Significant unplanned incomes/expenses

Listed on Attachment (1)

d. Members in arrears and status of actions

Received Aug 01 Accounts Receivable nonzero balance. Review printout at the meeting. 0 in arrears, outstanding balance \$0.00 not counting the shutoff account.

e. Review/Approve July 2024 Monthly & 2024 Quarterly Financial Report.

Motion by: S Seymour

Second by: M Cona

Yea 6/Nay 0, Motion Carried.

2. Water Quality:

a. Lead and Copper Samples (3yr) are due this month, scheduled for Aug 19.

b. Water Quality has started performing additional Free Cl- samples. Process is going very smoothly. We are coordinating with King Water, and we are meeting state requirements for a minimum of 20 samples per month. T Whitcher, thanks for taking the time and effort to ensure that we are in compliance with state DOH.

3. Secretary/Treasurer:

a. Review of Association Insurance policies,

1). Association Liability (Scottsdale via Brown & Brown)

a). Beach, Well, and association property

b). \$3800.36

2). Board Member Liability (Us Liability)

a). Board Liability

b). \$852.00

3). Treasurer review 2024 Budget for adjustment to premium due to audit of policies.

4. Operations:

a. Need a quote from King Water (NW Natural Water services LLC) for five exploratory digs to identify water main size and type of pipe. This will allow us to update as-built drawings and provide information to S Seymour and Capital Project Committee. We will identify two additional contractors for quotes before making final decision.

b. We need to complete a "System Capacity Analysis" to submit to State DOH, Dept of Drinking Water to try to get our "Operating Permit" back to a "Green" status. Garrison Engineering has provided an estimate of \$3700 to complete report and submit to the state. The report will contain important information to determine if our system is sized

properly and has sufficient capacity to supply all our current connections and determine if there is additional capacity for expansion/additional connections. The report will also provide valuable information for S Seymour and the "Capital Project Committee" as they discuss need for system upgrades.

Motion by: R Barry

Second by: S Seymour

Yea 6/Nay 0, Motion Carried.

5). Grounds and Buildings:

a. Buildings at the well site need paint and preservation. This will protect the association's investment and minimize future costs for repairing and maintaining buildings. It was decided that we would inspect, make necessary repairs, and prime areas of that need preservation. This will get us through the winter. We will paint all building in the spring. Grounds and buildings requested \$200 for materials to complete the task.

Motion by: L Visser

Second by: R Barry

Yea 6/Nay 0, Motion Carried.

b. Ground and Buildings also stated he would get the emergency generator propane tanks filled next month so we are ready for winter and any electrical outages caused by weather.

6). New Business:

We have received inquiries regarding Air B & B, VRBOs, properties having multiple dwellings supplied by one meter, and Members renting these additional dwellings. The board does not have the authority or charter to regulate the dwellings and how they are used.

The dwellings are controlled by their respective "Deed and Covenants", state and county codes/regulations, and Dept of Health regulations for occupancy.

These issues do affect our water system, and we have some authority to manage and regulate supply and cost. It is our responsibility to review the issues and determine the impact and responsibility if it is causing additional cost for operating and maintaining our water system.

Discussion tabled until we can review 'deed and Covenants" (we have 5 sets for our association} and association By Laws to determine what our authority is, and what action, if any is necessary.

- **All business complete, Motion to Adjourn meeting.**

Motion made by: R Barry

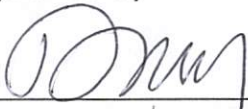
Second by: M Cona

Yea 6/Nay 0, Motion carried, meeting adjourned at 8:24pm.

- * Website management and maintenance is a collateral duty of board member (President is currently performing).

Aug 13, 2024, Board Meeting Minutes submitted by
Driftwood Heights Board members in lieu of Secretary

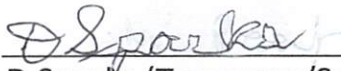
Approved by



Randy Barry (President)




S Seymour (Vice President)



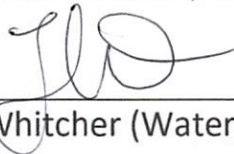
D Sparks (Treasurer/Secretary)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



T Whitcher (Water Quality)

Board Monthly Treasurer Report July 2024

Date	8/1/2024		
	Balance	Balance	Change
Monthly	6/2024	7/2024	
Chk	\$75,930.73	\$76,806.08	\$875.35
MM	\$280,810.59	\$280,858.12	\$47.53
Totals	<u>\$356,741.32</u>	<u>\$357,664.20</u>	<u>\$922.88</u>

# of Members in arrears	<u>0</u>	Total Arrears	\$0.00	(8/01/24)
Shutoff Member	<u>1</u>		<u>(\$2,215.00)</u>	
			<u>(\$2,215.00)</u>	

Annual	12/2023	7/2024	
Chk	\$49,020.47	\$76,806.08	\$27,785.61
MM	\$280,531.74	\$280,858.12	\$326.38
Totals	<u>\$329,552.21</u>	<u>\$357,664.20</u>	<u>\$28,111.99</u>

Monthly incomes/expenses

Incomes	\$6,052.82
Expenses	<u>\$5,129.94</u>
	\$922.88

Monthly Significant/unbudgeted incomes/expenses

- Vesper Water Main Repair

Budget Status Year to date (2024)

Income	Budget	Actual	Difference
	\$30,805.24	\$46,896.68	\$16,091.44
Expenses	<u>\$16,649.86</u>	<u>\$19,112.36</u>	<u>(\$2,462.50)</u>
		Total	<u>\$13,628.94</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 (1)