

**High Valley Country Club**

P.O. Box 427

Packwood, WA 98361

**MINUTES**

**Regular Meeting of the High Valley Board of Trustees  
February 21, 2009**

The regular meeting of the High Valley Board of Trustees was called to order by President Gary McCarty at 9:00 a.m.

**I. ROLL CALL**

Trustees: Bob Mathers, Tina Ko, Gary McCarty, Ed Bennes, Jack Hubbert, Dennis Lofgren, Clare Acker

Not Present: Bob King, Ben Potter

Quorum declared.

Employees Present: Rick Jenkins, Koeta Imhof, Randi Halverson

Guests: Ernie Enz, Lois Enz, Dick Sinkey, Dave Garoutte, Larry Wyman, Markeen Tower, Jack Foster, Willy Murdock, Larry Kramer

**II. APPROVAL OF THE MINUTES**

The minutes of the January regular meeting were read by Tina Ko.

**Motion** made by Mathers and seconded (Acker) to approve the minutes of the January meeting as corrected. Motion adopted.

**III. FINANCIAL REPORT**

The Board reviewed the January financial report.

**Motion** made by Hubbert and seconded (Mathers) to accept the January financial report as submitted. Motion adopted.

**IV. HEARING OF THE GUESTS**

- a. Larry stated his concerns on the installation of the water meters in HVCC. He asked why water meter installations were still occurring in light of the recent court decision. He also asked about the dues that were increased in 2004. Discussion ensued as to why Board proceeded with installing water meters. McCarty responded that HVCC proceeded because of state mandate. HVCC began to proceed with ordering parts and beginning installations. Subsequently, a court overturned the mandate and now the state is appealing the ruling. HVCC looked into returning the parts but the

company will charge a 10% re-stocking fee. HVCC plans on waiting to how the legal situation plays out before deciding on how to proceed.

- b. Larry noted that HVCC should dig out snow on “high priority lots”, such as emergency personnel.
- c. Jack expressed his concern regarding the gravel and debris in the creek running through golf course and that HVCC should dredge the creek.
  - i. **Action item** – Jenkins to research options.
- d. Jack also noted that Board should entertain a salary increase for Keith.
- e. Markeen asked if budget will be posted and discussed at annual meeting. The Board responded that it would. The annual meeting will be the Sunday of Memorial weekend at 1PM.

## V. DEPARTMENT REPORTS

- a. Operations (Jenkins)
  - i. HVCC starting to receive emails regarding emailing of newsletter.
  - ii. New building complete and shelving installed. HVCC will be able to remove material from firehouse shortly. HVCC is planning on installing fence as soon as snow melts.
  - iii. Clubhouse gutters were torn (from snow) and will need to be repaired.
- b. Water (Jenkins)
  - i. Well #5 update – Repaired and back in operation. Repair cost was approximately \$10,000.
  - ii. Water leak in HV#4 –HVCC staff still deciding on how best to repair the pipe under the road.
    - 1. **Action item** – Rick to research most cost and operationally effective solution.
  - iii. Water consumption for January 2009 down from December 2008 levels but within normal range for the month.
- c. Golf (Jenkins, Lofgren)
  - i. HVCC to order 100 golf cart stickers. The stickers are for golf course access and are \$35/year.
  - ii. Golf Course Superintendent Association – Board followed up on this discussion from October and January meetings.
    - 1. **Action item** – Jenkins will research options and return to Board with recommendation(s).
- d. Clubhouse (Mathers)
  - i. No update.
- e. Pool (Jenkins/Halverson)
  - i. As of December 2008, new federal law requires automatic entrapment shut-off and alarm in drain (previous law only required alarm).
    - 1. **Action item** – Staff may be able to simply cover the drain to meet the regulation but will be confirming next month.
- f. Covenants (Acker)
  - i. No update.
- g. Property (Enz)
  - i. The Board discussed how to influence members to join Property Committee and the need for enforcing the property covenants in HVCC. The Board noted that members have not been complaining about the covenant violations.

## VI. OLD BUSINESS

- a. Back up generators – HVCC received bids from Skyline on installing back up generators - approximately \$20,000 per generator. HVCC still planning on discussing next steps with membership and deciding via a new ballot.
- b. Playground safety (Jenkins) – Jenkins will continue research on installing safety netting.
- c. Cross connection & backflow valve installation update – HVCC has draft of letter reminding homeowners of the state regulation and their responsibilities.
- d. HV4 burn lot update – No update.
- e. Welcome letters – The Board discussed sending out Welcome Letters to new HVCC homeowners. This package would also include copies of the bylaws and covenants.
  - i. **Action item** – Jenkins to identify new homeowners and Imhof to mail out.
- f. HVCC staff has discovered two additional HVCC-owned parcels near HV#1, including a parcel with beach access. HVCC does not currently have water service to these lots.
  - i. **Action item** – Property Committee will visit parcels and recommend usage options to Board.
- g. Accounting procedures/policy manual update – McCarty reviewed the sections of the policy manual that need updating.
  - i. **Action item** – Board to review Welcome Letter and Notice to Tenants for necessary changes.
  - ii. **Action item** – Board to update Policy Manual with the following motions/changes.

**Motion** made by Mathers and seconded (Hubbert) to change the wording of the Notice to Lot Owners such that homeowners' children cannot use facilities if homeowner is in arrears on dues. Motion adopted.

**Motion** made by Lofgren and seconded (Acker) to change the wording of the Employment Policy such that the Board can delegate interviewing and hiring decisions. Motion adopted.

**Motion** made by Lofgren and seconded (Acker) to change the wording of the Emergency Response Plan such that Operations Manager and staff are called in an emergency. Motion adopted.

**Motion** made by Mathers and seconded (Acker) to change the wording of the Trustee duties as follows:

Add the following duties to President-

- Act as the official representative of HVCC as identified by state law
- Update website content as needed; Board to approve changes
- Update the Policy Manual as needed; Board to approve changes
- Draft the monthly Board agenda and annual meeting agenda for Board review and approval
- Supervise the preparation of annual budget
- Approve expenditures not specifically assigned to a trustee
- Provide draft ballots of initiatives to Secretary

Add the following duties to Vice President-

- Arrange for and supervise tellers for ballot mailing and counting
- Arrange for five tellers to oversee the signing in and verification of eligibility of members to vote at annual meeting

Add the following duties to Treasurer-

- Review and approve the monthly bank statement
  - Review, recommend and approve investments monthly
  - Responsible for filing liens as appropriate and approved by Board
  - Work with bookkeeper to ensure that financial policies are being followed
- Removed the following duties from Secretary-

- Removed responsibility for Tellers

Motion adopted.

**Motion** made by Mathers and seconded (Acker) to update names, references and phone numbers to make Timeline of Board Responsibilities and Policy Manual current and consistent with other policies. Motion adopted.

## **VII. NEW BUSINESS**

- a. FY10 budget – The Board reviewed the first draft of the budget, which is less than the FY09 start of year budget. The reduction is mostly from lower projected labor costs for FY10. Trustees to review their respective sections of the budget and return comments to Jenkins.
- b. Covenants – Hubbert noted that the Covenants need to be reviewed and updated.
  - i. **Action item** – Hubbert and Acker to review Covenants and make recommendations to Board.
- c. Payment of dues – Jenkins/Imhof noted that there were several property owners that are delinquent in dues (some to the tune of several hundred dollars).
  - i. **Action item** - Imhof to send a letter reminding these homeowners and noting that the next steps for non-payment include water shut off.

Meeting adjourned at 11:45 a.m.

Respectfully submitted,  
Tina Ko