



October 17, 2017

Board meeting minutes

7:02 pm - meeting called to order. Present: Jennifer Meltzer, Gillian Fischer, Cliff Lewis, and Clara Taylor.

Motion: Gillian moved to approve the minutes of the September meeting as presented. Clara seconded the motion.

Motion passed.

OPERATIONS (Doug)

Capital Improvement Plan – David and Doug have been in contact with Ed Butts. Ed is working on the administrative portions of the plan and he will do testing at spring well to determine its output. Staff will send Doug an updated consumption list. Ed would also like a wish list of what the board would like to see included in the updated plan.

1. A backup power generator
2. recommendations for a fire protection plan
3. test well #3 to know what the association's options are

Any other requests from the board should be sent to Doug via email. The filtration system won't be available till late spring/early summer. The board will wait for the unit.

Water main leak – Tabled till winter.

Gravel – The credit application was completed and approved. The gravel was ordered and spread.

Tank Probe – David will be meeting with a company representative. A credit application will be sent to staff to order the new probe.

OFFICE UPDATE (Staff)

October billing/Account updates – The October billing was sent out with no issues. Staff will send a letter registered mail to Stan Teets regarding a past due amount still owing for a previous renter.

Jeff McKibben inquired about hooking up to the water system, he is a member that has no connection but has been paying the membership and capital improvement fees for several years. David has checked his meter box and determined it should only require setting the meter. **Motion:** Jennifer moved to waive the \$2,500 connection fee and bill the McKibben's for the cost of the meter and David's labor, total up to \$125.00. Clara seconded the motion.

Motion passed.

Annual Meeting – The Annual Meeting is scheduled for November 14th. The notice will be put in a newsletter to be mailed with the November billing. A room has been reserved at West Salem High School.

Budget – The board reviewed the second draft of the 2018 budget. The city take-over of Landaggard has been postponed, so those memberships will be included in the 2018 budget. Remember to bring Water Quality reports, last year's minutes, etc. **Motion:** Jennifer moved to approve the 2018 budget as amended. Clara seconded. **Motion passed.**

TREASURER'S REPORT (Staff)

Staff reviewed the September financials. Total assets for the association year to date are \$1,280,446.15. Income for September was \$20,146.85. Total September operational expenses were \$14,609.74.

8:08 pm --Meeting adjourned, the next board meeting will be held before the Annual Meeting on Tuesday, November 14, 2017.

Respectfully submitted
Mary Tucker
Strategy Management, LLC