January Meeting of the Board of Trustees of High Valley Country Club

January 15, 2011

High Valley Country Club - 623 Cannon Rd. - Packwood, WA 98361

President Jack Hubbert called the regular meeting of the High Valley Board of Trustees to order at 9:00 a.m.

I. ROLL CALL

Trustees Present: Clare Acker, Susan Duncan, Jack Hubbert, Gary McCarty, Willy Murdock, Ben Potter, Dude Sinkey, Toni Just

Trustees Absent: Mark Ragan

A quorum was declared

Employees: Rick Jenkins, Koeta Imhof, Amanda Meekhof

Guests: Henry Thompson, Ernie Enz, David Cartwright, Westa Harris

McCarty asked for a point of order regarding motions made during the meetings. McCarty made a **motion** that any motion to be voted on by the Board of Trustees of the High Valley Country Club must be written down and read to the Board before a vote is taken. No change in wording is allowed after the vote is taken. **Motion** was seconded and **carried**.

Murdock made a **motion** that the High Valley Country Club will use a scribe to record the minutes of the Board of Trustees Meeting and the Annual Meetings. The Secretary of the High Valley Country Club will review the scribe's record of the minutes for accuracy prior to distribution per policy. **Motion** seconded and **carried**.

Minutes

II. APPROVAL OF THE MINUTES

Duncan read the November meeting minutes. McCarty had question regarding minutes stating Hilliard was attorney of record or our attorney and will handle all our affairs. McCarty made a motion that *the board of trustees voids the resolution(s) selecting the legal firm Hilliard to represent High Valley Country Club.* **Motion** seconded and **carried**. A **motion** was made by Duncan to *have William T. Hilliard and his law firm as attorney of record for High Valley Country Club.* **Motion** seconded and **carried**. A **motion** was made by Sinkey to pass the minutes of the November meeting as corrected. **Motion** seconded and **carried**.

A **motion** was made by McCarty that *the HVCC Board of Trustees will follow the previously approved policies for minutes distribution and approval including:*

Annual Meeting Minutes – As passed by motion in the 2010 annual meeting of the High Valley country Club Membership the minutes of the meeting are to be posted for comment as follows for 30 days:

1. *On the High Valley Website*
2. *On the HVCC Bulletin Board*
3. *Copies available at the HVCC clubhouse*

After the comment period the minutes are to be approved by the High Valley Board of Trustees at the next meeting of the Trustees.

Board Meeting Minutes – The minutes of the Board meeting are to be distributed to the Board members for comment for a period of one week. The minutes are then posted on the HVCC website, on the HVCC bulletin board, copies available at the HVCC clubhouse. The minutes will then be approved at the next Board meeting. **Motion** seconded and **carried**.

III. FINANCIAL REPORT
   a. Imhof handed out report in Ragan's absence. She will be amending the tax return for last year to capitalize the water meters.
   b. Koeta shared that she had put in extra time during the time of the audit. A **motion** was made by Duncan that *Koeta's dues and cart fees be waived for 2011 in return for extra services and hours during the audit.* **Motion** seconded and **carried**.
   c. Imhof shared that new letters will be going out for past dues; three lots need liens filed and intent to lien letters are going out.
   d. A request to update information regarding insurance was read by Duncan. No changes will be necessary. Potter made a **motion** *to approve the financial report.* **Motion** seconded and **carried**.

IV. DEPARTMENT REPORTS

a. Operations (Jenkins)

I. Jenkins shared copies of a preliminary budget.

II. One of the toilets in the Clubhouse needs replaced

b. Water (Jenkins)

I. A few homeowners had water leaks after November freeze. One was especially hard to locate, once they had the approximate location narrowed down, they saw water running out from under a homeowner's door. A house in HV 10 has an underground leak that hasn't been located.

II. Hubbert received an email stating that HVCC must comply with the rule to install meters and the meters must be installed by 1/22/2017. He has a person who can attend meetings to answer questions and explain. McCarty made a **motion** that *High Valley Country club will protect our water rights by fully complying with the 2003 Municipal Water Law as stated in the third edition of the law's guidebook including:*

1. *Publicly establishing water savings goals*
2. *Specific water savings measures*
3. *Implement a plan to meet the goals*
4. *Install water meters on all customer connections to comply with the MWL.*

High Valley Country Club will immediately begin a program of:

1. *Prepare a detailed compliance plan for submittal by July 1, 2011 as required by law*
2. *Install a target number of 125 meters per year to meet the requirements of all meters installed by January 22, 2017.*

Motion seconded and **carried.**

c. Pools (Jenkins)

I. Jenkins was unable to purchase boiler previously located. He has located parts to fix boiler.

i. A **motion** was made by Just *to purchase parts to repair the boiler spending up to $1200.* **Motion** seconded and **carried**.

d. Golf (McCarty)

I. A new aerator has been requested/recommended. A discussion occurred debating the merits of an aerator, clean up, etc. Duncan made a **motion** *High Valley Board of Trustees does not purchase a golf course aerator at this time.* **Motion** seconded and **carried**.

II. Jenkins shares that the golf net can be repaired to last another season but a new one will be needed in the future and will cost between $2000 and $3500. A **motion** was made by Potter that *golf cart fees go into a separate fund for the improvement of the golf course.* **Motion** seconded and **carried**.

e. Clubhouse (Murdock)

I. The High Valley Women's Club would like to purchase/install new chandeliers in the Clubhouse. Murdock made a **motion** to *approve High Valley Women's Club's request to purchase and install new chandeliers in the Clubhouse at no cost to HVCC.* **Motion** seconded and **carried.**

f. Covenants (McCarty)

I. A letter from Hilliard states covenants must have 100% votes to be approved. Hubbert and McCarty noted that other lawyers have different positions on that opinion, including a two thirds requirement given some years ago and a simple majority as stated in the original covenants. McCarty made a **motion** that *the Board of Trustees of the High Valley Country Club will follow the following plan for establishing new covenants:*

1. *The board will approve draft covenants based on the original covenants enacted by High Valley Park in 1962.*
2. *The draft covenants will be posted for comment in the same procedure used to gather comments for the Annual Meeting Minutes with notification via Board meeting minutes and newsletter.*
3. *The board will then consider the comments and finalize draft covenants and present those draft covenants to the membership at the Annual Meeting of High Valley Country Club along with the plan for gaining approval of the new covenants.*

4. *The covenants will then be submitted by mail ballot to the membership for final approval with a period of 90 days before counting of the ballots. After 30 days from ballot mailing a program to gain 100% return of ballots will be instituted including such methods as:*
    a. *Telephoning members*
    b. *Emailing members*
    c. *Tracing members*

Assuming that the covenants are approved, the new covenants will be recorded and implemented. **Motion** seconded and **carried**.

V. NEW BUSINESS

Duncan made a **motion** to *allow board members to participate in meetings via telephone conferencing.* **Motion** seconded. McCarty made a **motion** *to ask Susan Duncan to put together and present a detailed plan of how teleconferencing would work – in place of the previous motion.* **Motion** seconded and **carried**.

Newsletter draft read aloud – suggested changes: add non-emergency water number and place before emergency water number; add motion from meeting regarding water meter installation; add motion from meeting regarding covenants; change wording regarding audit requirements and that HV does not use proxy votes. McCarty made a **motion** to *accept the Newsletter with comments as stated in meeting.* **Motion** was seconded and **carried**.

Guest Henry Thompson voiced a concern that some board members do not hear the concerns of guests and they want to see their progress, not progress.

Potter made a **motion** to adjourn the meeting. **Motion** seconded and **carried**.

Regular meeting adjourned at 12:44 p.m. and moved into executive session.

Respectfully submitted by Susan Duncan, Secretary, High Valley Country Club