

All Committee Reports for December 1, 2018 Board Meeting

PF Community Liaison Report

November 26, 2018

Steve Meyers

1. Painted the Pine Forest sign lettering. Hard to tell the difference, because it's in such bad shape.
2. Started checking pump houses once a week. Taking readings of volume/hours pumped, as well as temperature, and, at the mid-station, PSI, then providing to Doug Hale. Robin is going to set up a drop box to allow Doug and Board access to pump house readings and other water issues.
3. Doug and I changed batteries in the transmitters. Doug identified some required fixes which he will report on. We both think that the trees growing around the Yellowleaf tank should be cut down.
4. Andy completed the lower pump house access road quick fix. This is a big improvement but a more permanent solution should not be forgotten.
5. Andy completed Nighthawk Road drainage fix. Installed culverts, removed stumps, added gravel, and widened the road at the corner at the lower end. Have already received positive feedback. Will see what happens after heavy rain and snow melt.
6. Andy removed stumps other from thinning operation along Longleaf Road. This should allow snow to be pushed further off the road and reduce damage to plows.
7. Andy fixed a water leak at lot 171 (meter).
8. Spent some time with Andy identifying road issues and future projects which I provided to Jim.
9. No big complaints regarding garbage. Only had to pick up trash one time. Still get a fair number of cardboard boxes and a few other odds and ends. Did notice that we had to use both dumpsters several times. I don't think this is coming from outside PF. We had a nice fall and I think a number of folks took advantage and spent some more time here after the smoke cleared.
10. Andy is aware of the possible water leak on North BlackJack between Emmet's and Gustasons'. He has been keeping an eye on it and it's looking more like a leak than a spring.
11. I only saw a couple vehicles that I thought were possibly hunters in the subdivision this year.
12. Have not seen many cars driving fast in the subdivision. The contractors working on upper Nighthawk this summer have been very cautious driving in and out.

Administrative Committee Report
Anne Fox – November 26, 2018

The Administration Committee is tasked with review of the contents of various file boxes containing historic PFHOA records. The status to date is as follows:

Actions To Date:

- 1) Forest Health/FireWise: Reviewed by Anne Anderson and Lynn Lewicki complete. Files in possession of Heather Dean. Will need to determine what docs should be scanned.
- 2) Record of History by Lots: In process of review by Anne Fox. Data entered on spreadsheet. 30% complete.
- 3) Bills Records: Heather is working to consolidate & better organize QuickBooks records transferred in from paper records.
- 4) Records Not Yet Organized: Under review by Heather and Steve. They are entering information on an electronic database to record & organize them. About 10% of box reviewed.
- 4) Water System Records: These records are split between Bill Ellis and Doug Hale. Status unknown.

Committee Priorities Identified:

- 1) Need to document history of issues: water/fire resistance measures; common spaces; garbage; other?
- 2) Need online archives
- 3) Need better accounting/finance records (easily referenced) to back up expenditures and to make available as needed (by board) or requested (by owners)
- 4) Decide what is important to keep/scan
- 5) Review contents of all boxes; decide on priorities to keep or to toss; organize for scanning
- 6) Time frame: prior to annual meeting....May 1 completion goal.
- 7) AA's Thought: Create a Social Committee to create a New Owners Packet (available online) and to plan an annual PF potluck (wine/beer/hors d'oeuvres) to encourage more interaction between PF owners and perhaps thereby improve overall positive environment within the community. AFox included this idea, along with a request for interest in heading up a social "event," in the Fall 2018 Pine Cone Review. No response from owners.

Architectural Committee Report – December 2018
Robin Jeffers

Current Building and Site Change Projects

AC Approval Date	Action	Address/Lot#	Owners	Contractor	Project Start Date	Project Status
7/2015 (approx)	Extend garage construction deposit refund deadline to Sept 30, 2017	14 N Blackjack	Elaine/Layne Gustafson	Gustafson	7/2015 (approx)	Incomplete* owners forfeited refundable portion of building deposit
4/5/2018	Add room to primary residence	62 Nighthawk	Chappelle	unknown	7/11/18	Incomplete
5/21/18	Ancillary structure: shed	Lot 158	O'Farrell	AC did not receive this information	AC did not receive this information	Incomplete
5/27/18	Site change: road, bldg. pad, trenches for septic, power and water line	Lot 48	Hopkins	owner	5/25/2018	Incomplete
AC was notified. Approval was not sought.	Remove two trees: 12" and 18"	Lot 17C	Olezko			Incomplete? Inquiry email bounced
9/25/18	Driveway improvement	Lot 38	Fox			Incomplete
10/3/18	Exterior remodel: add roof to porch	Lot 187	Scott	owner		Incomplete—needs trim and staining

*Red indicates a problem.

Recently Completed Projects

AC Approval Date	Action	Address/Lot#	Owners	Contractor	Project Start Date	Project Status
9/29/18	Ancillary structure: wood shed	Lot 85C	Dean/Meyers	owner	9/30/18	Complete
7/1/18	Site change	Lot 145	Pam/Byron			Complete
4/5/2018	Tree removal	Lot 126	Solomon	unknown		Complete

Outstanding requests for approval

None

Governance Committee Report - November 30, 2018

Anne Fox

Brief Summary of Meeting with CLG, Condominium Law Group

I met with with CLG on behalf of the Board to discuss a number of issues. My husband, Jon Fox, attended the meeting with me to act as another PF representative and to learn more about PFHOA insurance policies. Jon will assume the responsibility to investigate the adequate, or not, coverage of those policies. A summary follows below and at the very end, after my summary is a copy of the follow-up letter from our contact at CLG, Jennifer Mullin de Winter.

1) Bylaw Review:

The original intent was to ask CLG to conduct a thorough review of the PFHOA's bylaws for their set fee of \$1200. Because we have no legal expertise on the PF Governance Committee, and I am now chair, I felt it important to secure a legal opinion. I informed the committee of this decision and asked for comments.

What I found out is that there is a hierarchy of governing documents and statues we are obliged to follow as a WA State HOA. It is as follows: State laws; City or County ordinances and laws; Survey Maps and Plans or Plat Maps; Declarations (Covenants); Articles of Incorporation; Bylaws; Rules and Regs; Policies; Resolutions.

PFHOA has conflicts between all its documents, including with state law. The issue is way more complex than I first understood.

There is a new statute, RCW64.90, Washington Uniform Common Interest Ownership Act (WUCIOA) that applies to HOAs, and other common interest associations, that were formed after July 1, 2018. CLG suggested PFHOA may want to adopt this new statute, a process in itself, rather than hire CLG to rewrite their bylaws. I have a number of questions. But the takeaway is that we have more work to do before considering whether or not we want to hire CLG to evaluate our bylaws or we want to consider adoption of the new statute. Looking ahead at that possible scenario, not one I'm endorsing one way or the other, is how does it then mesh with what we have written or, if something in the PFHOA docs include provisions not in the statute, how does that work.

Ken also commented that we have "common practices that go back years" but that are not necessarily in sync with either bylaws or covenants, or state law for that matter. He suggested that any rewrite, or adoption, should reflect today's "operating realities". For example, we talked about merging lots without requiring owners to continue to pay dues, etc., on the merged lot. That has resulted in a big loss of income but is not something realistically we can go back on at this point in time.

2) Fees:

Fee assessments must be based on substance, in other words true costs. For example a water fee need to effectively cost out water system costs and the fee must be defensible.

3) Rentals:

It is not clear from my discussion with CLG that rentals may be prohibited. The issue requires more research.

4) Insurance:

Ken recommended two insurance companies that have experience covering HOAs. They are as follows below. We need to assess our board liability coverage; it appears we have no property coverage at all (road washout; pump house disaster, etc) and no fidelity coverage (theft of PF funds...unlikely so fee is low but still is advisable to have coverage).

Another area of interest to find out more about is disaster coverage....fire is the obvious one.

HUB International, Dennis Boyd; 425-485-8489 Dennis.Boyd@hubinternational.com

Community Association Underwriters, 800-228-1930

American Family Insurance, Steve Weidenbach;
509-933-2200 sweidenb@amfam.com (Steve is in Ellensburg)

Roads Committee Report – November 26, 2018

Jim Wurzer

1. Cut the hill down on Summer Road above Charlie's Way. At the same time replace water line and put electric line in conduit.
2. Cut the hill down on South Blackjack above Charlie's Way and Longleaf. Widen where possible.
3. Fix drainage problem on Red Pine.
4. Raise and widen North Blackjack in front of dumpsters (would help WasteWise in winter)
5. Fix drainage problem on Whitebark near Lot 49./
6. Cut down hill on Sugar Pine above intersection of Whitebark.
7. Remove stumps and widen North Blackjack north of Pond Road intersection.
8. Improve sight distance and widen Summer Road just above Contractor parking.

9. Widen and add pull-outs where possible on South Blackjack between Mugo and the lower Yellowleaf intersection.

10. Widen Nighthawk in vicinity of Daisy Lane to the top.

11. Remove remaining tree stumps in right-of-way along all roads.

12. Grind stump at intersection of South Blackjack and Yellowleaf.

13. Permanent fix for lower pump house road (water issue).

Comments:

- All these came from my meeting with Andy except the Sugar Pine fix. Seems like something needs to be done there. Steve
- From AFox: Additional identification of areas for pullouts to meet Fire Safety needs?
- Andy has removed tree stumps on Longleaf and Nighthawk.

Treasurers Report
December 1 2018 Board Meeting
Submitted by Heather Dean

1) We will be significantly under budget (> \$10,000) on management costs, since we shifted from a paid general manager to a volunteer community liaison. There may be some minor overages in other categories, but they are not currently looking to be substantial.

2) We need to establish a policy regarding phased payment of fees. At least one previous president & treasurer allowed at least one such phasing, without penalty. Except in unusual circumstances, I would think it would be something that we either don't allow at all or offer to everyone. It may be something that the budget could handle, since at least some of our biggest expenses are split between first half & second half of our new FY, but it would require two rounds of invoicing, which would entail greater time (if done by a volunteer) or expense (if done by our accountant/bookkeeper). At a minimum, I would think that opting for phasing would include paying an additional fee to cover the additional cost.

3) I am projecting a budget shortfall for the common areas thinning, in the neighborhood of \$4800 plus the common area's share of the slash burning costs, which won't be substantial. I am projecting a much smaller shortfall in the private property portion of the fuelbreaks thinning. (It's currently ~\$100 "in the black.") These projections do *not* include the financial donations (\$14,125) contributed by a number of owners. There are at least three options to cover the common area shortfall: 1) getting owner approval for another special assessment; 2) using the donations to cover the common area shortfall; or 3) reprogramming funds budgeted for chipping (\$3000) &/or a Summer Road turnout (\$5000). I recommend option 3 because a) use of the Summer Road landing has created a *de facto* turnout that should be adequate at least temporarily; b) we were able to do a good amount of ladder fuel chipping with the unexpected grant we received this autumn; c) covering the common area shortfall wouldn't require all of those budgeted funds, so there would still be some left to, say, use for additional chipping; & d) owners should bear the cost of the common area thinning equally, rather than its being funded by only those who made donations & those who opted in, the latter of which would realize a reduced benefit from the donations if we used them to covered the common area shortfall.

4) We moved to record a lien against an owner who was in arrears on two different invoices, one of which was more than a year overdue. (The owner's response to reminders indicated that payment was unlikely to be forthcoming.) Instead, we received payment on the very day I was en route to record the lien. Luckily, the timing saved us the \$100 recording fee, but, while the lien would have required payment of the \$400 attorney's fees for its preparation, the fact that the payment rendered the lien moot meant—I think—that we lost the ability to recoup those funds. I don't think our by-laws or covenants address recouping such funds in those situations, & I wonder if we need to update the language or—if we can—our "fee schedule" to

state explicitly both *when* we will move to file a lien & that, once we reach that point, the costs associated with the lien go to the debt owed by that owner.

Trails Committee Report

Christina Schuetz – November 26, 2018

Hi Anne!

No headway for the trail committee; I reached out to the gang last week asking for input (once again) to the spreadsheet I put together in July. Given the holidays are upon us and hopefully an abundance of snow in the not too distant future, I'm giving us until early in the New Year to revisit collecting what we know about our trails and formulate a plan for the spring. Radio silence from committee members doesn't give me much confidence but I'm willing to give it another try to rally them!

That said, Steve asked me to present "goodies for the groomers" and discuss whether PF should pay for grooming the access trail at our next 'trails meeting'.

My opinion: whoever wants to put goodies in the mailbox at Dave and Betsy's should feel free to do so; sorry, I'm not interested at all in organizing something like that.

Heather mentioned there was a FaceBook post from Dave...perhaps just pushing that to all PF members would make all aware of the opportunity?

As for grooming payment, not sure if MT approached us for payment, but in the past, we've supported that on a volunteer basis. Folks could send in 'donation' checks along with dues payment. Ultimately up to the board but I'm pretty sure not everyone in the PF community would be pleased if we use \$ to support grooming of the access trail, especially the non-skiers. However, since the PF access has now been groomed for years, and as a holder of a mid-week pass, I expect them to continue to groom it.

Let me know if you have any questions or need anything else for the meeting (or in a different format!). Wishing you and your family a Happy Thanksgiving!

Christina Schuetz
November 19, 2018

Doug Hale December 1, 2018 Water Oversight Report
Comments by AFox and Replies to Comments by DHale

On Thu, Nov 15, 2018 at 8:21 AM Doug Hale <alpenviro@yahoo.com> wrote:
Anne,

There are a few things to be anticipating or considering.

Of first importance is the tank cleaning project. I received an email this week from the Liquivision scheduler, who said that they planned to do the cleaning at the end of January. In talking with Steve, it sounds like this will not be an option. He said that there will likely be four feet of snow on the ground, making it impossible to access the sites. If you concur that January is not an option, I will relay this to the scheduler and ask that it be moved to May or later in 2019.

While we were changing radio batteries, I noticed that the lids of the upper reservoir (Nighthawk Ridge Rd) have large concrete rings surrounding them with a small hatch in the top. In order for the divers to access the tanks, they will need the heavy concrete lids removed. This can only be done with an excavator capable of climbing onto the top of the tank. Looking through my photos, it appears the same situation exists at the other two locations. This information should have been identified in the initial communications with the company but since I was not involved at that point, I don't know what plans might have been in place to deal with it. Just something to be aware of in anticipation of the work if you were not already.

AFox Question: Doug, is this something you would be best to call about since you know the Liquivision folks and have had experience with tank cleaning?

DHale Answer: When the application was filled out for the Liquivision project, one of the questions they ask is what the dimensions of the tank openings are. My comments were more for the association's benefit than for the contractor. It is our responsibility to make sure they have access, so I just wanted to be sure that this was recognized ahead of time and that the kids are already off when the divers finally show up. I'm assuming this would be something Andy would do.

There are some upgrades that would be good to plan for on the upper reservoir. When the system receives its next inspection, I'm sure the surveyor will identify the air vents as potential pathways for contamination. All openings are required to be downward-facing so that rain or snowmelt cannot flow into them. Currently, the vents are vertical pipes with holes drilled in the sides and then screened. It would be fairly simple to retrofit these. One of the vents has a base fitting that is severely cracked and held together with radiator clamps. The cracked and unglued fitting has the potential to allow contaminated water to seep down and drip into the reservoir. I also noticed that

the conduit fitting for the reservoir control wire is not sealed, which could allow for insects to access it.

AFox Question: Great observations. Thanks. Is this something Liquivision can handle for us and that we should add to the contract?

Doug Hale Answer: I don't believe the repairs to the fittings will be something Liquivision will handle. They do repairs to the tanks themselves, such as epoxy, linings, patches, etc., but I don't think they are prepared to replace fittings and other accessory items. This is something that you might do yourselves or have Andy do it. There is some dirt piled up around the cracked fitting, so it will need to be carefully cleaned prior to replacing to avoid contamination.

The vents on the Umbrella Pine reservoir are properly constructed with downward-facing openings. However, the screen over the openings is large mesh screen that will block rodents and birds but not insects. This should be swapped for a 24-mesh steel screen (window screen). If you want me to make that modification, I can do so for minimal cost, or it is simple enough that Steve could do it as well.

AFox Question: My vote is for you to do it but would first check with Steve. Can you let me know what "minimal cost" is?

DHale Answer: I can certainly handle the screen. It would be about 15 minutes and a couple dollars for the screen material. Once exposed, I can do the drain line as well. This should just be hand digging. You might ask Brad about what is at the location in question—I don't know what should be there. I'm just assuming there is a drain line that should end at the spot.

I also noticed that the drain location for the upper reservoir appears to have become buried. This should be dug out and the openings of pipes should also be fitted with window screen to prevent access. The reservoir drains at the Lodgepole Drive tank are in good shape and properly screened. I didn't notice the drains at the Umbrella Road tank but will check it in the spring if not before. **Again, can you fit the screens if we dig out the drain opening? Does "digging out" require machinery or is it a hand labor task?**

We were able to get the batteries changed and now that we know the process, this should only take a half-hour next fall. Thanks to Steve for giving up some time yesterday to run around and try to figure it out with me.

AFox Question: Thanks. Steve told me about it. Sounded to be quite the process. It also sounded as if you may not know where all the battery replacements are required. I've asked Steve to try to get that answer from Brad.

DHale Answer: Steve indicated that he found a third antenna that needed a battery. There are only six in the system and we checked the others. It looks like all are accounted for now.

We discovered that the breakers for the heaters were shut off, so we switched them on. Apparently, Brad was in the habit of turning those off during the summer, which makes sense but wasn't something we had anticipated. Fortunately, we discovered it

before something froze. There are two heaters in the lower well house and it looks like one is working and one is not. Only one is necessary, but it might be a good idea to have both working just for the sake of redundancy. This is the least accessible site during the winter. **Steve is going to do some checking to see if we can find an electrician in The Valley who will actually show up as scheduled and agree to do the work.**

That's all I can think of at the moment. The improvements to the lower well house road are a good start. One suggestion for next year is to keep the grass mowed down around the pump house and wells just so everything isn't overgrown. **Definite yes on the mowing, not just for access but also for fire. I also noticed in my walk to check out the temporary road improvement fix that the pump house has no fire protection materials in its construction.**

Additional Comments From Steve Meyers:

Steve & Doug also concurred that we should include on our "wish list" removing the trees on top of the berm at the Lodgepole reservoir (lest their roots work their way into the tank, which the divers will see if that has happened).