

Orcas Highlands Association Agenda

Board Meeting, Feb. 22, 2021

I. Roll Call: Chris Graham, Bob Burke, Mike Shivers, Jens Kruse, Lee Goodwin, Brian Ehrmantraut, Marcia West, David Turnoy

II. Call to order: 3:00

III. Approval of minutes from Dec. 21: Approved

IV. President's report: Fire is a concern.

V. Treasurer's report: Bank financial statements - Mike will send us links to the reports mentioned below.

Audit vs. internal – All is the same except for not including the roads. Expenses have been low and income is a little down. \$3100 in dues still owing. Banner Bank is now our bank, thanks to Marcia for coordinating that. We are caught up on escrow payments.

<OHA_Reports_FYto20210209.pdf>

<OHA_BankStatements_asof_Feb92021.pdf>

<OHA_Recon_20210209.pdf>

VI. Old business

A. Fire prevention

1. Inspecting lots from roads – 196 Discovery is a good one to look at, getting Brian a list of these would be helpful for when Rich Harvey visits

2. Education and outreach to the membership with the help of county officials and their guidance - Lee suggests a meeting of the association to talk about fire prevention, have someone from the fire department speak. Brian speaks of some photos that show clearly how homes that were prepared didn't burn but that those without preparations did burn. When we invite association members, we should stress this. Education of owners for their own property is the most important thing to do. Bob brought up that we need to consider fire safety as well as public safety, especially when thinking about alders that need to be removed because they aren't safe. We should look at alders that aren't safe throughout the Highlands. Brian says that these trees in the ROW should be considered in the roads budget. If the trees are in the county ROW, we need to have them come take a look, and they are ultimately responsible. If an education campaign doesn't bring enough effort by landowners, then we might have to change CCRs to require self-funded maintenance. Lee says there was member enthusiasm in 2002-03 for doing something about fire when Judy Cook set up several educational sessions, but that was also right after our island was declared one of the 10 most susceptible in the state. Brian says it needs to be an ongoing campaign. Chris says we should start thinking about what we can do to educate people. Bob says start with friendly persuasion but we should also get our common areas on the way to being cleaned up before pressuring the homeowners. Lee says people need to see videos of Napa

and the Redwoods fire damage. Some fire chiefs have said they wouldn't bring firefighters up to fight a fire in our area because of no way out.

3. Fire assessment – Rich Harvey? Brian contacted Rich to look at the common areas and some illustrative private areas from the roads once he is available. Rich will be up to visit this week or next week. Brian has looked at the old Firewise Report and will share it with Rich. How seriously do we want to go after the trees in the ROW? We need to look seriously at the alders. We would like Rich to lay out a long-term maintenance plan, look at how much it would cost if we did the maximum vs. a reasonable effort. There is no island-wide plan for fire suppression, rather there are folks who are trained in how to fight the fires we get here. The Firewise program has good practices to follow.

4. Quarterly assessment proposal – we need to quantify what the costs will be so we know what to base the amount on. Marcia shared some info related to this. We have about \$3,000 set aside per year for fire suppression, separate from road maintenance like tree pruning and ditch maintenance and potholes. We have another \$3,000-\$4,000 available from operations. Rich charges between \$1100-\$1600 per acre to do his work. We have about 20 acres to deal with in common area. If you do 4 acres at a time, we could cover that in our current budget. Rich did 7 acres by the main road about a year and a half ago, cost was just over \$10,000. It would be best to have him do some of this every year, there isn't an economy of scale to doing it all at once. Lee worries most about the trees from mailboxes to Carter, which is county road, then from Bea to Agnew, lots of dense growth. He also wants to know if the common area by the water tank is high-risk.

B. Bookkeeper

1. Approve Patti Greiner – Mike has spoken with her, she understands we want an independent contractor, she will get her own insurance, will not be an employee, Chris will follow up on this. Motion to hire Patti approved.

2. Non-bookkeeping duties – can we take over some of these?

Website [Theo can do this, but David has been taught by Marcia how to put things on it]

Electronic mail list [Since David sends out Mailchimp emails and has access to the database, he can do this]

Association records

Newsletter [David is already doing this electronically, would just need paper copy sent with invoices]

Responding to information requests regarding property purchases

Quarterly billing

Emergency notification map [Susan is doing this.]

Maintaining board files

Other minor administrative duties

C. Wood at burn pile from trees – There is a lot of cleanup to be done. Bob has been adding parts of the alder to the burn pile as he can. But there are now three other trees. Alder makes good mulch. Brian says there is a shortage of firewood right now, we might offer the wood to small firewood businesses. Brian can ask around. We need to solicit proposals from Aaron Patton, John Olson, Scott Brooks, etc. Best would be to have someone cut it down and buck it up, then have firewood businesses pick it up rather than burning it.

D. Fill at 162 Discovery Way – Bob spoke with Aaron, dumping resumed as a new road was being built in Rosario, Aaron says he is happy to address any issues that neighbors have.

E. Potholes – The one in the county road was recently repaired but is breaking up already. There is a bad pothole on the right shoulder on Highlands. We have some depressions in the road which could become potholes. On Highlands we should scrape out the pothole and fill it with a bag of Cutback. The depressions need to be hollowed out down to the ground, then filled with Cutback or a product from Portland Cement. Bob also reports deterioration of edge of pavement, which will cost a fair amount to repair. Bob is preparing a report on this. The road will keep getting narrower unless we fix this. Excavating would be required, put a double shot of chip seal on these edges when doing a single shot on the good part, this would be a major repair. We could do this now cheaper, later for more money. This is more than a chip seal but less than a full construction. We can do some work on the shoulders with money from our road fund, but chip sealing is only every 8-10 years. We will look at Bob's report.

VII. Committee reports:

Policy: Road fee question, it is already published. When is it triggered? It is stated in the ACC document for new construction. What about 162 Discovery Way and Youngren logging, which are not permit-related? Do we need to amend the bylaws to set this up? Chris will look into this.

Architecture: Nothing.

Nominations: Nothing.

Firewise: Covered.

Roads: Covered

VIII. New business

A. Drainage ditches along Discovery way from about 500 to 240 need cleaning out, Ron Griffin? It is mostly the uphill side, a few squashed culverts. David will contact Ron, Brian will point out the areas to be worked on.

B. Tree work needed at burn pile and at the bottom of the hill? Tree work in exchange for road fee? OK, but needs to be fair market price. Proposal needs to be in writing, transaction should be on the books. Need a competing price, so get another bid. Bob will write up a request for bids, will submit it to us.

C. Establishing a rate for charging for heavy truck road use – by mile as opposed to by truckload, Bob suggests. Bob could put this in his report. There is a formula for determining relative impact.

D. Developing a plan for the mailbox addition – It will cost a couple hundred dollars to do it ourselves. We would need materials for about \$200-\$250, Bob could do it, a contractor would need about 10 hours and charge about \$60-\$125 per hour. This is for a new tier, or we could free up a few more spots for now. Bob says we can consolidate for now, do the new tier later. Bob and David will do the consolidation and notify the Franks.

E. Shane Perry and road fee; road fee is on the website. David will send out the schedule of fees to everyone.

F. Annual dues? Mike says we could offer it but not offer an incentive or discount. We could offer annual, semi-annual, monthly. We could send out a notice with the next dues invoice.

G. Delinquent dues

H. President Emeritus – institutional memory

IX. Next meeting: Monday, April 26 at 3:00

X. Adjournment: 5:25.