

Orcas Highlands Association Board Meeting

August 30, 2021, 3:00

<https://us02web.zoom.us/j/81859716335?pwd=eC9rbHFHd2lIUThpUEFxdUh3RythZz09>

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

II. Call to order: 3:01.

III. Approval of minutes from April 26 – approved.

IV. President's report: covered below.

V. Treasurer's report: All information for audit submitted to Vandal.

VI. Old business

A. Road use fee – Youngren paid yet? The amount has been communicated to him, no response yet. Mike will prepare an invoice, Chris will hand it to him.

B. Plan for mailbox addition – Bob took care of 445 Lindsay. Question of how to proceed with creating more space. David will send an email to the community asking for large box owners to go smaller and for anyone not using their box. If little response, we need to expand the structure.

VII. Committee reports:

Policy: Chris is working on revisions.

Architecture: Nothing currently.

Nominations: Jens will not be running again. The board will put out a call for candidates to the membership at large.

Firewise: See below.

Roads: Still waiting on Tim Segault to mow. We will call him again.

VIII. New business

A. Election of officers – president is Chris, VP is Brian, secretary is David, treasurer is Mike.

B. Financial items from Chris:

1. Bookkeeping (maintaining records and procedure review)

2. Review our financial condition—AR & Cash on Hand; fire mitigation assessment start

From Mike:

1. I think we will go over the A/P procedures (weekly). We will also look at the FYE (6/30/21) financials that will be the audit numbers. Going forward I will update after each fiscal quarter a comparison to budget versus actual.

2. We might want to address either petty cash or a debit card for envelopes, paper and stamps. Just a thought to meet the small items needed to operate. Debit card has been acquired.

Payment procedure: Patti sends out bills she needs to pay to Chris, Mike, and David, they approve the payment. The \$50 increase for fire mitigation will start with the September invoice.

C. Update on our next fire prevention move. Identify the next project to tackle. Soliciting Bids.

Brian thinks we might want to work from bottom to top. Bob thinks we should start with the right of way, that we could have volunteer labor do some of this. Sea spray below the road needs professionals, as do the forests. Grinding is an alternative to burning. We could have volunteers cut small stuff and stack on side of road, hire professional to come and chip it. Or we could rent a chipper and chip ourselves. The board will inform members that one of our fire mitigation efforts will start on right of way/roadsides in the near future. We might want to use our money to take out the most dangerous trees in the right of way that are in danger of falling. Brian, Bob, and David will form a committee to get this project started. We will start this project once the mowing is done. We can rent a chipper, if it goes well, we might want to think about buying one, though they are very expensive. We need a project manager when we do our projects. We will want to chip before we burn. Bob will put a plan together, send to Brian and David.

D. Newsletter? Next one will be end of September. Do we want to try it out this year for 2, 3 or 4 editions? If so, bring some content for David to insert. Feel free to pass it to David before the meeting. How often do we want to publish a newsletter? Do we want to mail it? publish it on the website? both? We can email it to everyone who has provided us with an email address. Patti will mail to people who get their invoice in the mail.

E. Aside from potlucks what other themes can we meet around (per Bob's ideas)? Let's see if we can come up with at least one additional member gathering and decide on a date? June? July?

F. Do we need a neighborhood watch Committee per Lee's email? Can this be a very informal thing? Do we already have something close to it? Or do we want something a bit more formal and structured? We just need to be alert and aware for now since it doesn't appear that we have a crime problem in the Highlands.

G. Raising our insurance limits and coverage on general liability – Based on quotes Lee Goodwin solicited and received from our insurance carrier, we approved a motion to double our coverage for casualty losses for only \$222.00 more per year.

H. Do we have a process for imposing liens and keeping track of them? Chris has gathered the documents for this, he will talk to Marcia to make sure he has all the records. Chris took care of the lien on the Murphy property. We will still have something to bring to the title company once an escrow is opened.

I. 196 Discovery Brian Pearson – trespassing twice in last 4/5 years. Wants map more clearly drawn.

J. Ombudsman – Bob Burke – Wants to spread the load of calls to the board. This would be someone for members to contact with issues. David will include in the newsletter the names and phone numbers of the board members to give members additional avenues for raising questions or concerns.

K. We should have a burn day this fall as soon as fire permits are available. Or we could try chipping this year.

IX. Next meeting: Oct. 25

X. Adjournment: 5:24.