

Orchard Height Water Association

REVISED AUGUST 2015 BOARD MEETING MINUTES

August 18th, 2015 Meeting called to order by President Jennifer Meltzer at 7:18 p. m.

Present: Jennifer Meltzer, Steve Riley, Leo Woods, Doug Priest and Victoire Felix.

1. Approval of revised minutes for April and May, 2015. Provisional approval of July, 2015 minutes. Send out Revised July minutes to board for approval via email. Motion by Jennifer, seconded by Leo Woods. All approved.

Operations: Doug Priest

1. Report on New Service installations: The sites are marked and ready for installation. Doug gave approval for City crews to go ahead with installations. It will take approximately three weeks. Those having services with new meter placed are; Huntsinger, Kolb, and Allen.

2. The 4" main on Best Road Lane had to be repaired due to a pin hole leak. It was repaired with a steel clamp and the City of Salem will bill us.

3. David Simmons had tried to repair a leak in a meter at 18-4 27th Avenue NW. He had problems with it because of its proximity to a large tree. Doug had the City of Salem crew move the meter box away from the tree. Doug said the customer agreed to move his line. This is the Shane Moore Acct # MOO45503.

4. Doug sent Toby's time sheet and the August meter replacement program list to Victoire.

5. Doug will be on vacation to Alaska the 25th of August for about 8 days and will have Greg from the City of Salem Crew fill in for him during that period. He will send us Greg's phone and email information. He noted that David Simmons is on vacation now, and will return August 31st.

Financials: Leo Woods

1. Semi Annual Report: Revenues & Assessments were \$5,821 under budget. Personal Services were \$7,370 over, and Materials and Services were \$4,370 under budget. Operation expenses were a total of \$2,613 under budget.

2. July Financials: Leo reported that the July Revenues and Assessments were under budget by \$1,073, and Personal Services were \$1,371 over budget. Materials & Services were \$834 under budget and total Operational Expenses were \$1,383 under budget.

3. Share Revenue: Leo asked Jennifer and the Board if they all agreed that the recommendation of the rate study committee from 2014 was to have 100% of the revenue from the Share sales go into the General operating account rather than split it 50% in the General account and 50% in the Capital Improvement Account. A review of the rate study verified that this was the intended plan moving forward and that all revenue from share sales and meter installation should go into General Operations. Board members in attendance agreed with that recommendation.

4. Banking: The general account is up \$8,698 with the sale of the share for \$5,000 and the payment of \$3,600 for meter placements bringing the general account and the CD up to a total of \$117,000. That brings the total of all accounts at Columbia Bank to a total of \$269,000. Leo again noted that the FDIC will cover only \$250,000 of that amount and recommended the board move \$50,000 to the Washington Federal Bank. Jennifer made the motion to move \$50,000, and Steve seconded. All in favor. Motion passed. Leo will move that amount this month.

Office Operations: *Victoire*

1. Victoire called Sara Teets, Stan's daughter about the past due account. Sara said she would call her tenant. Victoire also talked to the tenant, Trish Cedillo and she agreed to bring a check to the board office the following day, and to send another to bring the account up to date. Jennifer said to send both parties a copy of the # 9 (Renter's policy) and # 11.5 (By-laws) for them to review. Watch for past due accounts and follow past due procedures.

2. Maren Winters: Account WIN17502 brought the past due balance for May and June current. Jennifer asked that Winter's also be sent # 11.5 by laws.

3. Skirving and Deardorf: It was agreed that we not get in the middle of an argument between the owner's and renters. They need to resolve the issue. Jennifer asked that both parties be sent copies of the # 9 (Renter's policy) and the # 11.5 (By-laws- for them to review. This may help them resolve their issue with the leak.

Old Business: *Jennifer*

1. Jeff Holland: Jennifer and Jeff Holland came to an agreement about Jeff making monthly payments on the 4476 Orchard Heights Rd NW property (which does not currently have a service or meter). Jeff agreed to make the \$57.22 monthly payments on the property without placing a meter for one year. As a good will gesture Jennifer noted he will not have to pay the June/July payments of \$114.72. The previous owner of the property was in negotiations with the county about land use and the meter was never set on this property. The Board will review this arrangement with Jeff about this property again in one year.

2. Chavez Property Sale: Steve said the Escrow on this property has not closed yet due to easement issues. He noted that the Becky O'Brien sale is have the same problems.

3. Kim Stella & OWCEN Loan Company: Jennifer talked to the attorney for OWCEN Loan Company in reference to the Share Certificate on this property. After the court decision they might buy the share from us.

New Business: *Jennifer*

With no new business this month Leo made the motion to close the meeting. Steve Riley seconded. All agreed. Meeting closed 9:15 p. m.

Submitted by: Victoire Felix, September 5th 2015, Revised September 9, 2015.