

Driftwood Heights Association

Board Meeting Minutes

6/09/2025

- **Meeting called to order at Camano Library, 6:15 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**

May 13, 2024, Board Meeting

Motion by: M Cona, with the attachment (1) of the Apr
monthly report

Second by: S Seymour

Yea 5 /Nay 0, Motion carried.

- **Review/Approval of May 31, 2025, Member Mtg Minutes with attachments**

Motion by: L Visser

Second by: M Cona

Yea 5 /Nay 0, Motion carried.

1. Treasurer/Secretary:

Monthly Financial Report:

a. May Account Balances - gains/losses.

Checking Balance = \$ 81973.75 change + **\$(-4706.17)**

Money Market Balance = \$281418.68, change + \$141.18 (+\$100.00

check to open account, -\$7.00 fee for cashiers check to move funds to Coastal).

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, Jun 9, 2025, Accounts Receivable balance. Review the printout at the meeting. 2 in arrears, outstanding balance \$ (-723.00) not counting the shutoff account.

e. Review/Approve May 2025 Monthly Financial Report

Motion by: S Seymour

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, all document updates are completed, and he is now authorized. Passed key to Leonard. R Barry and L Visser have access.
- g. Coastal Community Bank MM Account set up is complete. We have deposited \$200,000.00 into account. Tracking information added to all financial reports.
- h. Completed meeting with the Lawyer May 19, 2025. M Cona and R Barry attended. Results of meeting sent to board by email, See attachment (2). The items listed below require action by Board.

Action Items:

1. Draft "Member Assessment Change" letters, review at next meeting. Responsibility R Barry.
2. Lean on long term shutoff property, review status and determine timeline at next Board meeting.
3. Discuss plan and assign responsibilities to review county records. After completion we will need to determine if there is a need to contact real estate attorneys or work with a title company to determine easements and "right of ways" for our water system.

2. Water Quality:

- a. Additional May Free Cl- readings have been sent to NW Water Services LLC. New contact for Free Cl- readings is Jessica Zimmer at NW Natural Water Services Coupeville, WA office.

3. Operations:

a. King Water updated status:

1). Work Needed: (Prioritized)

a.) King Water found the meter by tracing back service line, it was in the adjacent lot (912 E Camano Dr). This should save some on the estimated cost. Our system is now 100% metered and 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 tried to clear blockage, no success. They are scheduling week of June 16, 2025, to excavate and repair or if necessary, re tap into the main. All work is financial responsibility of the Association.

d.) Operations requested that a notice be sent to all subscribers and a notice placed on the website regarding requirements to contact 811 prior to digging. It is a free service for members. We will also inform members that any damage caused by digging that affects our water system is the financial responsibility of the member.

4. Grounds & Buildings:

a. Beach bulkhead repair Status:

1). Members held a meeting at the beach on May 4, 2025, 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, he is unable to perform and provided us with other contractors that can perform work. Received quote for excavation (\$4,636.75) and additional materials for anchoring bulkhead (\$530.13 + tax).

Motion to approve excavation and materials by: L Visser

Second by: T Whitcher

Yea 5 /Nay 0, Motion carried.

2). We will turn over organization and scheduling to the members that are planning work. 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. R Barry will take photos when painting is completed and send a \$100 invoice to Driftwood Heights 2 when painting is complete.

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. (still waiting for reply from state), follow up with Garrison Engineering.
- b. In Order to set up duties and responsibilities for "Administrative Assistant" position S Seymour needs input from the Board. Review your Board position for duties that could be best served by the proposed new position. Bring your input to next board meeting for discussion.

6. President:

- a. Emergency Gen Status: Reviewed Emergency Generator Exercise procedure. Will complete procedure and post in well building. In Progress. When complete will email for review and approval.
- b. Received King Water quote for 2" Pressure regulating valve replacement. This valve controls water main supply pressure. New control valve (same as currently installed) and labor to install is \$7,965.00.

Motion to approve purchase and installation by: S Seymour

Second by: M Cona

Yea 5 /Nay 0, Motion carried.

7. New Business:

- a. S Seymour recommended that the Board evaluate forming an “Emergency Task Force” made up of board members and a representative from each street in our association. The purpose would be to:

- 1). Draft procedures for events/equipment failures that could impact our water system.
- 2). Determine parts and equipment that the association would need to have to respond to these events to protect and maintain the water supply for our members.
- 3). Assign responsibilities to members of the group should an event or equipment failure occur.

S Seymour will take lead; R Barry will provide information already on hand and assist.

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

Motion made by: S Seymour

Seconded by: T Whitcher

Yea 5 /Nay 0, Motion carried, meeting adjourned at 7:20 pm

June 9, 2025, Board Meeting Minutes submitted by
Driftwood Heights Board members in lieu of Secretary

Approved by


Randy Barry (President)



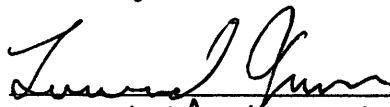
S Seymour (Vice President)

Vacant

Vacant (Treasurer/Secretary)



Mike Copa (Operations)



Leonard Visser (Grounds and Buildings)



T Whitcher (Water Quality)

Board Monthly Treasurer Report May 2025

		6/8/2025		
Date		Balance	Balance	Change
Monthly		4/2025	5/2025	
Heritage	Chk	\$86,679.92	\$81,973.75	(\$4,706.17)
Heritage	MM	\$281,277.50	\$81,414.28	(\$199,863.22)
Coastal	MM	\$0.00	\$200,004.40	\$200,004.40
Total	MM	\$281,277.50	\$281,418.68	\$141.18
Totals		\$367,957.42	\$363,392.43	(\$4,564.99)

(6/9/25)

# of Members in arrears	2	Total Arrears	(\$723.00)
Shutoff Member	1		(\$2,830.00)
			(\$3,553.00)

Annual	12/2024	5/2025	
Chk	\$77,285.13	\$81,973.75	\$4,688.62
MM	\$281,092.80	\$281,418.68	\$325.88
Totals	\$358,377.93	\$363,392.43	\$5,014.50

Monthly incomes/expenses

Incomes	\$45.21
Expenses	\$4,707.60
	(\$4,662.39)

Monthly Significant/unbudgeted incomes/expenses

1 none

Budget Status Year to date (2025)

Income	Budget	Actual	Difference
	\$30,805.24	\$36,472.24	\$5,667.00
Expenses	\$9,707.24	\$17,310.68	(\$7,603.44)
Total			(\$1,936.44)

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)

C Sjostrom Questions May 19, 2025

1. Member assessment change letter, can we just draft our own? -Ok to draft our own. Using articles below.
 - a. Determining charges Art 9.17 -Ok
 - b. Multiple connections Art 9.17 -OK
 - c. ADUs Art 9.17 -OK
 - d. Commercial property Art 9.3 Water use restrictions? -Ok
 - e. Extra meter -in this instance Ok to remove meter to get our billing consistent,
2. Water right fee? – Yes, we can assign a “Water Right” fee but we would have to add to the Bylaws.
3. Release of Liability Letter, review copy. – Ok to use “Release of Liability” letter. Recommend we discuss with our insurance provider if we need to use. The letter would just be an additional layer of protection.
4. What happens if board drops below 5 members Art 6.1- We cannot do business because we do not meet Bylaw requirements. Recommended we change Bylaw Art 6.1 to require minimum of 3 Board Members vice 5-7.
5. Do proxy votes count towards quorum? Art 5.5- Must be physically present to count as quorum.
6. Home Businesses? Not our responsibility? - Not our responsibility to monitor or regulate.
7. Late Billing King Water sent 20% of arrears, not IAW Bylaws’ Less than or equal to Bylaws” equivalent. Art 9.18- We need to have King Water process late fees IAW our Bylaws. I have already spoken with them, and change is in progress. Will be in place by next billing cycle (Mat 1, 2025). Late fees charged by King Water are lower than those required by Bylaws.
8. shutoff property
 - a. Should we be mailing bills? -Ok to send Bills
 - b. Should we be sending “member” letters- Yes
 - c. Increase arrears as assessment only. - Ok
 - d. When should we place lien? – Whenever we decide to, we must do it within 90 days of billing (Bylaw). Lien should include arrears, interest, Lien and filing fee (Lien \$500, filing Fee \$300), Lien closing Fee same as filing (\$800). All fees with exception of Legal fees are negotiable and controlled by the Board.
 - e. How long is it good for? – As long as there is a debt owed. 6 Year statute of limitations restarts on update/refile.
9. Need to see Real Estate Attorney or Title company- This is not an urgent item currently. These items will need to be determined by reviewing deed restrictions

and covenants. We may need to do title searches for easements and speak to a real Estate Attorney if needed.

- a. Property lines,
 - b. Easements, our water lines, DH2 water lines
 - c. Private road solely on one side of property line
 - d. Entrances/exits to streets.
 - e. Modifying drainage ditches on public road easements?
10. Ok to do "Mail in Ballots." Should it be in Bylaws'- If we wanted to allow, we should put in Bylaws. We will need to discuss and determine action.
11. In person voting at well (Vice Member Meeting). Should it be in Bylaws'-Ok to use, we should conduct using same process we did before. We followed the emergency meeting procedure.
12. Unhappy Member, complaints to DOH. Should we pay their claim for reimbursement? The Lawyer felt that based upon money owed and the way they conducted correspondence this is not an issue. He said we could draft a letter to tell him we are not reimbursing them, or he would write it for us if we would like.
13. Recommended Bylaws' Revisions (requires membership approval):
- a. May need to Revise Exhibit "A." (System Boundary drawing) We need to complete thorough review to ensure it is correct.
 - b. Revise Art 6.1 to require 3 Board Members vice 5-7.
 - c. X
14. Action Items
- a. Contact Insurance provider to discuss need to use "Release of Liability" letter.
 - b. x