

Pine Forest Board Meeting Minutes

August 24, 2019

Committee reports are included in the appendix.
Minutes posted to the PF website/Governance/Minutes/Board Meetings.

When your contact information has changed, please send new details to directory@pine-forest.org

Next board meeting: October 26, 2019, 10am, 15 Rocky Top, Pine Forest

Meeting held at 15 Rocky Top, Pine Forest
All board members in attendance
Community Liaison Steve Meyers present

The board meeting began at 3:05pm.
PF owner present: Harry Burkholder
The minutes from the June PF Board meeting were approved unanimously.

Owner/Residence/Property changes: New owner of lot 60, Blaze Ruud.

Owner Comment: At last meeting Harry Burkholder volunteered to insulate buried concrete ring if PFOA would take lid off and put it back. Harry is waiting for lid to be removed. Steve will get this done.

Follow Up Tasks Summarized

- Fee Policy Updating: Consult with CLG & review with Board: Anne Fox
- Cost of installation by Andy for water meter/vault/hookup: Steve Meyers
- Red Pine Court Booster Pump Insulation: Steve Meyers/Doug Hale
- Proceed with reseeding disturbed area around dumpster/S. Blackjack: Jim Wurzer
- Speed limit and other road sign purchases and installation: Jim Wurzer
- Contact OK County zoning to determine whether PF is zoned for guest houses: Jim Wurzer
- Contact CLG to get Word version of fee enforcement/penalties policy: Anne Fox
- Use the CLG template to draft a PF fee enforcement/penalties policy: Jim Wurzer.
- See, in Other Business, discussion of next steps on water loan.
- What is current law on HOA obligation re booster pumps? Anne Fox
- Add transfer station at lot 115 to map sent to Maria re internet access: Robin Jeffers
- Discussion of possible dust remediation on Mugo and perhaps N Blackjack has been tabled until 2020-21 budget creation.
- Reserve Study will be discussed during first 2020 board meeting.

Committee Reports

Community Liaison

Steve's comments are specific to particular committee reports and are reported in those sections.

Administration

Committee currently has no work, but is likely to in the future.

Architecture (AC)

See report in Appendix.

Communications

No report at this time.

Finance

- Board made final recommendations for close-out of 2018-2019 budget. Heather will make those changes and get the document posted on the Pine Forest web page.
- It may be necessary to spend more than the \$8500 left in the budget for non-winter maintenance because the ditches are in such bad shape. That work needs to be done before the ground freezes so that ditches will be ready for spring run-off.
- Grading of Sugar Pine will be done at the same time as ditch work.
- Ditch work may generate dirt that can be used to fill in holes on N Blackjack.
- Reminder: roads have not been graded in recent past years because ongoing logging would tear up the newly graded roads. This is one good reason to get all the forest health/Firewise work done ASAP.

Forest Health/Firewise

See report in Appendix

Governance

- See report in Appendix.
- All governance documents have been sent to CLG for an initial review. Once the review is received, documents will be revised in preparation for review by PF community.
- Several areas of clarification are needed to make overall management of PF policies more consistent. One is the meaning of Covenant II.a regarding whether guest houses are allowed.

Roads

- See report in Appendix.
- Andy has new contract, but hasn't yet read or signed it.
- Jim will find out how rainfall affects durability of lignin dust reduction coating on roads and the cost of including at least a portion of North Blackjack in an application of the coating.
- Road signs board approved purchase and installation of 3 road signs:
 - 2 speed limit signs, larger than the current one on Mugo, will replace it.
 - 1 reading "Slow Control Your Dust" will go on N. Blackjack next spring.

Water

- Doug Hale's Water report is in the Appendix.
- Bill will modify the Water Priorities document to reflect problems discovered during water tank cleaning and will include in that document a method for tracking progress on the priorities.
- A 2020-2021 budget item will be getting risers for water tanks that currently don't have them and then getting rid of the culverts around those tanks.

- Steve reports that Doug Hale is looking at gaskets to replace existing ones on water tank hatch lids. Once gaskets are in place, Steve will coordinate with Andy to get hatches back on.
- Steve is keeping in touch with Doug, who should be contacting the tank cleaners about completing work on one tank.
- MVM has not yet shown up to look at problematic electric panels. They likely won't show up until summer contract work is completed—likely November.
- Doug purchased 3 water meters that cost about \$1300 each, more than expected. Steve will research increased cost, likely due to these meters' ability to be remotely read.
- Increased cost of water meters will be considered for impact on current water fee.
- Water vault is in on lot 48. Oversight of work will occur.
- Andy will be repairing water leaks on N. Blackjack within a couple of weeks.
- Water meter will be installed at 145 Red Pine. Once that's done, it will be possible to determine whether booster pump will be necessary to get water up there.

Other Business

- Right of way (ROW) issue: due to an ancient error, on lot 174 S Blackjack ROW is 2 ft away from house. Owner is seeking way to correct the error. Board will suggest solution that owners of lot 174 can pursue.
- The board confirmed that as long as the Sunflower Relay Race and Rainshadow Running put us on their insurance policy and clean up after their races, their racers are allowed to run on PF roads.
- Federal Loan/Grant Application for improvement of water system—work on #'s 1-3 are assigned to Water Committee, Steve and Doug Hale:
 - 1) Before we do any work on an application, we need to define the project in detail, the costs, the planned work in total. Anne thinks an engineering stamp of approval is required and if that cost is high, Pine Forest could also conceivably get help with payment.
 - 2) We need to calculate the current user fee for the water system and, having figured out the cost of the project, how the user fee will be impacted—plus or minus.
 - 3) We would need to go to a bank to seek a loan, but we can cost out the impact of a private loan v. the government loan/grant. Those that review the application would assess the difference in cost impacts on the users between a private v. a government loan/grant.
 - 4) We would need to add language to the governing documents to say that if the association dissolves its assets, the proceeds cannot go to owners but must go to another entity (association/nonprofit?) but not individuals. Anne will consult with CLG on this issue.
- Pine Forest internet access—see report in Appendix
- Booster pump policy
 - Need a consistent policy but first need advice on what current law is—Anne will research
 - Agreement with Harry Burkholder based on PF developer document.
- Pine Forest sign dedication
 - Anne received owner comment on dedication of sign to the three firefighters who died. Owners pointed out that people drive by quickly, raising dust. Plus, it's unlikely owners or others driving by will stop to look at sign. Concern is just to get the sign done and address dedication down the road.
 - Anne will make sure Brendan knows of this concern.

- Next year will be 5-yr anniversary of fire.

The meeting adjourned at 4:55 pm and was followed by an executive session that ended at 5:18.
Minutes prepared by Robin Jeffers, Secretary

Appendix

Architectural Committee Report

2019 August 24

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
2/10/19	Add driveway	Lot 11	Dillon			Incomplete Confirmed 8/19	
5/3/19	Site change: prep for house cst	Lot 127	Hardy			Incomplete	
6/1/19	Primary residence cst	Lot 145	Byron/Massey			Incomplete	
7/3/2019	Primary residence cst	Lot 127	Hardy			Not started	
7/31/19	Add roof to porch	Lot 5R	Jeffers	Luke Kutz		Incomplete Confirmed 8/19	
8/11/2019	Shed	Lot 156	Frisch			Not started	

***Red** indicates a problem.

Recently Completed Projects

AC Approval Date	Action	Address/Lot#	Owners	Contractor	Project Start Date	Project Status
10/3/18	Exterior remodel: add roof to porch	Lot 187	Scott	owner		Completed
AC was notified. Approval was not sought.	Remove two trees: 12" and 18"	Lot 17C	Olezko			Completed
5/27/18	Shed	Lot 168	OFarrell			Completed

Outstanding requests for approval

Application Received	Action	Address/Lot#	Owners
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AC issues

Fees for various kinds of projects: awaiting advice from CLG; complete re-write of Guidelines, including difference between remodeling and maintenance

Firewise & Forest Health Report Pine Forest Owners' Association Board Meeting-24 August 2019

Timber Thinning

We have not received any more payments from Zosel Lumber since late June. (We had been expecting another payment around the beginning of August.) Heather spoke with owner John Zosel this past week, who advised that they had a couple-week delay in getting their chipping plant back up & running, but are now anticipating to start getting revenue from that source by the middle of September, which would enable them to send us another payment. (They still owe us more than \$20,000.)

Ladder Fuels

In early July we received WDNR approval of our group application to participate in their ladder fuel reduction cost sharing program. The approval includes 37 lots & nearly 50 acres of common area. Participants have two years (i.e., through June 2021) to complete the approved work. We are continuing to use Brothers Fire to provide this service. They worked until getting called for firefighting duty on 1 August, beginning with areas either dominated by Douglas fir or with easy chipper access, so as to avoid leaving pine slash on the ground, in light of our recent bark beetle outbreak. After assisting with the Lefthand & Williams Flats fires, they returned last week, continuing with the same approach. They will be able to start handling pine that they can't reach with the chipper once we're past the late summer/early autumn active beetle period.

Other Fuels Reduction

In response to a Board inquiry, Heather made contact with Bob Burns, recommended by Brothers Fire as someone who could provide roadside mowing. Bob responded immediately & noted that he generally charges \$75 per hour plus \$2.25 per mile to get here (from Twisp, I believe), but he did want to check out our situation first. Prior to Heather asking him about fire danger from mowing, Anne spoke with a firefighter who was doing other work at her house & characterized our need for mowing as not particularly high. That matched Heather's conclusions from talking with OCFD6 & Brothers Fire, as well as consulting Firewise & similar guidelines. Between those findings & the fact that the 2019/2020 budget does not include funds for mowing, this inquiry has been closed.

Firewise Education

We've received great feedback on our website's Firewise information. Edelweiss HOA asked &

received permission to incorporate a lot of it into their new site, including our owner checklists. Their site is at: <http://edelweissmethowvalley.org/landissues/firewise.html>. In addition, Fire Ready Methow (organizer of our participation in the Independence Day parade & trying to act as a coordinator of valley Firewise communities) has made some suggestions that we will attempt to adopt over the next couple of months.

**Governance Report
August 24, 2019 Board Meeting
Anne Fox**

The Governance Committee completed its review of the document of suggested revisions by CLG. This includes both the Covenants and By-Laws.

One member of the committee is doing additional research regarding some of the laws included in CLG's suggested revisions to determine how/if they are relevant to PF.

Once that work is complete we will go back to CLG for advice on next steps.

One concern I have is the presentation to owners and how much help we should ask from CLG in clarifying the differences between documents. That is an issue the Committee will need to discuss.

In addition, the Board should raise key issues it feels should be addressed in any revision and, if there is an opinion, the approach the Board thinks is best followed to meet owner approval. Issues could include:

- Forest management
- Rentals
- Other?

Pine Forest Roads Committee Report August 2019

Rehabilitation of areas disturbed by reconstruction of refuse area road. Methow Conservancy provided two names of sources for seeds to cover the area. One was Rob Crandall the other is Wild Hearts Nursery. They will be contacted to obtain seed information. If proper seed can be obtained it will be applied this fall when the rains return.

Dust Control: The idea of controlling dust on at least Mugo Road was investigated. Edelweiss HOA was contacted to see what they have done to control dust. They use lignin which is a vegetable-based product. It does not seem to have any detrimental environmental effects. Cascade Concrete applied it on Edelweiss' main roads. The product seems to be effective. It lasts for about two months. It lasts a bit longer if it is applied soon after the surface is graded. The cost of it for a full truck tank load is about \$3,000. That amount would cover about a mile and a quarter of road at 10- to 12-foot width. The cost of treating just Mugo Road to its intersection with Blackjack would be about \$1,000.

Roads Signs: In consultation with the Architectural Committee the we suggest the following;

Two dust control signs

Brown background, white lettering, square shaped. Size is 18' X 24". The signs will say "Slow Control Your Dust". We will purchase the signs from roadtrafficsigns.com The product # is K-0931. If you enter the product number on the site search feature it will provide a picture of the sign. We intend to place one near the beginning of Whitebark off of Summer Road going west. We will place it near the Bloom's residence. Another sign will be placed at the entrance to PF near Brad and Heidi's.

One Sign square shaped but standing on point same color as above as well as size. It would say "**Turtle Crossing**" with a turtle image #K2-0313. This sign will be placed on N. Blackjack driving west by Bristle Cone Pond where turtles have been seen crossing the road.

Three signs saying Speed Limit 15, brown background white lettering sized 18"x 24". Item number X-R2-1-15. These will be posted at the beginning of North Blackjack and South Blackjack Roads as well as the beginning of Summer Road.

Snow Plowing Contract

Contract for the next three winters with a 4% cumulative inflation rider starting with a cost of \$31,868.36 for this winter season has been sent to F&S for signing. A copy of the contract has been placed in the Contracts and Roads files in Dropbox.

Submitted by Steve Meyers and Jim Wurzer

Treasurer's Report Pine Forest Owners' Association Board Meeting-24 August 2019

Close-out of 2018/2019 Budget

- dues & water fees 100% paid
 - \$925 advance payment
 - 18 owners paid late, either in full (15) or in part (3)
- nearly \$7,000 in unplanned fee revenue
 - building: \$3,250 (Lots 85C, 106, & 127)
 - late: \$575
 - lot consolidation: \$875 (Lots 153-155)
 - transfer \$175 (Lots 11R, 36, 63, 101, 119, 126, & 145)
 - water hook-up: \$2000 (Lot 127)
- nearly \$33,000 surplus, including \$17,000 underspent in management, \$11,000 in non-winter road maintenance, & \$6,000 in sanding/snow pushback

Status of 2019/2020 Budget

- dues & water fees 96% paid
 - 4 owners have paid only half
 - 3 owners have not paid at all
 - reminders have been sent
- more than \$10,000 in unplanned revenue
 - four building fees
 - One new residence (Lot 145)
 - one exterior remodel (Lot 5R)
 - one outbuilding (Lot 156)
 - one water hook-up fee (Lot 145)
- recent road & water projects (garbage area/South Blackjack improvements, service to Lot 127) came in as estimated, but estimate/budget, did not include 8% tax, making total \$1,000 more than budgeted
- two other water projects (insulating Mugo lines & repairing North Blackjack leak) went \$1,500 over estimate & also did not include tax (\$451)
- tank cleaning will end up being over budget (\$6,000), because
 - estimate was “contingent on all work being completed on the same trip” &
 - budgeted amount did not include cost of Doug’s oversight (\$630)

Cash on Hand as of 24 August 2019

Account	Sub-account	Amount	Note
Checking	None	\$26,134.48	\$5,512.50 still owed by owners (7)
Savings	Building Deposits	\$5,000.00	\$500 each = Lots 156 (woodshed) & 158 (shed); \$1,000 = Lot 5R (porch & deck); \$1500 each = Lots 127 & 145 (residence)
	Entrance Sign Replacement	\$3,095.91	
	Interest Earned	\$8.69	
Money Market	General Funds	\$105,849.11	
	Reserve Fund	\$20,000.00	
	Shaded Fuel Breaks Project	\$24,755.82	Accounts Payable: \$18,015 owed to Brothers Fire (will be additional for slash burning).

Account	Sub-account	Amount	Note
			Accounts receivable: \$29,133 owed by Zosel; \$32,704 owed by owners.
Total		\$135,332.37	

**Doug Hale Report
Water Tank Cleaning
August 2019**

Doug Hale

Sat, Jul 27, 3:27 PM (11 days ago)

to Heather, me, Bill, Jim

Board members,

Recommendations:

Short-term:

1. Buy new bolts for the hatch lids that are inside the concrete rings.
2. Purchase rubber gaskets for each hatch, clean away the old silicon residue, and install.
3. Flush water through services supplied by the mid-station to help clear the murky water.
4. Seal the old conduit opening in the mid-station hatch with silicon.
5. Complete the items noted in previous discussions regarding the buried drain and broken PVC vent fittings at the upper tanks.

Long-term:

1. Reschedule the cleaning of the newer mid-station tank, along with a follow-up cleaning of the older mid-station tank.
2. Review inspection findings with a tank repair company.
3. Budget for rust repair and recoating of the tank interiors, beginning with the worst tanks first.
4. When repairs are made, modify the hatches to extend above grade and eliminate the concrete rings.

Description:

Here is the invoice that the divers gave me after the cleaning. They couldn't access the last tank (newer tank at the mid-station), so that was removed from the charges. The access hatch was too narrow for the ladder and the diver.

They added \$150 for "standby" time, waiting to open the hatch with the rusted bolts at the upper station. Ironically, we finally opened it with the dive company's tools, so if they had been more proactive, we wouldn't have been standing around. They made an initial quick look in the trailer for their grinder and decided they didn't have it. So, Steve ran to town to get a blade for his reciprocating saw while the divers just hung out.

Once Steve got back, they found the saw was just too big to get at the bolts in the confines of the concrete rings. The divers went back and looked more thoroughly in their trailer, found the grinder, and then made quick work of removing the eight bolts that were rusted on. I found it a little frustrating that they charged us for time that could have been avoided if they had looked a little harder for their tools. I don't know whether it's worth saying anything, though, because it really was our responsibility to have the hatch ready to go ahead of time.

I've reviewed all the DVDs created by the dive team--one for each tank. I will bring these over to Steve when I get there next time. On a scale of 1-10, with 10 being pristine condition, most tanks had a 6 or 7 rating for corrosion. The worst tank was the older tank at the south end, which received a rating of 5. There are rust nodules (blisters) starting to form as the interior lining begins to break down. This tank also has roots intruding into the tank. It's unclear from the video whether these were at one time growing through the hatch lid or if they are coming in through the opening for the transducers, which control the pump functions. The roots were wrapped around the cables that the floats and transducers are suspended by.

The hatches present some real problems going forward. First, most do not have adequate seals. In the past, it appears that silicon caulking was run around the edge in a thick bead and then the bolts were installed to clamp the lid down. While this does make them fairly safe from water or insect intrusion, it doesn't allow very convenient access when necessary. The older tanks are constructed with the hatches very close to the roof of the tank. Concrete well rings were installed around them to allow for soil to be placed on top of the tank without burying the hatches. This construction allows dirt to build up around the hatches inside the concrete rings, creating a substantial risk of knocking debris into the water of the tanks while trying to maneuver inside the rings. They are also providing excellent nesting areas for mice. The newer tanks have hatch risers that extend several feet above grade and good gaskets, creating a much more sanitary situation whenever access is needed.

The other problem encountered is that the hatch diameters are very small. The largest are 24" and some are as narrow as 20". This makes it very difficult for the divers to enter with their helmet, suit, air hoses, and equipment. If this method of tank cleaning is to be used going forward, it would be good to consider larger diameter hatches when any modifications are made. They did say that the mid-station tank they were unable to enter could be entered with a rope ladder and different equipment, so it would be up to the board to try and reschedule this tank for cleaning. They also suggested another cleaning of the old mid-station tank in the near future, perhaps at the same time, for reasons described below.

After the cleaning process was complete, I made the decision to chlorinate the tanks. As I watched the process, I felt extremely uncomfortable with the potential for contamination that was occurring. While the diving company advertises a sanitary entry process, with the diver and being sprayed with a chlorine solution prior to access, it is not well executed. The equipment is laid out on some very dirty tarps that are ripped and too small to hold all the hoses. The spray is performed very quickly and is not thoroughly covering all surfaces. After being sprayed, the diver would inadvertently step on or touch surfaces that were not sprayed, creating the possibility for contaminants to be carried into the tank.

Based on these observations, I decided to add a half gallon of bleach to each tank. Heather indicated she would notify users of the chlorination. Additionally, the tank at the mid-station had about an inch of fine sediment on the floor and the water became very murky during the process. Anyone using water

from this reservoir is going to notice dirty water from their taps until the suspended sediments settle or are flushed out. Owners could open sprinklers to run as much water through the tank as possible in order to speed this process. Alternatively, I could make a trip over to drain the tank and let it refill with fresh water. This would need to be a board decision. I feel the bleach will alleviate any concerns with health impacts, so the concern now will be the aesthetics of murky water.

One other issue noted at this mid-station tank was a penetration in the hatch lid. At one time, it must have been a conduit for cabling but when the cables were removed, the opening was not sealed. This presents an opportunity for contamination to enter.

Pine Forest Internet Access Discussion

Robin Jeffers, PFOA Board and Maria Hardy, MethowNet

7/29/19

Subject: Would MethowNet be interested in/able to provide access points on jointly owned PF property?

Reason for Discussion: Some Pine Forest residences cannot get a wireless internet signal though they would like one instead of their DSL service from Centurylink. At the June board meeting I was given permission to see if MethowNet would be interested in researching possible access points on PF jointly owned property.

Fiber-Optic Cable and Okanogan PUD

The challenge of wireless internet access in Pine Forest—hills and trees that interfere with wireless signals.

In Pine Forest if the property does not “see” a wireless signal, the only other option is service from CenturyLink via DSL using old copper phone lines. The further away a house is from the source of that internet service, the slower the service. Pine Forest receives its service from Twisp River Road, so we are a fair piece from the service source. Also, CenturyLink does not currently offer us high-speed fiber-optic service.

Okanogan PUD provides the fiber-optic line. They received a grant to build out high-speed internet lines and decided where to put the lines in by determining the size of potential demand. The high-speed line that goes up Twisp River Road ends about 3 miles up, demand lessening the further up the road one goes.

There’s a form on the PUD site that can be filled out to let the PUD know that one needs/wants high-speed internet. If sufficient need is established and if/when public funds become available, then a high-speed line *could* go in, though there’s no way to know whether/if that will ever happen.

MethowNet

There are currently two MethowNet access points on PF private property.

- 18 Nighthawk, lot 83
- 46 Nighthawk, lot 101

Both these access points can “see” the MethowNet transmitter on Harrier Hill and be seen by some PF properties, thus increasing the # of customers MethowNet can serve. Because of terrain and equipment limitations, these access points serve a small number of customers each. Methownet has so far not found other private locations in PF to be viable at this time.

MethowNet has begun testing access point hardware that has been marketed as doing a better job of “seeing” through trees. The test is being done in the Liberty Woodlands development up toward Mazama. This area is flat, but heavily treed. Work on the test will resume in the fall. Once MethowNet had a good sense of how this hardware works, they will be in a better position to talk to us about Pine Forest needs.

Access points need a power source and line of sight to an existing signal tower. The most obvious locations here are ones that already have power, i.e. pumphouses. What we would/could get: small lattice tower or something on the top of a pole (15-30 ft high).

I have provided MethowNet with a PF map showing pumphouse locations. They have mapping software that will locate houses/properties a pumphouse access point could conceivably serve.

If/when we and MethowNet decided to proceed, here’s how the process would begin:

- MethowNet and PFOA would share the cost of installing the access points.
- We would need to estimate the number of new customers/participants.
- Having that number, MethowNet would then be able to estimate the PFOA cost.
- If at that point both parties decided to proceed, the next step would be to design the project. Elements would be the # of access points and cost of installing them. There would be cost associated with this step.

The big point in all this—initial small investigative steps can be taken that cost little or nothing.

And the In Your Dreams scenario

Should PFOA ever need to replace all the conduits, MethowNet would be interested in laying fiber optic cable—sharing the cost of doing so with PFOA. Maria made the point that a short term Methownet.net solution will be wireless and, because of terrain restrictions, it will not be available to all PF locations. A wired connection to each household would provide the widest coverage.