

A special meeting of the Board of Directors of the North Woods Association, Inc. was convened on Wednesday, November 30, 2016 by conference call and was called to order at 6:00 pm.

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

Assistant Caretaker

- Collin discussed that he and John Nicholson had met with Jim to get the information for the background check on Brian. Jim told Collin and John that Brian had told him that he didn't want to take the job and said verbally he was resigning on November 30, 2016. However, no resignation letter was received. Collin told the Board that we will need to move quickly to find a replacement. Jim only works two days per week, which leaves the NorthWoods with no staffing five days a week. (Subsequently, after this special meeting, Collin and John met with Brian, who had clarifying questions about the background check, and after the meeting, Brian said he was still interested in working as the assistant caretaker for the NorthWoods).
- Collin and John are working on the job descriptions.
- We will need to post the position (after this meeting, and with the meeting with Brian, this is also not needed. Brian will continue to work as assistant caretaker).
- They found the employment agreements with Willy and Jim.
- Jim stated he would like to stay in the office and won't use the cabin.
- We need to provide communication to the members.
- Jon Puckett asked if we are looking for an assistant to work full-time. Collin responded we need the assistant to work full-time, with the goal of assuming the caretaker position when Jim retires.
- Mark Griffin said that we don't want to rush into employment decisions. He asked what the duties include, such as security. He asked if somebody who lives there could do the job. With it being the end of the year, it will be hard to find somebody in the short-term.
- Collin replied that is a good idea, but there is concern about somebody living there – and the conflict of interest that could bring. A question was asked if maybe Zach's parents who are at the store might be interested.
- John Nicholson said that Zach's parents are living there. Tim, the person living above the store is not living there, but Zach's parents might work in the interim, and he and Collin could ask this upcoming weekend.
- Carrie asked what other duties would be required, such as the work involved with the well and generator.
- Cindy asked what the daily requirements are for the water system. She said that maybe we could contract with Joe Ellingson to run the water system.
- Mark Griffin requested that Collin send the job descriptions and employment contracts to him so that he can review them and provide feedback. Once we have the job description, post, advertise, decide when and where to advertise. Mark then had to leave the call.
- Ken said that it will be a several month process to hire somebody. In the past we have had other caretakers that were less stellar, and wondered if we could ask Jim to work more hours.
- Cindy asked if we could pay Jim more in the interim. She said this would require somebody who lives in the sticks with little money. She suggested advertising in the Skamania County PUD Rural Light in the classified ads.
- The Board asked Carrie where her work advertises, and she responded Indeed, and Craigslist.
- John said we should not post this on FaceBook, as it tells the public the area is not secure.
- John said he might know of somebody.
- Ken said he had to leave the call.

- Collin told Carol that he will need to terminate Brian for payroll purposes today, and won't need to worry about insurance.

Housing Allowance

- Collin said the next issue is the housing allowance. Jim doesn't want to participate, and would like to talk about the requirements. Carrie explained that it is required for tax purposes. When Denise was Treasurer she did a lot of research about this, and the IRS requires withholding money from the caretaker and assistant caretaker's check if housing is provided. This is why we add the same amount to their base wages.

Letter to members

- Collin will send out a draft for the Board to review this weekend. There will be three parts to the letter, and he would like people to weigh in on the content. We will need to discuss the caretakers, the water committee, and a discussion of the annual meeting and what positions people have on the Board now.
- Cindy replied that this sounds good for timing, the sooner the better.
- The reason that Brian decided he doesn't want the job is because he has had some bad encounters with members over the past 6-weeks.

Communication/Cell Phone for Caretakers

- Collin discussed that we do not have a good way to communicate with Jim while he is up there. John said we can work with US Cellular and get a hotspot for \$169.99 for the cabin or when he is at the water shed. He will have 4 bars of service, and could use when he is working. The cost is \$55 per month for 4 gigs. It will shut off after that amount of data has been used each month. John said he could get it going pretty quickly.
- Cindy asked how far the hot spot works. John responded 70 feet. She asked if we would need another one for the assistant caretaker. John said no, Jim would keep it at the cabin for the assistant caretaker to use. John said if we need more than 70 feet, we could upgrade to \$300 for another option, but doesn't think we would need to.
- Jon Puckett said for emergencies, we should be able to get a hold of one of them.
- John Nicholson said instant communication would help. In addition, the plan is transferrable.
- Carrie made a motion to approve the purchase. Cindy seconded. The Board voted unanimously to approve (Mark and Ken were not present).

Meeting dates in 2017

- Collin asked about the time/dates for the next meeting in January. Carol has a conflict with Tuesdays, and Collin wondered if Monday's would work for the next 3 months. He also welcomed Carol to the Board.

Water System Requirements

- Cindy discussed that information is due to the State soon on the water system, and we are not going to meet the requirement date. Carol's husband is a water guy and we need water testing and sign off by a water engineer. Cindy said we need information from two companies to complete. The cost could be up to \$750 for time and materials, which doesn't include the Columbia Technical field work. Olsen Engineering could do the engineering piece. They discussed asking for an extension to 1/11/2017 currently the data collection is due by 12/14/16. Carol asked if we wanted her husband to join the call, but the Board said it wasn't necessary. Collin asked again about the 12/14/16 due date. He asked if there would be enough time for the engineers to do their part by 1/11/17. Given the time constraint, how do we approve it? Carrie made a motion to approve expenditures up to \$1,500 for the water quality and well testing, including the time and materials listed above. Carol seconded. All voted unanimously to approve the

expenditure. Cindy said she would email Joe E. and if the cost is expected to go above this amount, we will need to get additional approval for that.

- Cindy discussed the need to get new heaters for the wells, and asked about the status of the order. Carol said the company sent a letter due to a fraud concern, and have not shipped the heaters. She said she pleaded to have them sent, however the ETA is unknown. Collin asked if we could influence shipping overnight, due to the cold weather event that is expected this next weekend. Carol said the size of the heaters is the issue, and shipping will cost \$300 which is more than the heaters, which cost \$100 each.
- Cindy asked if the current heaters are working. There was discussion that only one was working and two are not. Collin said if we freeze lines in pump house we will have a much bigger problem. He said we should get them as fast as we can. Carol responded that it might be too late to change the order, but she will check.
- John said he has two liquid propane wall heaters 10,000 BTUs and would check if the size of the pump house is too small. John asked if we got the connectors also, or just the heaters. John said he would take his heaters up this weekend.

Other Items

- Collin asked the Board to reach out to Jim to let him know how valuable he is to the community and to the Board, and to let him know he has full support of the Board.
- Collin said he would send the dates of future meetings to Carrie.
- Collin motioned to adjourn the meeting and John seconded.

The meeting was adjourned at 6:55 pm.

Written and submitted by,
Carrie Lewellen
Secretary