

March 25, 2015

Board meeting minutes

7:10 pm - meeting called to order. Present: Leo Woods, Jennifer Meltzer, Teresa Hire. Office manager: Victoire Felix. Quorum met.

1. Approval of November 2014/Annual Meeting 2014 minutes.

Leo moved to approve minutes as presented. Teresa seconded. Approved.

2. January 2015 minutes still pending approval. Victoire will revise as per amendments and will distribute to board via email for final approval.

3. February 2014 minutes are forthcoming from Clara and will be presented at April board meeting.

OPERATIONS (Doug absent, presented by Jennifer)

1. Toby still working on water meter replacements (second batch of 50).

2. City of Salem contract for service agreement going for final signatures today. Next will come to Jennifer for OHWA approval/signature. This agreement will allow us to move forward on repair and maintenance projects like meter replacements, emergency leak work, etc.

TREASURER'S REPORT (Leo)

Revenues & Assessments were \$1924 under budget for February 2015, due to reduced levels of water sales for the season. (Remember that R&A yearly budget divided equally by 12 months, so not a huge concern.)

Personal Services were \$1747 over budget. Amount still high due to extra time spent learning the system by Victoire and the large number of water meter replacements completed by Toby.

Materials & Services were \$1494 under budget, which is a reflection of low maintenance needs for month.

Operating Expenses were \$863 under budget due to seasonality of water purchases and only \$386 in utilities.

Balances: General checking: \$111,749 Capital Improvement: \$234,922

OFFICE UPDATE (Victoire)

1. Utility billing system: Victoire needs to talk to the software company about fixing the glitch in the James Knight bill.

2. File system purchased.

3. Customer accounts: Victoire received a complaint re: postcard billing. Never arrived/lost mail. She also received compliments that membership liked the newsletter and billing by envelope vs. postcard. She took a few calls where members noted info to update their contact information.

Victoire would like to send notes/emails to members to let them know that their meters have been replaced.

4. Bank question: working on issue with Century Link whose system deposited OHWA payment as \$500 instead of \$55.23. They sent a refund, but did the same thing for February. She thinks their electronic reader is picking up the line on the check that says "two signatures required on amounts of \$500 or greater." Leo will follow up with the bank if situation persists.

COMMUNICATIONS

Board discussed making the newsletter quarterly.

OLD BUSINESS

Falby concrete issue: Jennifer showed slide progressions of the re-pour project. Original cement work was done 20 years ago and seemed to be sub-par. Board discussed paying for a portion of Matt Falby's re-pour, although there is no consensus that OHWA is/was at fault, and that county roadwork likely largely to blame. Board agrees that making a one-time payment to Mr. Falby to help off-set the expense of the re-pour may be the best and most neighborly course of action to take. Board would like to see a copy of the entire bill outlining the expenses of all aspects of the pour. Jennifer will ask Mr. Falby for an itemized bill. Board will decide on amount to reimburse Mr. Falby after seeing full bill. Board will also require Mr. Falby to sign a recompense that OHWA will no longer be liable for any future claims regarding this issue. Jennifer will draft and share language with board at next meeting.

Tentative share purchase: 4250 Dahlia Way. Doug confirmed that this property fits criteria and is eligible for a share purchase. Victoire gave prices and will follow up with them over the next several months.

Call to sell water to OHWA: Leo followed up with Lincoln well owner who inquired about selling water to OHWA and let him know that we have ample water with COS connection.

Thomas Wilde: Victoire checking to see if the owner or renter is the one being charged and paying for the capital improvement/membership fees.

Insurance liability: Jennifer noted that we need to get prices to increase coverage from \$1 million to \$2 million. Learned that OHWA has been out of compliance with City of Salem service agreement since 2011. Victoire will work on getting details and costs to increase coverage.

NEW BUSINESS

Teresa brought up board size, and if we might consider increasing to have a greater number of our membership in the leadership pool. Jennifer noted that having enough for a quorum will still be an issue. 3/5

8:40pm --Meeting adjourned

Submitted by Teresa Hire