

**High Valley Country Club**  
P.O. Box 427  
Packwood, WA 98361

**MINUTES**

**Regular Meeting of the High Valley Board of Trustees  
January 17, 2009**

The regular meeting of the High Valley Board of Trustees was called to order by President Gary McCarty at 9:01 a.m.

**I. ROLL CALL**

Trustees: Bob Mathers, Tina Ko, Gary McCarty, Ed Bennes, Jack Hubbert, Dennis Lofgren, Ben Potter

Not Present: Clare Acker, Bob King

Quorum declared.

Employees Present: Rick Jenkins, Koeta Imhof, Randi Halverson

Guests: Ernie Enz, Lois Enz

**II. APPROVAL OF THE MINUTES**

The minutes of the October regular meeting were read by Koeta Imhof.

**Motion** made by Ko and seconded (Bennes) to approve the minutes of the October meeting as corrected. Motion adopted.

The minutes of the November regular meeting were read by Gary McCarty.

**Motion** made by Hubbert and seconded (Bennes) to approve the minutes of the November meeting as corrected. Motion adopted.

**III. FINANCIAL REPORT**

The Board reviewed the December financial report under the new reporting format.

- a. **Action item** – Imhof to confirm how much of the outstanding dues remain unpaid YTD.

**Motion** made by Lofgren and seconded (Mathers) to accept the September through December financial reports as submitted. Motion adopted.

#### IV. HEARING OF THE GUESTS

- a. Lois Enz asked how HVCC learns of new property owners for newsletter and billing purposes. Imhof responded that if the sale is through a realtor, the real estate agency will call HVCC to confirm dues/etc. If the sale is between private parties, it is incumbent on the new owner to notify HVCC.
- b. Lois Enz asked if the jukebox in the Clubhouse can be sold and the funds used for something else in the Clubhouse.

**Motion** made by Mathers and seconded (Hubbert) to donate the Clubhouse jukebox to the Women's Club. Motion adopted.

- c. Ernie Enz asked about the process for when part-time homeowners leave for an extended period of time and then returns and cannot access their water shut-off valve because of the snow. Rick and Randi have received volumes of calls regarding this during the December snow.

#### V. DEPARTMENT REPORTS

- a. Operations (Jenkins)
  - i. New building complete. HVCC staff planning on building shelves and possibly installing heaters soon.
  - ii. Purchased new tires/tire rods/chains for HVCC vehicle.
  - iii. Backhoe was put to use clearing clubhouse parking lot and access to wells during December snow.
- b. Water (Jenkins)
  - i. Well #5 update – Pressure chlorination completed in November. However, while chlorination work was being completed, crews discovered that the well casing was severely damaged due to rusting. In January, a new liner was installed to replace the rusted casing.
  - ii. Water leak in HV#4 – HVCC staff could not identify source of leak on first day; discovered the source of leak on the 2<sup>nd</sup> day to be under the road. HVCC staff were able to stop the leak, but needs to decide how best to repair the pipe. Board discussed the need for pavement cutters or other equipment to respond to similar situations.
    1. **Action item** – Rick to research most cost and operationally effective solution.
  - iii. HVCC staff noticed that the usage from Well #8 was unusually high in December. HVCC discovered a leak under a house and made the necessary repairs.
  - iv. Water consumption for December 2008 (not including the leak in Well #8) within normal range for the month.
- c. Golf (Jenkins, Lofgren)

- i. No new updates.
- d. Clubhouse (Jenkins)
  - i. No new updates.
- e. Pool (Jenkins/Halverson)
  - i. HVCC staff will need to repair some frozen piping.
  - ii. As of December 2008, new federal law requires automatic entrapment shut-off and alarm in drain (previous law only required alarm).
    - 1. **Action item** –Halverson/Jenkins to research how best to comply with new regulation and bring recommendation back to board next month.
- f. Covenants
  - i. No update.
- g. Property (Enz)
  - i. Board discussed a lot in HV#8 where multiple trailers are parked.
  - ii. Board discussed need to formally identify and activate Property Committee.
    - 1. **Action item** - Enz/McCarty will lead recruitment for Property Committee this year.

## VI. OLD BUSINESS

- a. Back up generators – Board discussed how to proceed on securing back-up generators. While the membership approved the purchase last year, the cost estimates are significantly higher than originally thought. The Board would like to take the issue back to the membership for a confirmation vote at this year’s annual meeting.
- b. Playground safety (Potter) – The Board has received requests to purchase old playground equipment.

**Motion** made by Potter and seconded (Hubbert) to perform sealed bid auction of playground equipment (except the merry-go-round) to be sold “as-is” April 2009. Motion adopted.

- c. Golf Course Superintendent Association – Board followed up on this discussion from October meeting.
  - i. **Action item** – Jenkins will research options and return to Board with recommendation(s).
- d. Meter update – Board discussed how to approach metering requirements in light of state legal situation. Board will continue to monitor.

**Motion** made by Mathers and seconded (Lofgren) to install water meters if possible when doing other water-related work. Motion adopted.

- e. Water easements – Board followed up on discussions from October regarding when to start discussion with affected homeowners.
  - i. **Action item** – Jenkins to perform additional research on where the water pipes run through the private lots.
  - ii. **Action item** – McCarty to draft questions for attorney on this matter.

- f. Cross connection & backflow valve installation update – HVCC is still three years in arrears on complying with this state regulation. As of today, approximately 50% of surveys still outstanding. Board discussed how to approach getting HVCC in compliance, including possibly shutting individual homeowners' water off.
  - i. **Action item** – Board to send out another letter reminding homeowners of the state regulation and their responsibilities.

## VII. NEW BUSINESS

- a. February 2009 newsletter – The Board discussed the content of the February newsletter and whether or not HVCC could email the newsletter out to save paper and postage. All draft content approved with the below follow-ups.
  - i. **Action item** – McCarty to research posting newsletters on HVCC website.
  - ii. **Action item** – McCarty will add language to newsletter on how to proceed with back-up generator decision and budget.

**Motion** made by Mathers and seconded (Potter) to note in newsletter that if members want to receive newsletter by email, to send email to HVCC. Motion adopted.

- b. HV lot sale – McCarty signed paperwork yesterday.
- c. Accounting procedures – Board followed up on last year's discussion on formalizing HVCC procedures.
  - i. **Action item** – Jenkins, Imhof and McCarty to discuss new forms and procedures and bring recommendation to Board at future regular meeting.
- d. Policy manual – McCarty working to update information.
- e. Late charge – Imhof noted that HVCC has been inconsistent in applying/waiving the \$20 late payment penalty of the recent \$60 assessment.

**Motion** made by Mathers and seconded (Potter) to waive late charge on recent \$60 assessment. Motion adopted.

- f. 2009 Board Elections – Board discussed how to encourage interested members to run for Board.
- g. 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** – Halverson to research boundary lines and specific location of beach access.

Meeting adjourned at 11:32 a.m.

Respectfully submitted,  
Tina Ko