

A meeting of the Board of Directors of the North Woods Association, Inc. was convened on Monday, January 22, 2018 at the Puckett residence and was called to order at 6:50 pm.

Directors present: Collin Farrell, Carol Ellingson, Mark Griffin, Debbie Reynolds, Carrie Lewellen, and Jon Puckett.

Directors absent: John Nicholson.

Approval of minutes

The minutes from the December 11, 2017 meeting were reviewed. Jon made a motion to approve the minutes as amended, Carol seconded. Minutes approved unanimously. Mark asked why some of the topics discussed at the December 11th meeting were not included in the minutes. Collin responded that the items were personnel matters and were covered under Executive Session. Mark replied we need to keep minutes under Executive Session.

Executive Session – Collin requested the Board adjourn the Regular meeting and move into Executive Session to discuss personnel and legal matters.

President's Report

- 1) Relations with Skamania County Sheriff – Mark asked what relations do we have with the Skamania County Sheriff? Collin responded he didn't know. The Sheriff has never contacted the Board. Collin and Jon spoke with Deputy Sheriff George who spoke highly of Jim. Mark said he read the body language of the Sheriff. Mark said he will reach out to the Sheriff and invite him to a Board meeting. Mark suggested we could meet him at the NorthWoods at a Board meeting and include both the Sheriff and Deputy Sheriff George.
- 2) Employment Policies – Carol suggested we should table this discussion until the next Board meeting due to how late in the evening it is. Jon agreed, and suggested we first address the operations manual, prior to addressing the employee handbook. He said we can always make amendments to the employee handbook if duties change. Collin stated the employee handbook should be started after the operations manual is complete.
- 3) Procedures and Process
 - a. Roads procedure - The Roads procedure was reviewed. Collin asked for comments. Mark said it was a good start. He suggested we add the contact for Storedahl and include the phone number. We should also add who orders the rock. The caretaker orders the rock, and they bill us. The invoice is sent to the Treasurer to pay.
 - b. Debbie suggested we create a template to follow. Mark said the State might have a template for the water system's operation manual. It was suggested to talk to Jim or Cindy. Jon said he would set up a template and send it to Debbie to review.
- 4) Water System
 - a. Debbie will work on the water system manual, with Jon's help. It was discussed that when the water system quality checks are performed, the lab calls Carol.
 - b. Debbie asked why the notices go to Carol and not to her? Carrie mentioned that the NorthWoods has a Registered Agent for formal notifications. Carol as Treasurer, is where formal notices are sent. In the past the team for the water system has been Carol, Joe, Jon, and Jim.

Debbie sat down with Carol and Joe for four hours this past week, and another hour with Brian today.

- c. It was discussed that there should be two manuals for the water system, which would include 1) an overall operation manual and, 2) another manual for daily logs with the water system. This would include the information related to testing. It was then discussed that we should also develop an overall maintenance plan. However, we need to prioritize, look at the critical path, the amount it will cost, etc.
 - d. Water System Flow test - Debbie discussed that she doesn't understand what the results of the well test say but said she will find out what the State's expectation is, and what it will take to close out the case.
 - e. There was discussion that Eagle Cliff is a customer of the NorthWoods water system. They pay to use our water.
 - f. Dates – the state notified the NorthWoods on 12/18/17 of outstanding items for follow up, which will be discussed at the next Board meeting Justin/Joe have been working on the plan. Joe will be writing up the outcome of the plan to discuss at the next Board meeting. One of the questions is capacity of the water system, and its ability to provide water for 201 cabins. Most of the cabins are there for only recreational purposes. There is a risk if the number of full-time residents increase, because they use more resources than other members.
 - g. Collin stated the test was a higher standard than what we would ever use. He suggested a conversation with Jim would be helpful. The event was triggered by the well deepening which was brought on because of the drought. We might need to consider installing meters.
 - h. Brian knows the recent work, but not the history of the water system.
 - i. Collin said there are also companies that manage water systems. In the future, we may research the ability to hire a company to manage the water system. They would also know the policy changes made by the State of Washington.
 - j. Debbie will be meeting with Brian this next Saturday to see the water system. She will be identifying risks. She plans to meet with Jim in the future.
- 5) Jon will work on the procedures for the common area, the marina, and the caretakers cabin.
 - 6) Mark will work on the procedures for security and surveillance cameras. Jon Horsch is a cabin owner who offered to assist.
 - 7) Debbie asked why not work on the employee handbook also? Collin said we need to prioritize the highest risk areas first, which include the water system and the surveillance cameras. Debbie asked if the caretakers have obligations to cabin owners? As part of their security rounds, they alert the members and the Board President if there are issues.
 - 8) Amended Rules and Regulations – The Board reviewed the amended Rules and Regulations which added language about prohibiting over-water fueling and designated a fishing area on the docks. Collin made a motion to approve the amendments. Jon seconded. The amended Rules and Regulations were approved unanimously.
 - 9) Other business – Carol received a call from a cabin owner. They think walking security checks are better than driving security checks. Carol said she thinks driving is better, because if there are issues, time to respond to situations is faster. The Board discussed this and said it will be addressed in the Security Operations Manual.

Treasurer's Report

- Accounts Receivable – As of 1/22/18 HOA dues have been received and deposited from 106 cabins. 97 cabins have not paid. We have received \$189 in donations so far for the 4th of July celebration. The invoices for the boat slip leases/maintenance dues have not been sent yet, pending Jon sending out amended leases for each boat slip.
- Carol presented an overview of the 2017 year-end balances for the general, marina and water system.

The next meeting will be on February 15, 2018, at 7:00 pm, at the Farrell residence.

The meeting was adjourned at 9:55 pm.

Written and submitted by,
Carrie Lewellen
Secretary