

Pine Forest Board Meeting Minutes

April 27, 2019

Complete committee reports will appear with meeting minutes on the PF website/Governance/Minutes/Board Meetings.

Meeting held at 7 Rodeo Dr, Pine Forest

Board Members in Attendance: Heather Dean, Robin Jeffers, Bill Ellis and by phone Jim Wurzer

Community Liaison Steve Meyers present

Documents appended to Minutes

The board meeting began around 2:00.

PF owner present: Harry Burkholder

The minutes from the February PF Board meeting were approved unanimously.

Owner/Residence/Property changes: nothing has changed since last meeting.

Owner Comments Harry pointed out, in reference to the recent breakdown of the PF water pump on his property, that it lasted only 10 years and should have lasted longer. The pump has been replaced. Anne commented that she thought Doug Hale was advised by MVM that the problem related to a wiring issue that subsequently shorted the pump. The problem, therefore, may have been the wiring not the pump's age.

Committee Reports

Community Liaison

- Steve reported meeting with Gregg Hardy and was shown the tentative house location, which will be well within the required setbacks.
- Steve will be driving around PF with Andy in order to get cost estimates for road and water system work.

Administration

No report

Communications

- Report is in appendix.
- Many thanks to Deb Dahrling and Colin Carrhill for identifying three goals for improving the PF website: maintainability, usability, and currency (staying current over time)—and for estimating a timeline for completing the improvements.

Governance

See Fee Policies for discussion of fee and fine policies.

Architecture (AC)

- Report is in appendix.

- Committee Chair Robin Jeffers spoke of need to revise AC guidelines. The last revision only clarified language. The Edelweiss Guidelines provide a good model for us. She also mentioned that the AC needs to clarify in the guidelines the difference between maintenance and remodeling. For the record, maintenance simply replaces that which is worn out; remodeling makes changes.

Water

- Bill and the other members of the Water committee will prioritize the many items on the water to-do list, costing out the top 2 or 3. Making this job somewhat easier, the committee now has Doug Hale's inventory of the water system.
- Bringing water to Gregg Hardy's lot is a top priority—Steve will be working on this.
- Steve also reported that _____? on the Nighthawk reservoir will happen when it's being cleaned, now scheduled for July/August 2019.
- Bill will email all owners in PF to identify those who have irrigation systems, outdoor water pumps and/or booster pumps and find out whether those have valves to prevent backflow.
- Anne will get information on the Wenatchee grant for rural water issues to see if PF is eligible for a grant/loan.
- The board discussed whether PF needs to buy a generator for when power is out for a long time. No decision was made.
- The Board approved Anne Fox's request that Doug Hale ask MVM to conduct a survey of all the pump houses (electrical and pump related) to determine need for maintenance, repair and upgrading. Doug estimated the cost would be about 2 hours of labor plus travel costs.

Roads

- Jim and the other members of the Roads committee will prioritize the many items on the road to-do list, costing out the top 2 or 3.
- There will be no spring grading because timber thinning will be damaging the roads. Roads are by and large in decent shape.
- Discussion of speed limit signs and damage driving fast does to roads led to questions about putting down some kind of dust deterrent on N. Blackjack. Steve will ask Andy about cost and ingredients.
- Board decided that sign(s) would be conceptual, rather than speed limit, i.e. "Slow down Keep the dust down."

Finance

Discussion of finances occurred as part of Forest Health discussion.

Budget and Cash Status

Cash status 2018-19:

- All dues are paid.
- The frozen pipes event(s) cost about \$10k.
- It looks like there will be a surplus of around \$27K at the end of our fiscal year. We currently have about \$85K in cash on hand, a portion of which is reserved for the Reserve Fund and for the

Shaded Fuels project. One reason for the projected year-end surplus (assuming no more emergency fixes are required) is Steve Meyers' generous offer to volunteer as our community liaison instead of as a paid manager.

2019-20 Budget

- Income from dues will be reduced due to one lot being divided and combined with two others.
- All budget proposals, costed out, are due Monday, May 6. Board members will, in conference call, make decisions on 2019-20 expenditures on that day. The draft budget will be presented at the May 25 annual meeting and owners will vote on it.
- Heather has created the 2019-20 budget spreadsheet and posted it online for board members. She has filled in operating expenditures already, projecting around \$184K.
- In order to maintain our forest in safe condition, a line item will be added to address annual ladder fuel reduction, with 1/5 of PF getting done each year.

Fee Policies

Draft proposal addresses revised fee policies for primary residence construction and water hookup. Architecture and Water committees will discuss. Anne Fox will seek an opinion from the PF attorney on any proposed changes to the policies.

Forest Thinning

- Preparations are under way for forest thinning and ladder fuel reduction.
- Discussion continues on how to increase participation among non-participant owners with forested lots. Letters have been sent and garnered two more participants. Since twelve owners either did not respond to the letter, or still declined to participate in the community thinning project after receiving the letter, the next step will be sending each a registered letter asking owners to specify how they plan to reduce the # of trees and ladder fuel on their lots. In addition, follow-up phone calls may be placed.
- Jim suggested that at the annual meeting owners be asked about this issue of non-participation,
- Ladder fuel reduction will work on firs this spring and pine in the fall. Forest thinning of common areas will proceed this spring on the SE greenbelt.

Annual Meeting Planning

Discussion addressed topics to present and a plan for an owners to discuss issues pertinent to PF governance.

Other Business

The board voted to continue invoicing members once a year and to establish a late fee if the whole amount is not paid by the due date.

The meeting adjourned at 5 PM.

Minutes submitted by Robin Jeffers, Secretary

Appendix

Communications/Web Site Committee Report
 April 26, 2019
 Colin Carrihill & Deb Dahrling

The Communications Committee has identified three goals for improvement of the Pine Forest website: maintainability, usability, and currency.

Maintainability

- Processing content and style changes to the site is cumbersome and requires our using contract labor. We will rework the methods used to make content and style changes to enable more owners on the Committee or Board to refresh site content.
- Maintaining user passwords is insecure and requires burdensome and cumbersome manipulation. We will migrate password maintenance in developing a secure online system.

Usability

- Information on the site today is not arranged intuitively, leading some valuable information to be underused. We will adjust that arrangement to focus on the three core user groups: Board and Committee members (creators and editors of public and private content), Homeowners (consumers of public and private content), and Prospective Homeowners (consumers of public content).

Currency

- Limitations on site maintainability and usability have led content to become stale and/or inaccurate. We will refresh site content to ensure it reflects the current status for the community.
- A refreshed presentation system will allow the inclusion of social media feeds, enabling a steady stream of fresh, engaging content with minimal administrative effort.

Estimated Timeline (Tentative....and dependent on availability of volunteer time)

- Build a duplicate site on an alternative hosting and presentation solution (May)
- Evaluate new site and make adjustments (June)
- Relaunch new site (July)
- Post-launch support and training (August)

Architectural Committee Report

2019 April 27
 RJeffers

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* forfeited refund

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 Confirmed 4/19
9/25/18	Driveway improvement	Lot 38	Fox			Incomplete Confirmed 4/19
2.10/19	Add driveway	Lot 11	Dillon			Incomplete Confirmed 4/19
10/3/18	Exterior remodel: add roof to porch	Lot 187	Scott	owner		Incomplete Confirmed 4/19

*Red indicates a problem.

Recently Completed Projects

AC Approval Date	Action	Address/Lot#	Owners	Contractor	Project Start Date	Project Status
5/21/18	Ancillary structure: shed	Lot 158	O'Farrell	AC did not receive this information	AC did not receive this information	Complete

Outstanding requests for approval

None

AC issues

- Fees for various kinds of projects
- Clarify difference between remodeling and maintenance
- Possible need for complete re-write of Guidelines.