

## MINUTES HIEA BOARD MEETING

October 12, 2019

Meeting was called to order by chair, Doug Otjen at 10:00 am at the Shelton Rehab conference room. Those present were chair, Doug Otjen, Dave Asselstine, Paul Kohl, Nadeen Walker, Leisa Ashbaugh, Pam Gummel and Marilyn Laubach. Also attending was Dave Fall-McQuiston.

Minutes of August 3 were approved as corrected. Missing from the minutes were the following items; 1) Nadeen requested that a statement about payment, late charges, etc. be printed on the invoices that go out to property owners. Any separate writings may be overlooked by some people, 2) The fees for Clearwater Utility Services have increased. In comparison Dave Fall felt the charges were pretty much in line with other companies that do the same service. The board voted to continue with Clearwater for another year. Pam made motion to accept as corrected with Dave a second. Marilyn will make necessary changes on minutes.

Good reviews of pool area were received over the summer and shared by Doug. It was another successful swim season.

Pool report included discussion of getting more new chairs to be used inside and out. Nadeen and Doug will check into the purchase of them. There have been good comments about the new furniture there now. Thanks to Nadeen for this.

Treasurer's report stated we must have \$6,800 in a reserve account as required for the USDA loan. Pam was able to move excess general fund money into this account to earn money for the association. Those funds will not apply to USDA loan or use. Her goal is to keep \$10,000 in the working account for HIEA ongoing expenses. Pam was able to obtain a debit card at Heritage Bank to use for usual and normal expenses. Dave Asselstine and Doug Otjen also have cards. This is in place of a board member having to make the purchase and then being reimbursed. By the end of the fiscal year if there are no major expenses there should be about \$32,000. So far HIEA is on target for normal expenses. All dues are in now.

Dave Fall-McQuiston reported the estimate for replacement and installation of a new well pump should it be needed would be \$3,800 to 6,500. Further searches will take place. We are just looking at possible expenditures in the future.

Discussion of the invoice form brought up some changes to clarify due dates and non payment penalties. Pam will work on this and check with board for suggestions. All felt some of the explanations should be in larger print.

In 2008 HIEA signed a Franchise Agreement with Mason County to allow the water system lines to either be along or under the roads in the HIEA development. This agreement was to be renewed every 10 years but Mason county failed to notify HIEA of the renewal. Because it was the county's error there is no penalty fee involved and we will only pay the regular \$300 renewal fee. The county is very aware of this oversight and will be sure it doesn't happen again.

The Board is currently working on a calendar to show various dates of fees and events that need to be addressed annually. These would include fees for State and County permits, regular payments for services, and other items of attention that need to be completed on a regular basis. This will be like having an operating manual.

There are no outstanding bills currently.

Nothing new to report on the web site.

HIEA will stay with Clearwater for our testing, monitoring etc. Discussion took place as to how to distribute the annual bulletin from them to property owners. It was decided to post a copy at the pool and on the web page. Owners will be notified as to where to find them. Chlorination and roof cleaning of the water system will take place in late October/before November 3 and in April when daylight savings time changes occur. An email will be sent out to water users about the chlorination process and will also include a PDF copy of the 2019 water quality report showing current quality standards.

A back up (what if?) plan for the water system when there are power outages was discussed. Dave Fall-McQuiston will instruct person or persons how to monitor system. This will be an ongoing project to make sure the system will be watched during these times.

Water issues and repairs were discussed and the process for having piping, meters, etc. taken care of were reviewed. If the leakage is the responsibility of HIEA to remedy it will be corrected right away. If the issue is on the homeowner's side of the meter that owner will be notified and a timeline for correction will be determined.

Some coming dates are:

January 13, 2020 - board mtg

April 18, 2020 - board mtg

April 25, 2020 - annual mtg

August 15, 2020; October 10 - board meetings

Leisa will work on setting up a board meeting for the January 13, 2020 at 7:00 pm with ZOOM to have a board computer meeting.

A discussion of a phone at the pool took place. The Health Department requires a workable phone at the pool for safety reasons. Doug will investigate this for WiFi and phone.

Paul made the motion and Dave gave second to adjourn.

Meeting adjourned at 11:45 am.

Respectfully submitted,  
Marilyn Laubach, secretary