

**PFOA Board of Directors Meeting**  
**June 4, 2016**  
**Minutes**

All board members and the Pine Forest Manager were present at the meeting.

**Board Activities**

Washington laws governing homeowner associations require the following:

- Board meetings to be open to members and members to be notified of the meeting time, date, location at least two weeks prior to the meeting (RCW 64.38.035)
- Budgets to be voted on by members attending a meeting called to ratify the budget. No member quorum is required at the meeting. If a majority of members attending the meeting approves the budget, it is passed. (RCW 64.38.025)
- The Board agreed that it needs to abide by these laws. All future board meetings will be open to the PFOA membership. Members will be notified via email of meeting dates, location, agenda. At the same time the email is sent, the information will also be posted on the Pine Forest web page.
- A motion to increase the number of board meetings per year from 4 to 6 was passed.
- A motion to send out another member survey to determine the best meeting dates was passed.
- A motion to appoint Heather Dean as Vice President of the Board was passed unanimously.

**Treasurer's Report**

The treasurer presented three documents

1. Bank account balances April 2015-May 2016
2. Cashflow: Income/Expenses thus far in 2016 and projected (recurring) expenses for the rest of 2016 and Jan-May 2017. The figures are presented 2 ways—including and not including the approximately \$50,000 from the cashed-in CD. Without the \$50,000 the projection shows an estimated deficit of \$576.00
3. Detail of recurring expense totals from Doc 2 by month.

The documents were presented to make the case that without dipping into the money from the cashed in CD, the association is projected to be approximately \$575 underfunded by the May 2017.

Board members requested that the treasurer review and report back on road maintenance expenditures for 2015 because the board wants to respond to the member claim that the \$760.54 expenditure reported for that year indicates that the board does not care about the quality of Pine Forest roads. The treasurer agreed to do so.

### **Pine Forest Maintenance**

A motion to draft specifications for road maintenance was passed unanimously and becomes an action item at the next board meeting. Brad Sawtell is the lead.

### **Pine Forest Manager's Report**

- By October 1, 2 of the 3 water tanks must and will be cleaned.
- By July 1 the water quality test results will be posted to the Pine Forest web page
- By July 1 Brad will have read the water meters again.
- There is a bid for \$2200 to spend two days locating any water system leaks. The earliest date for getting this work done is June 21. Brad asked the board to vote whether or not to proceed with this work/expense.
- At Brad's request a bid was provided for work upgrading the water system. Since the board has not authorized the work Brad asks the board to pay the person who invested his own time (2-3 hours) preparing the bid.

The board decided to discuss the budget before acting on the two proposed expenses.

Subsequently a motion was passed to postpone pumphouse repair to a future year and to develop a plan for water system maintenance. Development of the plan becomes an agenda item for the next board meeting.

### **Firewise/Timber Harvest**

The board decided to proceed with planning a timber harvest. No action requiring PFOA funds will be taken without a member vote.

### **Website Responsibilities**

Rather than have communication with our webmaster be the responsibility of one board member, in future responsibility will be distributed as follows:

- Board Treasurer: financial information
- Board secretary: posting of meeting minutes

- Chair of Firewise Committee: all matters relating to Firewise and forest health
- Remaining board member other than president: everything else