



February 16, 2016

Board meeting minutes

7:07 pm - meeting called to order. Present: Jennifer Meltzer, Steve Riley, Gillian Fischer with Clara Taylor arriving at 7:30 pm

Motion: Gillian moved to approve the minutes of the January meeting as presented. Steve seconded the motion.
Motion passed.

OPERATIONS

Meter Replacements – The final meters have arrived. Toby will install the meters when the weather gets better.

City of Salem Billing – The board reviewed the City of Salem billings spreadsheet breakdown provided by Doug. It was noted that the labor charges were excessive due to the amount of time it took for City crews to locate the water lines. As a result, the board decided *by consensus* to reduce labor charges for each new service to \$1,200 based on the average labor charges at three of the locations (1804 37th Ave, 4307 Orchard Heights, and 2210 38th Ave). All members installing new services were pre-billed \$1,880.00; their remaining balance due will reflect that prepayment. The balance of the City of Salem billings will come out of the capital improvement funds. The board discussed the estimate for new service installation and whether it should be raised due to an increase in labor costs. The board agreed *by consensus* to increase the estimate to \$2,500 for any new member inquiries, the balance to be refunded to the member if the actual cost is less.

Tax Lot 703 – Clara sent an email to the board stating that tax lot 703 at 3600 Echo Dr. NW was not currently subdivided, although from previous tax records it appears it was at one time. The board discussed the situation and decided the only question the association needs to answer is if water could be provided. The purchaser of the lot would still need to get approval from the county for whatever their land use goals are. The association is not responsible for the county's decision on current land use.

Backflow testing – The board is considering hiring a contractor to conduct all backflow tests. This issue was mentioned in the newsletter and the membership has been notified of their responsibilities. Issue tabled until a future meeting.

Greene meter – No information, staff will get an update from Doug/David.

System leak – American Leak Detection was called in to locate the leak. Staff believes the leak was fixed, but will get an update from Doug/David.

OFFICE UPDATE (Staff)

Liu water leak – The board discussed Michael Liu's account, he is a renter on Dan Allen's property and had a leak that began back in November. He has since gotten the leak fixed. The board reviewed Liu's previous account

history. **Motion:** Jennifer moved to bill the excess water at tier 1 for the November, December and January billings. Clara seconded the motion. **Motion passed.**

Share transfers, new renters – There were two share transfers in the last month and several new renters have moved in. There have been two serious inquiries about new shares. One, Don Speck, is ready to start construction. Staff will send out a new membership information form to Don and then have the board approve his share and will quote him the price of \$5,000 for the share and \$2,500 for setting the meter. Once his share is approved and the money is received, the process of setting the meter can begin.

The board discussed the issue of Stan Teets share. If the renter continues to carry a balance on her account, the association will begin to bill Stan directly and have him collect from his renter as is set forth in the Renter Policy.

February billing/newsletter – The February 1st billing was mailed with no problems. The billing included the first newsletter for 2016 and notification to the membership of their responsibility to get a backflow test.

HAN90003 update – Staff contacted Annette about the Rosendranz account. Annette explained that a city meter was placed on OHWA water lines to service the residence because the gentleman that lived there wanted to run for a City of Salem position. Both the City of Salem and OHWA read the meter. The City of Salem bills the owner. OHWA tracks usage for Water Loss Reports. Semi-annually, the City of Salem is to pay OHWA a ‘leakage’ fee based on a percentage of monthly usage. Staff will determine when the last credit was issued and contact the City of Salem to obtain another credit. The board discussed the possibility of putting this account back under the association.

Kelly payments – Robert Kelly called to ask for the addition of the new shares into his monthly payment. There were two new shares in 2015, starting in July and September 2015. The total owed to Mr. Kelly is \$30.00 with a \$5.00 increase to his monthly payment going forward.

OHWA bylaws – Staff will email a Word document of the bylaws to the board. Board members are requested to read through the first six bylaws to discuss at the next meeting. Any edits or notes made by board members should be emailed to staff for consolidation. Staff will also send out the ‘new member packet’ for the board to review.

TREASURER'S REPORT (Steve)

Steve reviewed the January financials. The new share cost of \$5,000 expected for 2016 shows in the January budget income although that money will come in later in the year.

January expenses under Repairs and Maintenance include the charge from American Leak Detection, David’s credit card charges for incidental hardware and other service items. Operation expenses are \$900 over due to water purchases. Total expenses are \$1,000 under budget.

The checking account balance is \$83,983.44, with \$127,942.59 in the Columbia Bank capital improvement account and \$150,311.93 in the Washington Federal capital improvement account. The Columbia Bank CD has a balance of \$13,998.51.

9.21 pm --Meeting adjourned

Respectfully submitted
Mary Tucker
Strategy Management, LLC