

A meeting of the Board of Directors of the North Woods Association, Inc. was convened on Monday, February 26, 2018 at the Farrell residence and was called to order at 7:06 pm.

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

Directors absent: Carol Ellingson.

Approval of minutes

The minutes from the following meetings were reviewed by the Board:

January 22, 2018 Regular Session
January 22, 2018 Executive Session
January 23, 2018 Executive Session
January 29, 2018 Executive Session

Collin made a motion to approve each of the minutes as amended, Jon seconded. All minutes were approved, with Mark voting no. Mark stated he wanted the Executive Session minutes to be sent out prior to the meeting. Collin said his concern was that he wanted the minutes to be kept confidential and didn't want the minutes distributed. Mark went on to say that he objected going into Executive Session on 1/22/18, and said any later vote involving a budgeted item should be done in general session. Collin responded any actions of the Board involving an expenditure of funds, would be summarized in the summary minutes of the Executive Session, and that action would be published so that the members are informed

The Board discussed that Article IV of the By-laws might need to be amended. Debbie discussed taking the handout Jon had presented at a previous meeting regarding HOA Executive Sessions, and have Collin ask the attorney to draft policies for the Board for rules to follow during Executive Session. The Board agreed this would be a good idea.

President's Report

- 1) The Board adjourned into Executive Session to discuss personnel and legal matters.
- 2) Operation Manual – Collin asked if the Board would like one final policy and procedure manual developed, and then get Jim and Brian's feedback prior to moving the formal manual forward. The Board agreed this would be a good approach to use. Debbie reported that she had received copies of Cindy's water system manual, and Jim gave her his manual also.
- 3) Water System –
 - a. Collin reported that on February 9th there was a break in a feeder line going to cabins 28 and 29. Brian dug up the area, repaired the parts, and refilled the hole.
 - b. Collin reported the main generator failed. Jim went up and got it running Friday night. The problem was a blown fuse. At the time there were only 6 – 8 cabin owners there. During that time the water system went through 10,000 – 20,000 gallons of water overnight. There is a concern that a cabin pipe might be broken or leaking. He thinks that the cabin owner found the issue and fixed it, because the water usage is back to normal this past weekend.
 - c. Preventative maintenance is scheduled on the system with Cummins. By having Jim come up and fix the generator, this saved the NorthWoods

- Association about \$900. Cummins will be coming up tomorrow to perform preventative maintenance, which is normally scheduled for April.
- d. If there are any problems with the water system, Jim or Brian contact Collin, Debbie, and Jon. John said the fueling system for the generator seems to be working well.
 - e. DOH – Debbie reported the focus is to put together the plan to meet the requirements from Department of Health (DOH) for the water system. The current plan is to not retest capacity but to manage the usage and show the management to DOH. Currently Joe Ellingson, Justin Harmann (water systems management consultant), and Chad from Olsen Engineering is working on the plan. Chad is only being used on a limited basis, due to the cost. Debbie said she will bring the final plan back to the Board for approval, prior to having any work done. Collin asked if Kay at DOH has been contacted by Joe. Debbie responded in December, but we plan to provide an update as soon as we have an agreed upon plan.
 - f. Debbie's next steps are to set up a meeting to get all people working on the water system together. She is hoping to meet next week. She would like the team to outline the plan, and Joe to review the plan with Chad to determine if the approach will meet DOH requirements. Collin asked if Kay from DOH is okay with our timeline. Debbie said it could take up to two months to get our plan together, and then we will need to do the work on the system. Collin said we need to make sure Kay is okay with the timing. Debbie said the team will confirm this with Kay.
 - g. Debbie said she anticipates the outcome will be installing a monitoring system with alerting; having a contingency plan if water levels lower; and analyze the health of the aquifers via monitoring data.
 - h. Based on the preliminary estimates, Debbie currently thinks the water system improvements could cost up to \$8,000, which includes implementation and consulting costs for Chad to present report to DOH. Mark made a motion to approve spending up to \$8,000 to specifically address the outstanding issues with our water system to meet DOH requirements. John seconded. Approved unanimously.
- 4) Surveillance camera policy – Mark reported he hasn't found any information on this, because of due process/confidentiality issues. Collin suggested Mark contact John Horsch who is a cabin owner and works for the Clark County Sheriff's Office. John Horsch had offered to help with this at the last annual meeting.
 - a. Jon reported that the security cameras are motion activated, and we would only keep the information if there was an incident. Mark said a retention policy is also needed. The information Carrie provided related to retention was for public information and isn't applicable to the NorthWoods because we are a private organization.
 - 5) Employment Policies – The Board discussed that most of the Board has not had a chance to review the information yet. It was decided that the Board would review the policy and provide comments to Mark in advance of the next Board meeting.
 - 6) Forest Service project – Carrie was sent information from the Forest Service about an upcoming road closure project. Carrie sent the information to the members through Constant Contact. John asked if the closure is going to effect community services. The only impact would be for cabin owners who come to the NorthWoods through Randall. The Board decided our role is to provide the information to the members, and that is all we will do.
 - 7) Information from Brett Hansen – Brett sent Carrie an email asking to post educational information about Mt. St. Helens and Mt. Adams. The Board

discussed and said it would be best if Brett posted this information on the community bulletin board.

- 8) 4th of July – it was discussed that we will have the band the weekend prior to the 4th of July on June 30th. It was recommended that Carol ask the band who reached out to her, what their cost will be to perform.
- 9) Tickets for dogs running loose – there currently is nothing in the rules and regulations regarding this, except that members need to keep their dogs under control. We don't have a leash law. If people have complaints, they need to file an incident report.
- 10) Tickets for kids driving around under age, or over speed limit – if people see an incident, they need to file an incident report.

Treasurer's Report

- Accounts Receivable – In Carol's absence, Collin reviewed the outstanding AR balances, bank balances, etc. Everything seems to be in good shape.
- Carrie reported that Carol also has submitted the year-end reports to Andy to complete the year-end tax reports.

Caretaker's Report – Collin reported that on 2/10/18 somebody was injured at a cabin. Brian called the ambulance. The patient was stabilized and transferred by ambulance.

Other Business –

- 1) There is still one or two boat slips available. Jon is going to go down the wait list and contact the cabins next in line. He said he is slowly getting the contracts back.
- 2) Mark said he has received a few questions from cabins about renting their cabins. He referred them to the By-laws and to Leslie at Waterfront Recreation if there are questions on the lease.
- 3) The operations manual template was sent to Collin and Debbie by Jon.
 - a. Jon is working on the common area, public restrooms, and can also work with John on the boat slips.
 - b. Jon is gathering the data, and will put together the table of contents, and then will send the template out for an example for others to use.

The next meeting will be on March 12, 2018, at 6:30 pm, at the Puckett residence.

The meeting was adjourned at 9:45 pm.

Written and submitted by,
Carrie Lewellen
Secretary