

A meeting of the Board of Directors of the North Woods Association, Inc. was convened on Tuesday, February 9, 2016 at the office of Gib Masters and was called to order at 6:05 pm.

Directors present: John Nicholson, Carrie Lewellen, Collin Farrell, Cindy Gaines, Brandy McEllrath, and Gib Masters. Caretaker, Jim West, was also in attendance.
Director absent: Ken Docekal

Approval of minutes

The minutes from the January 12, 2016 meeting were reviewed. Carrie made a motion to approve the minutes with the discussed revisions: Gib seconded. All approved.

President's report

1. In Ken's absence, John as first vice-president filled in to lead the meeting.
2. John and the Board welcomed Brandy McEllrath to the Board.
3. Treasurer position
 - a. The Board discussed the Treasurer position, and provided an overview of what duties are currently being performed by the Treasurer.
 - b. Brandy McEllrath expressed an interest in taking over the Treasurer position, understanding there would be an audit of the NorthWoods financial transactions prior to the transition.
 - c. Carrie Lewellen stated she was interested in resigning from the Treasurer's position, but would be interested in the Secretary position. The Board discussed this, and unanimously agreed to accept Carrie's resignation as Treasurer.
 - d. Collin Farrell nominated Brandy McEllrath as Treasurer. Gib Masters seconded. It was approved unanimously by the Board of Directors.
4. Secretary position
 - e. Cindy Gaines stated she was interested in resigning as Secretary, but would like to continue her role as a Director. The Board discussed this and unanimously accepted Cindy's resignation from the Secretary position.
 - f. Gib Masters nominated Carrie Lewellen to fill the Secretary position. Cindy Gaines seconded. All approved.
5. Marina/Insurance update
 - g. John stated they have been in constant contact with the insurance appraiser and a demolition company. They are on schedule for a spring replacement of the docks.
 - h. This past Sunday, February 7th, the gate to Swift was open, and John noticed our boom logs are there all stacked up next to the fence. Chilton's logging is working for Pacificorp and is taking care of cleaning up the wood in the lake.
 - i. Pacificorp indicated to Ken that they are interested in meeting with Ken in the spring to talk about the water level.
6. Spring cleanup
 - j. Rebecca Martinez Griffin (#161) requested we will send an email to the NorthWoods community to announce the spring cleanup which will occur on April 24th at 11:00 am. The email reminder will go out in mid to late March and again a week or two before the event.

7. Backhoe
 - k. The Board gave authorization to Jim West to move forward with hiring a contractor to repair the backhoe. The Board discussed that after the backhoe was repaired that we may look into selling it, and potentially upgrading it to a newer model in the future.
8. Rock and Gravel
 - l. The Board gave approval to Jim West to order rock and gravel for the roads and have it delivered towards the end of February.

Treasurer's report

1. Carrie presented the Treasurer's report
2. Outstanding Accounts Receivable
 - a. As of 2/8/16 the outstanding accounts receivable balance reflected that 33 cabins had not paid, however this includes 5 cabins that were foreclosed and are bank owned. Letters will be mailed to the cabin owners with delinquent assessments, indicating that late fees will be assessed per the By-Laws.
3. The Board reviewed the accounts payable and payroll checks issued in January. All expenditures were approved by the Board.
4. The Board reviewed the checking/savings account balances as of January 31, 2016, and discussed the projected balances that will be held in the marina fund, the water fund, and the operating fund, after all assessments are paid.
5. It was discussed that after Brandy and Carrie meet with Denise Firth, and develop a transition plan, the Board will send out an email to the NorthWoods community informing them of the change of Treasurer.
6. Pending items: a) need to hire a service to become the Registered Agent for the NorthWoods, and b) need to modify who the signers on the checking/savings account are to add Brandy McEllrath, and remove Denise Firth.

New business:

1. Water System test kit – Jim has been using the older style test kit for water samples. The Board authorized Jim to purchase additional reagents for the new test kit.
2. Trailer purchase – Jim reminded the Board that the State gave us until 5/31/2016 to get an enclosed trailer to store diesel for the water system. The Board discussed the purchase, and John said he would find a trailer. The cost for this will be funded out of the water fund.
3. There was some discussion about North Country EMS and the contract with Skamania County. The Board will research when the next Skamania County Fire Commission meetings are.

The next meeting is scheduled for 6:00 pm March 15 2016 at K&L Gates in Portland, OR.

The meeting was adjourned at 7:24 pm.

Written and submitted by,
Carrie Lewellen
Secretary