

## Pine Forest Board Meeting January 14, 2018

Attendees: Jim Harrison, Heather Dean and Brad Sawtell by telephone. Anne Fox, Bill Ellis and Jim Wurzer in person. Non-Board member Jim Denovan. Meeting held at home of Anne Fox starting at 9AM.

**Item:** Approval of November 11, 2017 PF Board meeting minutes.

**Action:** **Approved unanimously without any changes.**

**Issue:** [Manager's report](#)

**Discussion:** PF had failed a water test by the state dated Dec 4<sup>th</sup>. This a rare occurrence for PF. New sample was tested by state and passed. The cause for failure was coliform contamination. The source of the contamination was not identified. The group discussed the idea that PF rents the second dumpster. When it is emptied it cost PF \$13. There is no charge when empty, which Brad reports is infrequent. A used one can be bought for \$500 to \$1,000. The payback would be about 4 and one-half years. Over the holidays the owners did a decent job of not putting recyclables or other inappropriate things in or by the dumpsters. A sign by the dumpsters defining appropriate use would be helpful. A good-sized sign with appropriate verbiage would cost less than \$150. Brad also reported on the status of new construction in PF

**Action:** **Board by unanimous vote authorized Brad to purchase a sign stating items not to be put into dumpsters. The Board will give input into the wording of such.**

**Action:** **Board by unanimous vote approved Brad to search for a dumpster and purchase it within the cost parameters mentioned above.**

**Item:** [Architectural Committee Report](#)

Report given on status of new projects. Only issue discussed was a way to improve the notification to the Committee of the date construction begins on projects. Brad has same problem of knowing when work starts on such. Heather expressed concern that owners who are building their own homes, without contractor help, should not be penalized for the time to build if they show consistent, ongoing progress in the work they intend to perform.

**Task:** Anne will work with Robin Jeffers on the notification issue. She will confirm the rule on certificate of occupancy on new construction. She will also mention to Robin Heather's concern.

**Item(s)** Unfinished business from November 11th Board meeting.

**Discussion:** Brad indicated that the wiring in mid-station pump house should be redone. Brad said Jake Whipple has not responded to his request to work on the wiring. Brad said it would

take some engineering to figure out a replacement wiring scheme. Paul Salliday is someone who might help since he did work on the wiring. He is retiring which might affect his willingness to advise PF.

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**Task:** Brad will pursue working with Paul and/or someone who can address the wiring in the mid-station. He may have to find someone in Wenatchee who has the ability to design it.

**Tasks:** (related to last Board meeting),

Brad, repair and place the sign at the “Y” that reminds motorists that they should have four-wheel drive vehicles in order to drive on PF roads in the winter.

Anne, send a request for donations to PF from landowners who benefited from the 2016 forest thinning project.

Anne, has set a date of May of this year to update the content of the PF web page. Also, Anne to send Firewise article in NYT to Heather and Jim Wurzer

Heather and Robin, will work together to document and summarize any property issues that conflict with the PF By-laws and Covenants by this spring.

Jim Wurzer, confirm the date of the Annual Meeting with Sun Mountain Resort. Also write a description of the parameters of Andy’s snow plowing routine.

General, members will be asked at the Annual Meeting to assist the Committees the Board members chair.

All Board members and Robin Jeffers will submit job descriptions for the specific roles in PF

**Item:** 2017 Budget

**Discussion:** Heather reported that had a small surplus from the 2017 budget. We have \$96,000 from the Shaded Fuel Breaks project and \$10,000 in construction deposits. The money in the Fuel Project is not part of the regular budget and is earmarked for the three-year Project. We have about \$37,000 in cash.

**Item:** 2018 Budget

Anne thinks we should work toward a \$100,000 reserve. Anne said that we did not charge members for money for a reserve fund in 2017 due to the extra items we asked the members to pay for the year. Anne asked if money would be an assessment or included as a dues increase. Jim Harrison said he thought it should be included in the regular dues. There was general

agreement it should be included in the dues and may constitute an increase that would be voted on by the membership in the May 2018 Annual Meeting.

**Item:** Bookkeeping Services

**Discussion:** Anne and Heather brought up the idea of Bart Bradshaw doing the bookkeeping for PF. Currently we use Kim Frye at Methow Valley Resources. The advantages of using Bart are: not relying on a Board member to perform the bookkeeping, Bart's knowledge from working Pine Forest Board Mtg. 1/14/18, page 3

with other HOA's in the Valley. The use of and the cost of Bart's services would be voted on by the Board.

**Action: Anne/Heather obtain a bid from Bart Bradshaw to perform bookkeeping services for PF. It passed unanimously by the Board.**

**Item:** Start of Fiscal Year for PF

Heather and Anne would like to move the commencement of the fiscal year for the PF budget to July 1 instead of January 1. This would mean a partial dues billing would occur in February and a second billing in the summer. The second billing would reflect the needs of the 2018-2019 budget. Under this change the budget could be approved at the Annual Meeting at the beginning of the fiscal year as opposed to approval at mid fiscal year. Jim Wurzer also supported the change because it would cover the cost of a snow removal season in its entirety. There was general consensus to change the Fiscal Year

**Action: The Board unanimously approved the change of the commencement of the PF fiscal year to July 1<sup>st</sup>.**

**Task:** Anne and Heather will determine the invoice amounts necessary to cover the first half of the year.

**Item:** Shaded Fuel Breaks Project

**Discussion:** Heather reported on the Project. 10.8 acres were treated this fall. The cost will be less than the work done in 2016. The main difference in cost savings was that we had one to three fallers rather than six this fall. Fallers are paid \$55 per hour. There are two loads of timber at Palm Construction that were not delivered to Vaagen Brothers Mill in Colville. They were not delivered because Palm did not provide trucks in a timely fashion. But the logs can be delivered in the spring with little loss of revenue to the Colville Vaagen Brothers Mill. This is because the timber in those loads is smallest (least valuable) of the merchantable logs cut. Heather has not received billing from Palm Construction and Bill Berrigan. Once they are submitted Heather will attempt to resolve the outstanding issues with Palm.

The management of this Project is very time consuming and stressful. All agreed that an immense sense of gratitude is due Heather Dean and Steve Meyers for performing this work. There is cut timber that is still stacked in PF that still needs to be dealt with. The use of one separate piece of equipment to load logs (like what was done this year) is better than the use of a self-loading truck. The reason being that you pay just for the loader operator during loading instead of during the entire load and haul. Heather has debriefed Saul (Brothers Fire) after the work was completed this season. Also, the idea of logging in winter did not work because of the lack of accessibility mainly due to difficult maneuvering of the roads in PF by logging trucks. Two big contributing factors are steep, slippery roads and the diversion of auto traffic.

Heather said Saul is very interested in continuing to work on the timber in PF.

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The Board realizes that projects like this are complex and time consuming. We have become timber contractors and have only done it for a few years. Heather has managed the timber work the last two years. The current Board has strived to tailor the timber work to the suggestions of the membership. The current Board has learned a considerable amount of knowledge on forestry practices. Jim Wurzer mentioned that the health of the forest on private property in PF is still a concern of his. Given Saul's interest in continuing the work in PF there might be some way to develop a plan to utilize their services to improve forest health in PF over time. Jim Wurzer suggested that we might be able to just hire them to do the work without having to involve government funding and the sometimes-onerous requirements that are tied to it.

**Item/Action: Heather will prepare a final report on the Shaded Fuel Breaks Project once we have received and resolved all the invoices for the work of the Project. The report will seek approval of the opt-in owners to continue the work this spring. This will also offer an opportunity for additional owners to also opt-in.**

**Item/Action:** Jim Wurzer to reconstitute the Firewire Committee and have that group meet.

**Item:** General issues

**Action: The Board asked Brad to schedule the cleaning of the water tanks. This will have to be done when access is gained to the tanks in the spring. Brad said this is an involved task which involves scuba divers going inside the tanks to clean them. Anne asked Bill Ellis to work with Brad to set up the long-term plan for the maintenance of the water system. Bill has agreed to do such.**

**Item:** By-Laws revision

**Discussion:** PF By-laws need revision. No one can recall when they were last revised. The current By-laws do not address Washington State Law which has been passed since they were written. They do not address issues of communication in the electronic age.

Jim Harrison suggests that the process to revise the By-laws be addressed at the next Annual Meeting. The Board intends to propose a vote to give the Board the permission to add to, improve and generally up-date the By-Laws. It should also allow for the use of proxy votes for the membership to approve the revisions the Board suggests.

**Action: There was unanimous support for the strategy.**

The Board went into Executive Session to discuss Liens and Duties of the Manager.

The meeting ended at about 11:30 AM

Next meeting of the Board is on Sunday March 25. It will be held in PF, location TBD.

Submitted by Jim Wurzer, Secretary