

Driftwood Heights Association

Board Meeting Minutes

5/13/2025

- **Meeting called to order at Camano Library, 6:10 pm.**

- **Present:**

President (R Barry)

Vice President (S Seymour)

Treasurer (Vacant)

Secretary (Vacant)

Operations (M Cona)

Grounds & Buildings (L Visser)

Water Quality (T Whitcher)

- **Approval of meeting minutes**

Apr 22, 2024, Board Meeting

Motion by: S Seymour, with the attachment (1) of the Apr
monthly report

Second by: L Visser

Yea 5 /Nay 0, Motion carried.

1. Treasurer/Secretary:

Monthly Financial Report:

- a. **Mar Account Balances** - gains/losses.

Checking Balance = \$ 86,679.92 change + **\$(-5,836.96)**

Money Market Balance = \$281,277.50, change + \$46.19

- b. **Budget status**

See Attachment (1)

- c. **Significant unplanned incomes/expenses**

Listed in Attachment (1)

- d. **Members in arrears and status of actions**

1.) Received, May 8, 2025, Accounts Receivable balance. Review the
printout at the meeting. 5 in arrears, outstanding balance

\$ (-1,806.60) not counting the shutoff account.

- e. **Review/Approve Apr 2025 Monthly Financial Report**

Motion by: L Visser

Second by: M Cona

Yea 5 /Nay 0, Motion carried

- f. L Visser volunteered to be second Key holder for the Safety Deposit Box. To add access, we need to draft minutes giving him access. One created he and I will need to update signers page at Heritage Bank. Draft minutes will be added to this meeting as an addendum.
- g. Complete Final review/approval of 2025 Budget for May 31 Annual Meeting.
Motion by: S Seymour
Second by: M Cona
Yea 5 /Nay 0, Motion carried
- h. Waiting for final documents to create new MM Account at Coastal Community Bank. R Barry and M Cona will need to sign documents. When completed we will transfer \$200,000.00 to new account to ensure all funds are FDIC protected.
- i. We have some properties in our association that have multiple dwellings that are being supplied with water. In accordance with our bylaws, they should be paying additional assessments. Motion made to verify we are correct by contacting our Lawyer to confirm. If correct we will contact affected members and take appropriate actions to raise assessment as appropriate. Working with Lawyer to confirm. Appointment is scheduled for Mon May 19 at 10:00 am.

Topics:

- 1. Member assessment change letter
- 2. Lean on long term shutoff property
- 3. Need to contact real estate attorney, easements, right of way

2. Water Quality:

- a. Additional Apr Free Cl- readings have been sent to NW Water Services LLC.
- b. Completed purchase of additional Free Cl- Reagent packets. Received and given to Water Quality.

3. Operations:

a. King Water updated status:

1). Work Needed: (Prioritized)

a.) Installation of water meter at 915 Patricia Ann Dr was scheduled for May 5th. Install was delayed when a past member of the board provided a possible location. R Barry searched area and no meter was found. Emailed King Water to reschedule the installation. Rescheduled for May 14. When the meter installation is complete, system will be in compliance with state and county directives.

b.) Still working with King Water to identify locations and schedule excavations to determine the main water size and type of material for unknown portions of the system. Looks like we will have to make three excavations. King Water has backlog of work. Schedule as soon as they King Water can Support. (carry over item)

c.) 695 Lehman low flow from meter. New home in construction, King Water verified low flow condition. Work was scheduled for May 9; King Water was unable to complete due to emergency call out on another water system. Waiting for reschedule, results of their investigation. Worst case is installing new service, which is responsibility of Association.

4. Grounds & Buildings:

a. Beach bulkhead repair Status:

1). Members planning the work held a meeting at the beach May 4 to firm up plans and check anchor device for bulkhead. It was determined that we will need a small excavator and qualified operator. Checking with A Bougie to see if he is, capable of performing work, and if not, who would he recommend. We will need to get additional volunteers when the primary group of members working on the repairs provides us with the date and time, they will require assistance. We will send out email notices requesting assistance from the membership. Key members who are planning the project are keeping the board informed of status of damage and when work is planned to start.

- b. Well building Maintenance: Painting is in progress. Before photos taken. Spoke with A Bougie (Driftwood Heights 2) and about paying for paint used for their building, he agreed to reimburse us \$100.00. We need to complete maintenance before annual May Member Meeting.

5. Vice President:

- a. "Garrison System Capacity Survey" status, Carl Garrison is contacting the county for updates. We have a new County Engineer so there are delays in the review process until she gets settled in. Submitted water utilization report for at least the last two years to WA Dept of Health. WA Dept of Health has requested that we Submitted a" Water Rights Self-Assessment" to WA Dept of Health. Waiting for response from State.

6. President:

- a. Purchased additional hard drive (authorized in Apr 22 meeting) for storage of association records. All association information was copied to back up drive, going forward will complete monthly back ups to ensure we maintain records.
- b. Emergency Gen Status: Reviewed Emergency Generator Exercise procedure. Will complete procedure and post in well building.
- c. Reviewed May 31 Membership Annual Meeting Agenda made changes to simplify. Post to website by May 15.
- d. Must complete MML & Member standing review before May 31 Meeting. R Barry and T Whitcher will complete MML review. R Barry will request accounts receivable report from King Water.

7. New Business: None

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

Motion made by: T Whitcher

Seconded by: S Seymour


Yea 5 /Nay 0, Motion carried, meeting adjourned at 7:10 pm.

May 13, 2025, Board Meeting Minutes submitted by
Driftwood Heights Board members in lieu of Secretary

Approved by



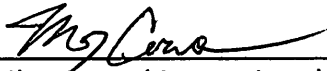
Randy Barry (President)



S Seymour (Vice President)

Vacant

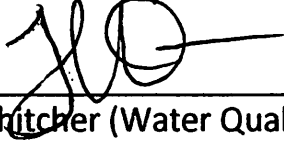
Vacant (Treasurer/Secretary)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



T Whitcher (Water Quality)

Board Monthly Treasurer Report Apr 2025

Date	5/12/2025		
	Balance	Balance	Change
Monthly	3/2025	4/2025	
Chk	\$92,078.41	\$86,679.92	(\$5,398.49)
MM	\$281,231.31	\$281,277.50	\$46.19
Totals	\$373,309.72	\$367,957.42	(\$5,352.30)
# of Members in arrears	5	Total Arrears	(\$1,806.60) (5/8/25)
Shutoff Member	1		(\$2,830.00)
			(\$4,636.60)

Annual	12/2024	4/2025	
Chk	\$77,285.13	\$86,679.92	\$9,394.79
MM	\$281,092.80	\$281,277.50	\$184.70
Totals	\$358,377.93	\$367,957.42	\$9,579.49

Monthly incomes/expenses

Incomes	\$484.66
Expenses	\$5,836.96
	(\$5,352.30)

Monthly Significant/unbudgeted incomes/expenses

1. Well site leak investigation	\$1,621.20
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Budget Status Year to date (2025)

Income	Budget	Actual	Difference
	\$30,805.24	\$29,023.64	(\$1,781.60)
Expenses	\$7,315.84	\$12,603.08	(\$5,287.24)
		Total	(\$7,068.84)

Annual Significant/unbudgeted incomes/expenses

1. King Water Work Orders	(\$309.42)
2. King Water Work Orders	(\$500.31)
3. Arlington Electric Generator Repairs	(\$3,545.78)
4. Well site leak investigation	(\$1,621.20)
	\$0.00
	\$0.00
	\$0.00
total	(\$5,976.71)

attach (1)

Note 1 Revised actual calculation to be budget minus arrears