

A meeting of the Board of Directors of the North Woods Association, Inc. was convened on Monday, January 16, 2017 at the Farrell residence and was called to order at 7:15 pm.

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

Directors absent: John Nicholson and Cindy Gaines.

Approval of minutes

The minutes from the November 9, 2016 meeting were reviewed. Mark made a motion to approve the minutes with the discussed revisions, Jon seconded. The minutes were approved. The minutes from the November 30, 2016 Special Board meeting were reviewed. Carol made a motion to approve the minutes with the discussed revisions, Jon seconded. The minutes were approved.

Presidents Report

- 1) Letter to members – the Board reviewed the draft letter prepared by Collin. Mark discussed his reservations about the letter, and said he wouldn't sign it. He also stated his concerns about the process involved with hiring Brian. Collin discussed the conversation he and John had with Brian and why Brian had concerns about being hired as an assistant caretaker. Brian had received some incorrect information. Collin said he should have spoken directly with Brian, rather than going through Jim. Carol said she received the same feedback from Brian. Mark said he was concerned that no recruitment process took place and that there was no resume or application given to the Board; that there was a delay and confusion with respect to the background check; that the Board had been advised that Brian had resigned and had met specially to discuss the filling of the position; and that he was willing to take the job "as long as he had the full support of the Board to work through some of the challenging issue with some difficult cabin owners." Mark was not comfortable basing a decision on vague reports about unspecified complaints concerning unnamed cabin owners. Ken said he also spoke with Brian several times during the water system issues last year, and Brian indicated his interests in the job. Jon asked if Brian was hired before the annual meeting. The Board responded yes he was, he was hired prior to the annual meeting, and next time there is an opening, the Board will implement the new process for hiring. Collin stated that we are reviewing the letter to the members, and would like the full support of the Board so that we can send the letter out. Mark said his position still stands. It was discussed that everyone but Mark and Cindy would sign the letter to the members (Cindy wouldn't because she was not at the Board meeting). Collin stated that the special meeting in November was called too soon, which added to the confusion. Both Collin and John said they should have met with Brian prior to calling the special meeting. Brian has done a really good job as assistant caretaker, and has the full support of the Board and by Jim West.
- 2) Plowing – Collin stated that Frank Yela from the Fire District is plowing inside of the NorthWoods to allow a school bus to pick up one child. The work is covered by insurance. There was a question if plowing is part of the caretaker's responsibilities. Jim does plow a single lane with the backhoe.
- 3) Dock replacement update – we received the Skamania County Shoreline Permit, but are still waiting on PacifiCorp. Ken will follow up tomorrow. We are not sure we need PacifiCorp's approval again, because we originally received their approval for the docks. Ken is discussing this with Michael Lackner at PacifiCorp, who gave the information to their Hydro department.
- 4) Backup generator – the backup generator was purchased. The shed is built. Jim needs to plow the area to get the generator to the shed.

- 5) Water well testing – Cindy is communicating with Joe Ellingson. Joe knows the person at DOH, Ken also does. We received the extension. Carol said it was not advisable to have an engineer do the work because of the expense, they found another person to put in the flow meter. We have until the end of February to get the test done. We can get another extension if needed.
- 6) South well – the south well is off-line. We need to get the well drillers up to see if it is the controller or the pump. We will wait until the weather is better.
- 7) Jim is now working 20 hours per week.
- 8) Job descriptions/duties – the draft duties were reviewed and edited by the Board. It was discussed that no vacation would accrue for the caretaker if only working 20 hours per week, but the assistant caretaker would accrued vacation leave. Vacation leave has to be used in the calendar year, or it is forfeited.
- 9) Employment agreements – the current employment agreement with Jim has contradictory language. He is an “at will” employee. Brian is also an “at will” employee. We will need to amend Jim’s contract because he is now working 20 hours per week, and also we need to amend the compensation section, due to the reduced hours. We will continue to pay for insurance for both caretakers.
- 10) Collin thanked Carol for all of her work as the new Treasurer. She has gone through an audit, had issues with viruses on the computer, and helped get the contacts set up with the banks.

Treasurer’s Report

- 1) Carol reported the current bank account balances.
- 2) There was a review of checks issued in November and December.
- 3) Accounts Receivable – Carol reported she has received payment from approximately 50 cabin owners so far for their annual assessment payments.
- 4) Cell phones – Carol said she has stopped the Verizon cell phone account that was Wilbur’s phone originally. She asked if we should get phones for both caretakers. The Verizon contract ends the end of June. The cost comparison between Verizon and US Cellular is quite different. It was decided to begin accounts with US Cellular as of February 1st, due to the cost being less and the coverage better. Brian has his own phone, and they will see if Jim can keep the same phone/number he currently has.
- 5) Quickbooks – Collin reported that we have a bookkeeper to help Carol file taxes, close the 2016 records, and file the W-2’s, assist with Quickbook questions, and to help format reports. This person charges \$40 per hour. The bookkeeper will help get the records ready to give to Andy Moyer for the annual tax return filing.
- 6) Caretaker cabin – there was discussion about the housing allowance charged to the caretakers, how it is calculated, and with the change in hours, how the proration will change so that the appropriate allowance is charged to both caretakers.

Other Business

- 1) Website – Mark asked why the minutes are published on a public website, and wondered if there was a way to make cabin owners log on. Jon replied that we would need to hire a web designer to create a new website, which is very expensive. Collin stated we could reduce the information that is considered confidential. Carrie said that cabin owners would not be happy if they had to pay higher dues to hire somebody to design and maintain a website with this functionality. She went on to say that some of the members have already said we are not transparent. Jon stated we could generalize information in the minutes.
- 2) Caretaker duties – Mark asked if the duties should be published on the website. The Board discussed this, and determined that they shouldn’t, but if cabin owners want a copy of the duties, we can provide them to the members. Mark said that people have a right to know what the caretakers do. It was decided that copies of the duties will be kept at the caretaker’s cabin.
- 3) Water level committee – the information was addressed in the letter to the members.

- 4) Carrie received an inquiry from cabin 189 requesting snow removal assistance, a request for the caretaker's phone numbers, and requested to see if we could provide a weekly or bi-weekly update about the conditions or other news at the NorthWoods. Cabin 189 also asked about the annual cleanup, and if there would be dumpsters. Cabin 189 said she would be able to assist with writing job descriptions, or be involved in other committees. She also wondered if the projects in the common area had been addressed – the safety issues like nails, the wood shed, etc. The Board discussed the questions raised by cabin 189, and it was determined that the caretaker phone numbers are for emergency situations only, not for general inquiries. The Board provides updates through Constant Contact, when there are issues to report. The NorthWoods does not have the budget to bring up a dumpster for the clean-up day. This is the cabin owners responsibility. The Board will keep cabin 189 in mind for future volunteer activities.
- 5) Carrie also received an inquiry from cabin 135 asking if he could provide a proposal for marina planting and mitigation. The Board discussed this, and it was stated that all shoreline activity would require a separate JARPA permit. At this time the Board does not see the need for this type of work at the common area. Individual cabin owners that believe they need marina planting and mitigation work, can contact John Nicholson for advice on how to work through the JARPA process if they would like to pursue having work done.
- 6) Jon announced that he will be taking over the marina boat dock leases.

The next meeting will be on February 13, 2017, at 6:30 pm, at the Puckett residence in Portland, OR.

The meeting was adjourned at 9:45 pm.

Written and submitted by,
Carrie Lewellen
Secretary