



March 20, 2018

Board meeting minutes

7:04 pm - meeting called to order. Present: Clara Taylor, Michele Sparks, Jennifer Meltzer, Clifton Lewis

Motion: Jennifer moved to approve the minutes of the February meeting as presented. Michele seconded the motion. **Motion passed.**

OPERATIONS (Doug submitted a written report)

Capital Improvement Plan – Last week Doug sent Brooke some water audit numbers for the Emerald and Landaggard information. He has not received any feedback on those numbers and will check with her later this week.

Meter Relocation – This work is completed and OHWA should see a bill from the City for the work they did.

Gate at Filter Plant – After the last meeting, David and Doug discussed this topic. Both agreed at this point that the gate should remain closed but not locked. With the Kelly property for sale there may need to be a future discussion with the new owners on whether the gate gets locked or not. If the board decides to proceed with leaving it locked all the time the solution will be a daisy chain lock assembly (similar to what is at the board room).

Backflow report – Doug has started compiling the information and will have it turned by the end of the day Friday, March 23rd.

OFFICE UPDATE (Staff)

March billing/Account updates – The March billing was sent out with no issues. A newsletter will be sent with the April billing. The board discussed possible articles for the newsletter.

Staff requested to pay the City of Salem water bills online due to some issues the way the city has been applying check payments. **Motion:** Jennifer moved to allow online payment for the City of Salem water bills. Clifton seconded the motion. **Motion passed.**

TREASURER'S REPORT (Staff)

Staff reviewed the February financials. Total assets for the association were \$1,266,484. Income for February was \$18,972. One new share was sold. Total February operational expenses were \$7,938.

7:36 pm --Meeting adjourned, the next board meeting will be held at 7:00 pm on April 17, 2018.

Respectfully submitted
Mary Tucker
Strategy Management, LLC