



November 10, 2015

### **Board meeting minutes**

6:10 pm - meeting called to order. Present: Leo Woods, Jennifer Meltzer, Steve Riley, Teresa Hire, Clara Taylor.

**Motion:** Teresa moved to approve the minutes of the October meeting as presented. Clara seconded. **Motion passed.**

### **OPERATIONS** (Doug absent, presented by Jennifer)

*Meters* - Doug proposed ordering 102 more meters, which will provide 95 meters for installation plus a few extra. Jennifer will ask Doug to clarify his numbers, 95 seems like it already includes the extras, since there are only 178 members in the association and 100 meters have already been ordered. **Motion:** Teresa moved that the board approves ordering the rest of the meters that need to be installed plus seven extra, pending clarification of numbers by Doug. Clara seconded. **Motion passed.** The purchase will come out of the capital improvement fund and will be ordered before the end of the year.

*City of Salem Billing* - Staff has received the second bill from the City of Salem; the second bill should contain all the final charges. The board will need to determine how much each homeowner owes over what they have originally paid. In the future to keep costs down, the board will consider sending association employees to look for water mains before the city crew arrives. The issue is tabled until a future meeting.

*Greene meter* - Natalie Greene's meter has not been installed. Teresa has spoken with her, and explained it will be another \$100 for the meter and a plumber needs to work on anything on her side of the meter. Staff will check into what paperwork still needs to be filled out.

*Back flow testing* - Staff updated the board on back flow testing results, all members that were missing results were contacted and several missing results have been sent in. **Motion:** Clara moved to extend the deadline for submitting backflow results to December 10, 2015. Any member still missing results after that time will be issued a 10 day shut off notice. Leo seconded. **Motion passed.**

*Kelly Questions* - Doug's wife received a letter from Robert Kelly, requesting to see the water contract between the city and OHWA because of questions he had regarding water usage. Jennifer will ask to have the city recommend Mr. Kelly contact OHWA for the answers to his questions.

### **OFFICE UPDATE** (Staff)

*OHWA phone* – The cell phone for the association is up and working, the board will keep the phone in the board room for a while because that is the published association number. Staff will work on getting the new cell phone number updated on all correspondence so that ultimately the board room phone can be removed.

*Office transition* - Victoire's final paycheck was for the month of September, there were no hours or expenses submitted for October.

*PGE autopay* – Autopay has been set up for PGE as well as for the cell phone bill.

*Member non-payment* – There are three members that have showed unpaid balances for the past three months. The Wilkersons were contacted and have indicated they will pay their balance. A message was left for the Diehms and there was no contact information for Myers/Fischer. Staff will check usage for Myers/Fischer and will send their address to board.

*Biberston account* – The Biberstons called in to report they had a leak and the leak has been fixed. Staff will ask the Biberstons to submit a request for a credit in writing, and will forward it to the board.

*Skirvings/Deardorffs* – The leak still has not been fixed. The meter has been checked out and the leak is not at the meter. The Skirvings need a leak detection service; staff will contact them and recommend American Leak Detection. Jennifer will speak directly to the Skirvings and the Deardorffs.

**TREASURER'S REPORT** (Leo)

Leo reviewed the October financials. Revenues & Assessments are \$2,220 over budget for the month, mainly due to water sales. Personnel Services are \$439 under budget. Materials & Services are significantly over budget for the month due to the City of Salem billings. Operating Expenses are \$1,408 over budget because of water purchases.

The general checking/savings balance is \$101,604, the Capital Improvement Money Market and CD total \$265,791.

7.07 pm --Meeting adjourned

Submitted by  
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