

PFOA Board of Directors Meeting
March 25, 2017
Minutes

- Board members Kim Walter (by phone), Heather Dean, Robin Jeffers (by phone), Jim Wurzer, Anne Fox and Pine Forest Manager Brad Sawtell were present.
- 5 PFOA members attended.
- The meeting was held at Methow Conservancy office in Winthrop.

Treasurer's Report

Heather explained the structure of the table she provided (table is at the end of minutes).

Action: The board unanimously approved the motion to repay the \$10,000 loan Kim made to PFOA treasury to cover outstanding expenses.

Pine Forest Manager's Report

Water System

- Water sample test was passed.
- After researching prices Brad has hired a company to do the required cleaning of water tanks. Cost will be around \$3600.
- Brad will schedule the required Dept of Health inspection of our water system once snow is gone. Cost will be about \$600 and Dept of Health will send PFOA a report once the inspection is completed.
- Beaver Creek Well Service ordered the wrong size flow meters, so Brad is awaiting arrival of the proper size ones.

Action: Brad will provide estimate of installation date for the meters after he meets with Jake Whipple on Monday.

Update: Brad will have Jake Wipple pull the mid and upper flow meters. Brad writes, "Hopefully they can be repaired instead of replaced."

Action: Board unanimously approved purchase of 3rd flow meter

Roads

- Winter closing of upper Summer Road has kept the road in better shape than it was in when it wasn't closed. However, Brad anticipates more runoff from snow melt and need for repairs
- Heather reported on a small landslide that has filled up a portion of a Summer Road ditch.
- A possible water leak at the intersection of Summer and Nighthawk now appears to be snow runoff.

Garbage

The items showing up in the garbage that didn't belong there: 1 TV, 1 VCR. Folks who insist on putting items in the trash that don't belong there are, in fact, shoving their own responsibility, financial costs included, onto Brad and PFOA, since PFOA reimburses Brad for the \$\$ he spends taking this trash to the dump.

Signage

Action: Jim will work with Brad on signage to help firefighters maneuver on Pine Forest roads.

Board Election Preparations

There will be 2-3 positions open on the board to be voted on at the annual meeting. Jim is in charge of recruitment and of setting up the elections at the annual meeting.

Action: Jim will draft a recruitment letter to PFOA members for Kim to send out.

Budget Development

Anne presented three options for a possible budget, one with no increase in association dues, one with a 10% increase, and one with a 20% increase. Extensive discussion followed, addressing two primary budget goals: maintaining Pine Forest and achieving forest health.

Action: Budget development will continue in a sub-committee chaired by Anne. Members are Jim and Brad. Joan Cady, who has experience in budget development, is joining the committee. The committee is charged with bringing to the next board meeting 1) two options for an operating budget to cover routine and unexpected maintenance and replacement of the reserve fund, and 2) to present the concept of a capital plan to owners with options for capital projects.

Action: The Capital Plan, and budget options will be presented at the May 6 board meeting for review.

Timber Thinning

Heather reported on her study of ways to reduce costs, preliminary work that will culminate with a presentation at the annual meeting of options. Among the cost-cutting options are

- Doing no slash chipping—40% of last fall's costs were for slash chipping. The problem with slash piles: they have to be burned or they become fire hazards.
- Leaving non-merchantable trees, possibly including dead ones, out of the harvest. If owners wanted these trees cut, they would be charged per tree for removal.

Action: Heather will be working with the budget committee since timber thinning costs will be addressed in the capital plan. Heather and Jim will finalize plans to put to the owners for a vote.

Action: Heather will present a plan or a draft plan at the May 6 board meeting.

Firewise

- PF has received its Firewise Community designation for this year.
- PF still has to have a 2017 Firewise project--tbd

2017 Annual Meeting

- The meeting will be May 27.

- Jim will see about renting a room at Sun Mt.
- Meeting details will be ironed out at the next board meeting and communicated to members by email or, if no email has been provided, by snail mail.

The board meeting, which began at 2:30, moved into Executive Session at 4:45. There was no action taken during this session.

Next Board Meeting: May 6, 1pm. Location tbd.

Treasurer's Report 2017 March

Item, by Total	Amount-2016		Amount-YTD, 2017		
	Ordinary	Extraordinary	Ordinary	When Due	Extraordinary
Manager	\$30000.00	\$1500.00	\$5000.00		
Snowplowing	\$28782.00		\$14031.00	Jan & Dec	
Water Loan	\$28403.00			September	
Road Maintenance	\$15609.00			May, Jul, & Nov	
Water Tax					\$14304.00
Garbage	\$4513.00	\$415.00	\$1106.00		
Electricity	\$3347.00		\$1043.00		
Bookkeeping	\$3193.00		\$853.00		
Accounting	\$3010.00			May & Aug	\$355.00
Insurance	\$2835.00				
Water Permit & Testing	\$1755.00		\$620.00		
Admin Costs (Mtgs, Ofc Supps, PO Box, State Reg)	\$768.00				
Water Maintenance & Repairs	\$717.00				\$2942.00
Website	\$624.00		\$239.00		
Miscellaneous Hardware	\$298.00				
Taxes-County	\$233.00			April	

Special Use Permits-Rds & Wtr	\$220.00			December	
Legal Fees	\$0.00	\$450.00			
Total	\$124307.00	\$2365.00	\$22892.00	N/A	\$17601.00
	Additional Expenditures Expected:		\$101415.00		
	Current Bank Balance (Less Kim's Loan):		\$90040.00		
	Outstanding Dues:		\$45188.00		
	Total, Current Balance + Dues Owed:		\$135228.00		
	Surplus/Cushion:		\$33813.00		