

**Driftwood Heights Association
Board Meeting Minutes
8/26/2025**

- **Meeting called to order at Camano Library, 6:05 pm.**

- **Present:**

President (Randy Barry)
Vice President (Susan Seymour)
Treasurer (Vacant)
Secretary (Vacant)
Operations (Mike Cona)
Grounds & Buildings (Leonard Visser)
Water Quality (Teila Whitcher)
Volunteer (Christine Kelsey)

- **Approval of meeting minutes**

July 14, 2025, Board Meeting

Motion by: Susan Seymour with the attachment (1) of June
monthly report

Second by: Teila Whitcher

Yea 5 / Nay 0, Motion carried

1. Treasurer/Secretary:

Monthly Financial Report:

a. July Account Balances - gains/losses.

Checking Balance = \$ 79,886.36 change – \$12,717.78

Heritage Money Market Balance = \$ 81,427.89, change + \$ 6.92

Coastal Money Market Balance = \$ 200,138.12, change + \$ 67.97

b. Budget status

See Attachment (1)

c. Significant unplanned incomes/expenses

Listed in Attachment (1)

August Un-budgeted:

695 Lehman service repair \$1478.60

Low Free CI- \$719.15

Vesper Leak \$8897.76

800/808 Patricia Ann meter vault/pipe leak – invoice will be available in
September.

d. Members in arrears and status of actions

- 1.) July 31, 2025, Accounts Receivable balance. 0 in arrears, no outstanding balances, not counting the shutoff account.

e. Review/Approve July 2025 Monthly Financial Report

Randy Barry clarified for the board that financial reports are reviewed one month in advance before board approval and posting to the community website.

Motion to accept with recommended corrections by: Mike Cona

Second by: Leonard Visser

Yea 5 / Nay 0, Motion carried.

f. Additional Discussion Items, several Board members requested we table these items until next board meeting to allow ample time to discuss.

- a) Discuss Budget concerns raised regarding upcoming large repairs, including asbestos concrete pipe replacement on Vesper.
- b) Discussion on the need for clearer budget projections and inclusion of major repairs as line items.
- c). Hawthorn Road repair (chip seal) estimated at \$2,800–\$3,000; was previously approved in 2024, Hawthorn Association postponed, not currently a line item on 2025 Budget.
- d). In future discussions regarding bylaw amendments, we need to discuss homeowners' being responsible for costs associated with investigation/damage they themselves caused to waterlines on their property.

g. May 19, 2025, Lawyer Meeting Action Items:

- 1). Certified letters sent to the three members with multiple connections informing them that their assessment would be raised on the March 1, 2026, billing.
- 2). Moving forward on lien on the shutoff property. We need to file ASAP. Billing information from King Water and property information sent to Craig Sjostrom. Legal fees will be added to lien. Craig Sjostrom has informed the board that the property is in guardianship. He will

contact the lawyer handling the case to see the best way to move forward.

3). 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. Randy Barry and Mike Cona will work together on this project. (IP). Trying to schedule a visit to county offices by a minimum of two board members. Christine Kelsey has offered to go to the county offices if one board member is unable to go.

2. Water Quality:

a. Additional July 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.

1). Low Free Cl- readings in the distribution system. King Water informed. Chlorine injection system is malfunctioning. Northwest Water investigating cause. Found foot valve, injectors, and tubing plugged. Performed chlorine batching to maintain free Cl- level. Installed Pump is to be rebuilt (unbudgeted cost, approx. every 2 years). Also requested quote for replacement pump and accessories (foot valve, injector, and tubing). King Water is having issues adjusting flow rates due to maintenance, hot weather, and widely varying usage rates.

3. Operations:

a. King Water updated status:

1). Work Needed: (Prioritized)

a). 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 x2)

b.) 695 Lehman low-flow from meter. New home in construction, King Water had to excavate and reconnect to the

main. Work completed July 9; 2025. All work is financial responsibility of the Association waiting for invoice.

4. Grounds & Buildings:

a. Beach bulkhead repair Status:

1). Members held a meeting at the beach on July 2, 2025, to firm up plans and check anchor device for bulkhead. Reviewed repair process and determined it would take one day. Excavation completed July 18, anchors installed, and back fill completed July 21. Spoke with contractor no additional charges assessed for second day of work. The contractor could not move materials to repair site due to not having the correct equipment.

2). Volunteers will be needed to move materials and help install new replacement planking. We will post a message and send emails to membership when date is determined.

3). Discuss that process improvements must be put in place before starting projects that have larger scope. Add to next meeting agenda to discuss size and type of projects that require formal scope of work and RFQ. Determine size and scope of project requiring formal written documentation.

4). Organization and scheduling turned over to the members that are planning work. Excavation completed. Key members who are planning the project are keeping the board informed of status of damage and planned work.

b. Well building Maintenance: Painting is in progress (98% complete). R Barry will take photos when painting is completed. DH 2 Well House painting complete. Received payment (\$100) from DH2 for paint and supplies.

5. Vice President:

a. "Garrison System Capacity Survey" status, Sent follow up email to Carl Garrison for updates (July 8, 2025). State has requested that we revise and update the existing "Intertie Agreement" with Driftwood Heights 2 and submit it with our new Water System Self Evaluation. C Garrison provided a draft agreement for our review. Sent copy to Driftwood Heights 2. Board appointed Randy Barry to work with Driftwood Heights 2 to edit and revise the draft "Intertie Agreement".

b. Board continued discussions regarding hiring a paid administrative position for continuity and liability reduction.

- Job description for low-level technician position under development; posting planned within the next few months.
- Position may be structured as contract worker (1099) at up to \$25/hour; no medical or vacation benefits provided.
- Membership has approved the position; implementation may require bylaw change and tax ID setup.
- Duties include paperwork, chlorine testing, and generator cycling, and weekly inspection of water meters in the community. Insurance coverage for these tasks questioned due to lack of licensing/bonding.
- Annual insurance audits focus 90% on paid employees; compliance and risk management are key concerns.
- Christine Kelsey has forwarded the outline for the position and job ad she generated to, Randy and Susan. Susan said she will work with Teila and Christine on finalizing the job description and job ad once she frees up her schedule.

c. **This item has been placed on hold until other issues/jobs are completed.** "Emergency Task Force" updates. made up of board members and a representative from each street in our association. The purpose would be to:

- 1). Draft Procedures
- 2). Determine required parts and equipment
- 3). Assign responsibilities to members of the group should an event or equipment failure occur.

6. President:

- a. Emergency Generator Exercise Procedure posted in well building
- b. King Water installed and tested new 2" Pressure regulating valve on Aug.8 2025. Waiting for invoicing.
- c. Contacted King Water, meter read dates moved to Jun and Dec to correspond with CCR "Water Usage Efficiency" calculations and moved billing mailing dates to January for March 1 due date and July for September 1 due date. Update web page and send post.

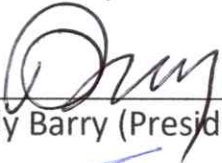
- d. During May 19, 2025, meeting with Craig Sjostrom. He informed us that he would be winding down his Law practice. Mr. Sjostrom stated he would not take on any new clients but would continue to support as long as he was still practicing law. Mr. Sjostrom was contacted and informed us that he will be practicing for at least 6 more years. We also requested that he recommend other lawyers that we could contact for future services. Christine Kelsey provided a link to various lawyers who are registered with the Bar as practicing HOA Law so we may start looking for potential Lawyers.

7. New Business:

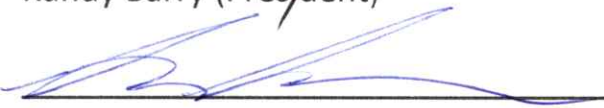
- a.) Leak was reported to Christine Kelsey by a member at 808 Patricia Ann Meter box. Christine emailed and voice mailed Randy Barry. Randy contacted King Water emergency line and investigated leak. Location of water flow indicates that the leak is on the 1" line the feeds the meter boxes located at the address. Leak was not an emergency. Randy contacted King Water and informed them that we did not need an after-hours callout and requested they investigate the next working day.
- **All business complete, Motion to Adjourn meeting.**
Motion made by: Teila Whitcher
Second by: Susan Seymour
Yea 5 /Nay 0, Motion carried, meeting adjourned at 7:10 pm

Aug 26, 2025, Board Meeting Minutes submitted by
Driftwood Heights Board members in lieu of Secretary

Approved by



Randy Barry (President)



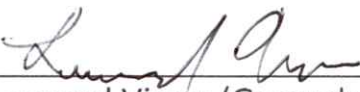
S Seymour (Vice President)

Vacant

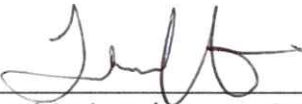
(Treasurer/Secretary)



Mike Cona (Operations)



Leonard Visser (Grounds and Buildings)



T Whitcher (Water Quality)

Board Monthly Treasurer Report July 2025

Date	8/25/2025		
	Balance	Balance	Change
Monthly	6/2024	7/2024	
Chk	\$92,604.14	\$79,886.36	(\$12,717.78)
Heritage MM	\$81,420.97	\$81,427.89	\$6.92
Coastal MM	\$200,070.15	\$200,138.12	\$67.97
MM Total	\$281,491.12	\$281,566.01	\$74.89
Totals	\$374,095.26	\$361,452.37	(\$12,642.89)
# of Members in arrears	0	Total Arrears	\$0.00 (N/A)
Shutoff Member	1		(\$2,830.00)
			(\$2,830.00)

Annual	12/2024	7/2025	
Chk	\$77,285.13	\$79,886.36	\$2,601.23
Heritage MM	\$281,092.80	\$81,427.89	(\$199,664.91)
Coastal MM	\$0.00	\$200,138.12	\$200,138.12
MM Total	\$281,092.80	\$281,566.01	\$473.21
Totals	\$358,377.93	\$361,452.37	\$3,074.44

Monthly incomes/expenses

Incomes	\$76.35		
Expenses	\$12,719.24	Budgeted	\$6,465.42 Unbudgeted \$6,253.82
	(\$12,642.89)		

Monthly Significant/unbudgeted incomes/expenses

1. Locate 915 Patricia Ann Meter	\$3,650.72	
2. Beach Blkhhd Repairs	\$5,538.54	
3. 695 Lehman water supply troubleshooting	\$418.38	
4. Leak Check 878 Patricia Ann	\$187.62	* Member
Total	\$9,795.26	

Budget Status Year to date (2025)

Income	Budget	Actual	Difference
	\$30,805.24	\$46,896.68	\$16,091.44
Expenses	\$15,193.17	\$33,190.01	(\$17,996.84)
Total			(\$1,905.40)

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)

NEW