

Pine Forest Board MEETING MINUTES

January 5, 2016

PRESENT: Kim Walter, Kent Hitch, Heather Dean, and Lyn Frisch and Anne Fox.
Via phone-Brad Sawtell.

GUEST: Robin Jeffers to discuss how the Architecture Committee can improve communication with the board. Robin left meeting during budget report.
Meeting started 5:06 pm

Minutes read and approved from last meeting.

ACTION ITEMS:

2016 BUDGET

Timber sale-how to pay for it

Fire Wise-How much can we do this year within the budget constraints

Architecture committee report to board

Water leak follow up

Survey to members regarding priorities for PF monies/board.

Architecture Committee-

*Board approved and appointed Robin Jeffers as chair of the Architecture Committee and Robin accepted.

1. Currently there are 3 members on the AC (Architecture Committee), Brendan Connelly who is an architect, Crosby Carpenter and Robin Jeffers. Both AC and PF board would like to improve communication between the two and the board asked Robin to submit an AC report at each board meeting to address that issue as well as what's being done as far as building projects in PF. Anne suggested the group consider developing a "Welcome Package" to new home and landowners.

The AC wants to avoid another incident where the board over rode their recommendations regarding a home's exterior finish/plans in 2015. (Lot #1)

Robin reported that the AC is working on a number of items-

2. Have photos of all structures in PF as a reference for what is currently built as a resource to the AC and new builders.
3. AC to look at covenants with the idea to clarify and update them as well incorporate Fire Wise recommendations.
4. Update PF's web sight information regarding AC issues.
5. Come up with ideas for new PF entrance sign. (Budget not established at this time) AC will pursue this issue at whatever pint a budget is agreed upon.
6. Develop a "check list" to assist builders on what the process is and what is required to build in PF. (Cost of water and electrical hook up, review and

approval of plans, building completion dates etc). The AC hopes to have the rough draft of this checklist to the board by Presidents Weekend for review. The AC is looking at both Edlewise and Wolf Ridge's checklist form as an example.

7. Clarify what documentation/records the AC should keep.

TREASURE'S REPORT

Current bank account status as of the end of 2015 was \$54,608.17 for the Reserve Fund CD, \$42,453.86 for the Checking account and \$6,500.88 for the Building Deposit Saving Account. Adjusting for the five (5) checks that have not cleared the bank the checking balance is \$38,352. Kent is recommending converting the CD to the checking account since interest is only one-tenth of one percent (less than \$5 per month). The CD expires in February 2016 so there will be no fees or loss of interest.

PFOA made 109 disbursements (paper checks, electronic checks and bank transfers) during 2015. PFOA processed 166 inbound checks during that time.

2015 was a good year for collection of dues. Two parties remain with outstanding balances. One had not paid any dues or fees since 2009. The outstanding balance was over \$4,400. We now have a good address and the individual has begun making payments on account. The other party has been contacted four times in writing and by telephone and no payment is forthcoming.

Kent is planning to invoice all parties who have begun construction or have any structure on lots with the home rate during 2016.

Cash flow remains positive, and above minimum balances to avoid bank charges, until the expected arrival of funds from 2016 invoices for dues and fees.

The technology to issue e-mail attached invoices during 2016 has been tested. A new e-mail address has been arranged, treasurer@pine-forest.org, for use on the reply to invoices. MethowNet has arranged to transfer any e-mail to Kent's address.

Invoices for dues/fees will be sent out via email this year.

BUDGET DISCUSSION

*Board voted to initiate late fees on dues/fees that are paid 60 days late and another charge at 6 months past due. (\$25.00 at 60 days and \$100.00 at 6 months) This information will be posted on the web site.

*Board voted to have the treasurer, at their discretion place a lien on properties as needed. (Property taxes not paid, unfinished building, no building permit Etc)

*Board voted to begin charging full dues on a lot beginning 2016 when any structure is built on the lot, even if there is no water hook up to the structure. (Includes wood sheds, storage sheds etc.) Lots #1, and #119 will be excluded from this as they have all ready started building this year.

A lengthy and thoughtful discussion followed reviewing current costs and income for PF, with Fire Wise activities and forest health being the priority issue or focus.

Ideally the board would like to move forward with forest thinning as planned starting this spring, but with timber prices down we may not have enough funds to do so without cashing in our CD or finding emergency monies.

Brad informed the board of some of Edelweiss's fees, as PF's dues are lower than other developments in the area. We are the only development that does not charge extra for heavy water users, and we decided we would not do so when the water meters were placed.

Edelweiss charges \$4200.00 for a building fee, \$3540.00 for water hook up, and snow removal is divided up amongst the homes at the end of the year. (Costs varies depending on the amount of snow every year, heavy year might be as high as \$2500.00 per household) PF charges a refundable \$2000.00 building fee and \$2000.00 for water hook up. Snow plowing is paid from dues.

The board considered dues increase versus a one-time assessment to help pay for forest health, which will be an on-going expense-not, just this one time. The *board voted to increase yearly dues by \$250.00 as suggested by Lyn. Kent proposed an alternative, an increase \$125.00 this year, and again in 2017 for a total of \$250.00. This will allow PF to have a cushion of \$15,000.00 a year for savings and to pay for additional projects. The board believes the membership sent a strong message 2 years ago. More services and amenities are expected and desired, and given the fire threat to PF the past two years forest health/thinning should move forward.

MANAGERS REPORT

Brad reported that there is a substantial water leak in our system. He guesses it will cost around 5- 10 thousand for a consultant to find the leak, then additional costs for repairs in the spring after the ground has thawed.

Brad checked on the Fire Wise web sight and announced that Pine Forest is a recognized Fire Wise Community. The board thanked Heather and her committee for their hard work and commitment.

OTHER BUSSINESS

*The board reviewed Brad's salary and voted to give him a one-time bonus of \$1500.00, and keep his salary the same.

Lyn passed out a suggested format for voting via mail for the membership meetings, this will be discussed at another meeting.

Lyn announced to the board that due to the declining health of her parents and the added time for caring for both of them she would be resigning from the board effective January 31, 2016.

The board discussed how to fill Lyn's position and decided to ask Robin Jeffers if she wants to serve on the board. (Robin has made it know to the board that she was interested in serving on the board) Anne will call and discuss with Robin.

Meeting adjourned at 8:10pm

Minutes submitted by Lyn Frisch