

A meeting of the Board of Directors of the North Woods Association, Inc. was convened on Monday, February 13, 2017 at the Puckett residence and was called to order at 6:45 pm.

Directors present: Collin Farrell, Ken Docekal, Jon Puckett, Carrie Lewellen, Carol Ellingson, John Nicholson, and Mark Griffin. Also present: Caretaker Jim West.

Directors absent: Cindy Gaines.

Approval of minutes

The minutes from the January 16, 2017 meeting were reviewed. Mark requested to have changes made to the minutes, in the Letter to Members section. Approval of the January minutes were tabled until the revised minutes could be sent by email to the Board with Mark's recommended changes. The minutes were later approved by email authorization on February 23, 2017 by Collin, John, Jon, Mark, Cindy, and Carrie, and subsequently posted to the website.

The Board reviewed briefly the Draft November 2016 Annual Meeting minutes, and discussed that Carrie could post them on the website. These minutes are approved by the members at the annual meeting.

Presidents Report

- 1) Caretaker descriptions – the Board reviewed the draft caretaker and assistant caretaker job descriptions. There was discussion that some of the items should be revised, and some items should be addressed in the employment agreement. Mark requested to include that notices to the NorthWoods should go to the NorthWoods email address, and not to the caretaker. The change was made to the job description. Mark also requested to add the requirement to develop and maintain an operation's manual to include procedures on how to maintain roads, the water system, and security. Carrie asked if this would be the best use of Jim's time, considering that he works 20 hours per week. The Board discussed this, and both John Nicholson and Jon Puckett volunteered as Board members to help document the processes. Collin asked Carrie to make the final changes to the job descriptions, and route them to him for final review.
- 2) Employment Agreement – Mark and Collin will work together to make changes to the Employment Agreement in place with Jim West.
- 3) Dock update – Ken reported that PacifiCorp called and said we are good to go with the permit. John said as soon as we have the paper we can start the work on the boom logs. This work cannot start until the snow melts.
- 4) Asset/Inventory report – the Board reviewed the list of assets owned by the NorthWoods Association. There are a few additions that need to be made and a couple of serial numbers need to be added. Collin will update this list. When the list is final, it will be stored in a folder in the caretaker's cabin, and also will be provided to the CPA, so that the new generator and the fuel trailer can be set up for depreciation.

Treasurer's Report

- 1) Carol reported the current bank account balances.
- 2) There was a review of checks issued in January and early February.
- 3) Accounts Receivable – Carol reported that there are about 26 cabin owners who are late paying their annual assessment payments. Reminder notices have been sent.
- 4) IRS letter – the NorthWoods received a letter from the IRS related to an audit they did in 2016 related to the 2014 tax year. The letter was scanned and sent to Andy Moyer to follow up with the IRS.
- 5) US Cellular – Carol reported that she had received an email from Travis requesting to set up a table in mid-June to allow cabin owners an opportunity to sign up for Wi-Fi service. The Board discussed this, and John Nicholson said he would follow up with Travis. The Board will post information on the NorthWoods FaceBook page to give the

cabin owners contact information for Travis, if they are interested in signing up for the service and paying for the hardware.

Caretaker Report

- 1) Water testing – Jim reported that with the amount of snow in the NorthWoods, it will not be possible to perform the water testing required by the State within the timeframe currently given. The Board will follow up and request an extension.
- 2) Generator install – Jim said that he will not be able to install the new backup generator until the snow melts. The fence is installed. The south well is still non-functioning, but the main well is fine. Jim thinks it is a malfunctioning control box, the pump, or other electrical circuitry issues. The well driller will be called to look at it as soon as the snow melts.
- 3) Roads – Jim said there are big holes in some areas. The road is still one lane inside of the NorthWoods, but he plans to use the back hoe and clear more snow starting next Wednesday through Friday.
- 4) Jim also reported that Brian is working out really well, and is doing a really good job.

Other Business

- 1) Letter to the Members – Collin asked if anybody had received any feedback from the members after the letter was emailed in January. Carrie replied that she had received several emails thanking the Board and Jim and Brian for the good work being done, there were no negative comments. Carrie said she would forward the emails to each of the Board members.
- 2) Water Level Committee report – Mark reported that four people have volunteered to be on the water level committee. Jamey Mitchell (cabin 171), Colin Lewis (cabin 14), Erik Gunderson (cabin 173), and Dan Ward (cabin 9). Mark asked if we have another Board member that would like to serve on the committee. Nobody volunteered. The objective of the committee will be to get information on water levels, and water flows. Mark said they will get information and will present it to the Board. Mark will be facilitating the first meeting.
- 3) Hiring Process for future caretakers - The Board discussed that we will continue to research and develop a process to hire caretakers in the future. This will include researching and asking other associations that hire caretakers what process they use. Jon and Mark will research specific laws and regulations associated with hiring practices.
- 4) Marina Boat Slips – Jon Puckett is going to coordinate the marina boat leases. He requested clarification about renting a common area boat slip for one week, which includes a fee. There was also discussion about the process involved when cabins sell that have boat slips. The Board discussed that the remaining portion of a 10-year lease would be refunded to the cabin owner that sold. Carrie will send Jon the template for the marina map to update, so we can get it posted to the website, and also have it available at the marina. Jon said he will confirm current leases to the list of cabin owners, and Carol will provide Jon with information when she receives notification of cabins selling.

The next meeting will be on March 6, 2017, at 7:00 pm, at the Farrell residence in Vancouver.

The meeting was adjourned at 9:00 pm.

Written and submitted by,
Carrie Lewellen
Secretary