

A meeting of the Board of Directors of the North Woods Association, Inc. was convened on Monday, December 11, 2017 at the Farrell residence and was called to order at 7:15 pm.

Directors present: Collin Farrell, John Nicholson, Carol Ellingson, Debbie Reynolds, Carrie Lewellen, and Jon Puckett. Mark Griffin (attended by conference call).

#### Approval of minutes

The minutes from the October 2, 2017 meeting were reviewed. John made a motion to approve the minutes with the discussed amendments, Mark seconded. Minutes approved unanimously.

Introductions – The Board welcomed Debbie Reynolds to the Board.

#### New Business – Election of Board Positions

Board term positions were voted and approved as follows:

- Carrie Lewellen nominated Collin Farrell as President, Jon Puckett seconded and all approved.
- Collin Farrell nominated John Nicholson as 1st Vice President, Jon Puckett seconded and all approved.
- John Nicholson nominated Jon Puckett as 2nd Vice President, Carrie Lewellen seconded and all approved.
- Collin Farrell nominated Carrie Lewellen as Secretary, John Nicholson seconded and all approved.
- Collin Farrell nominated Carol Ellingson as Treasurer. John Nicholson seconded. All approved.
- Mark Griffin and Debbie Reynolds will hold the remaining two Director seats.

The following was discussed and implemented regarding committees:

- Collin Farrell asked Mark Griffin if he was interested in being the Chair the Rules and Regulations committee. Mark accepted.
- There was discussion about the duties associated with the Water System, such as working with the State. Debbie Reynolds offered to assist in this role, and will work with the caretakers to learn the requirements, and reach out to Cindy Gaines for historical records.
- Collin Farrell asked Jon Puckett if he was interested in Chairing the Marina and Waterfront committee. Jon accepted.

#### Schedule of 2018 Board meetings

The Board discussed future board meetings, and agreed to the following schedule, which will be posted on the website.

January 15, 2018	6:30 pm	Puckett residence
February 12, 2018	6:30 pm	Puckett residence
March 12, 2018	7:00 pm	Farrell residence
April 9, 2018	6:30 pm	Puckett residence
May 14, 2018	7:00 pm	Farrell residence
June 11, 2018	6:30 pm	Puckett residence
July 9, 2018	7:00 pm	Farrell residence
August 13, 2018	6:30 pm	Puckett residence
September 10, 2018	7:00 pm	Farrell residence
October 8, 2018	6:30 pm	Puckett residence
November 8, 2018	7:00 pm	Annual meeting – TBD
December 3, 2018	7:00 pm	Farrell residence

### President's Report

- 1) Annual Meeting - Collin discussed that the annual meeting went well. Everyone was prepared, and no real issues were raised.
- 2) Water System – Collin will get the preventative maintenance list to Debbie. The water system test needs to be ran for 24 hours. The last test earlier this year only lasted for 22.5 hours. The recharge curve was slow. Debbie can work with Joe Ellingson to find out what needs to be done.
- 3) Operations Manual – Mark raised discussion that last year we discussed creating an operation manual. Collin said that we did create an asset list; created job descriptions; created a water system log sheet; created a road system log sheet; and a log of daily patrols, and restroom maintenance. Mark said it is good have information for road maintenance, like who/when to fill potholes, where rock is purchased, etc. An operation manual would be an outline of tasks, for example a 5 or 6-line document. Collin said he will put together the document on the roads.
- 4) Water system – Debbie can work with Jim and Cindy to organize the information on the water system. Jim has a notebook, and Cindy Gaines also has a notebook. Cindy will be meeting with Debbie and provide her the information on the system.
- 5) The Board adjourned into Executive Session to discuss legal and personnel matters.
- 6) Surveillance cameras – Mark raised a question brought up at the annual meeting. Are cameras going to be pointed into cabins? He said we need to develop a policy for security cameras and body cameras. The policy would address such things as how long the footage will be retained; where is the information stored; etc. Collin stated at this point there have not been any issues. If issues do arise, the information will be brought forward to the Board. Mark volunteered to draft the policy for use of body cameras and security cameras, and the retention of the information gathered. Carrie provided the Washington State retention requirements, but Mark said that doesn't apply to a private business. Mark said he will research this, and said the insurance company might have some guidance on the matter.
- 7) Employment Policies – Mark stated we started the job descriptions last year, but we should also have an employee handbook. He provided an example of one he found. This was tabled until the next Board meeting, to give the Board a chance to review and provide comments on the draft.
- 8) New sick leave law – Carrie shared some information that the State of Washington has a new law going into effect in 2018 that requires paid sick leave be accrued for employees, and up to 40 hours can carry forward into the next year. The Board discussed this and will monitor leaves, and will follow the general provisions required by Federal and State law.
- 9) Over-water fueling – the Board discussed the information that will be sent out with the marina boat slip leases. The rules and regulations will address the penalty which will be a \$500 fine and termination of the lease agreement for the boat slip. Carrie will send Mark the last version of the Rules and Regulations to make edits to and bring back to the Board in January to review and take action on the amendments.
- 10) Boom log repair work – John reported that 8 of the missing boom logs were found. They were buried in the mud, and were found when they started doing the work. Some were buried 8 feet deep. John said we will need to purchase some couplers for \$15 each. Booms are currently being done between cabins 5 – 35. Cabins 1 – 5 still need to be done. There will be two exits on the outside boom system. The inside system may have only one ingress and egress. Jim and Brian have been spending a lot of time on this with the excavator.

### Treasurer's Report

- Accounts Receivable – there are still 4 delinquent cabins with past due balances – all of which are in foreclosure.

- Accounts Payable – There were several expenses associated with the boom log repairs, including the purchase of chain and shackles for approximately \$7,300 to secure the boom logs. The insurance premium was paid for the marina totaling \$7,500.
- There will be expenses for the annual meeting, including the security guard expense. It will be nice to keep the annual meeting to 2 hours in 2018, like the 2017 meeting, to keep down the room rental expenses.
- Carol will be working on sending the 2018 invoices out the cabin owners by email if we have good email addresses.

The next meeting will be on January 15, 2018, at 6:30 pm, at the Puckett residence in Portland, OR.

The meeting was adjourned at 9:00 pm.

Written and submitted by,  
Carrie Lewellen  
Secretary