

May 17, 2016

## **Board meeting minutes**

7:09 pm - meeting called to order. Present: Jennifer Meltzer, Steve Riley, Gillian Fischer

**Motion:** Jennifer moved to approve the minutes of the April meeting as presented. Steve seconded the motion.

**Motion passed.**

## **OPERATIONS** (Doug sent in written report)

*Meter Replacements* – Toby changed six meters in early May.

*Rosendranz annexation* – Jennifer reported that she and Clara have not been able to meet with Peter Fernandez, the Public Works Director, they will try for a meeting in June.

*Update on Well #2 & System leaks* – On April 29<sup>th</sup>, City crews repaired the 4” steel main leak on Best Rd. They installed a repair clamp over a pinhole leak. On May 4<sup>th</sup>, City crews relayed the leaking service to Malcolm Sniders property to 1” copper pipe. There was a complaint about a tree limb removal that was necessary to get city equipment to the site, but the field supervisor handled the situation effectively. Stetler’s replaced the pump and motor for Well #2 on May 17<sup>th</sup>.

*Backflow device report* – The City of Salem does not have any reported incidents with the three main backflow testers that did the majority of testing for the city in 2015. Those three companies were Advanced Backflow, Oregon Backflow and Tom Hemple Testing. Doug suggests the RFP should also include how repairs will be handled. Backflow repairs billed by company directly to homeowner, testing billed to association.

*Ron Speck meter placement* – the location for Ron Speck’s new meter has been determined. Ron needs to move some wood before the meter can be set. Doug also recommends the association install a blow off at the main on Emerald to be able to blow this water main off in the future if needed. Doug will put together an estimate for the board to review, the blow off could be installed at the same time as Ron’s meter. Doug will send the estimate to the board via email for approval.

*Contact Ed Butts* – Tabled until the fall.

## **OFFICE UPDATE** (Staff)

*May Billing/Account updates* – David reports he spent about five hours on the Natalie Greene meter. Staff will confirm with Doug that sounds reasonable and will also confirm the cost of the meter.

Carol Stoebig was a member of the association, but is now deceased. Her estate is not receiving mail at the service address and the bills are not being forwarded. The account is continuing to be billed the membership and capital improvement fees. Gillian reported the Polk County had nothing, not even a death certificate, but was able to confirm the house is in active foreclosure. Staff will confirm the water is shut off at the property and will draft a letter to revoke the share.

*New Member Packet update* – Tabled for a future meeting, the board will review the new share letters.

*OHWA bylaws* – The board discussed Bylaws 11-16. Changes were noted in the bylaws. The board will review Policy 1-5 for the next board meeting.

*990 and financial review* – Staff dropped off the box of financial records at Hoots, Baker and Wiley. Helen Bagley has been out of the office due to a new grandbaby. She has filed an extension for the association's 990 and will conduct the financial review with staff later this month.

**TREASURER'S REPORT** (Steve)

Steve reviewed the April financials. Total income is under budget due to residential usage being lower than budgeted. Staff will look back at previous years to see if usage is lower than would be expected or if the budget distribution across the year needs to be adjusted. Total expenses are also under budget due to some bills not having been paid yet, the insurance will be paid in June and July and the financial review (accountant) will also be paid soon. All signers are updated at all banks.

8.07 pm --Meeting adjourned

Respectfully submitted

Mary Tucker

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