



April 17, 2018

**Board meeting minutes**

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

**Motion:** Clifton moved to approve the minutes of the March meeting as amended. Michele seconded the motion.

**Motion passed.**

**OPERATIONS** (Doug)

*Capital Improvement Plan* – The Master Plan is essentially done, but there is a water loss through the Emerald pipeline that is estimated at 2-3 gal/min. Emerald is purchased from City of Salem. Filing of the Master Plan will be delayed until that leak is located and fixed to show the Oregon Health Authority that the problem has been taken care of.

**Motion:** Jennifer moved to have Doug hire American Leak Detection to locate the leak and have City of Salem fix it. Gillian seconded the motion. **Motion passed.**

*Cartridge Filter* – Ed has taken measurements on the spring well source and there should be no issues for the filtration system. The current pump is not strong enough to pump water through two filter cartridges. Ed will figure out the size of pump needed, then Doug/David will get a bid for the pump. The full installation, including the new pump should not take more than a two or three days. The project is on schedule to be completed by the end of June.

*Backflow report* – The report has been submitted.

**OFFICE UPDATE** (Staff)

*April billing/Account updates* – The April billing was sent out with no issues. No new shares, no transfers.

*Newsletter* – Jennifer has sent a draft, the newsletter will be sent out with May billing.

**TREASURER'S REPORT** (Staff)

Staff reviewed the March financials. Total assets for the association were \$1,276,073. Income for March was \$14,550.04. One new share was sold. Total March operational expenses were \$7,770.37.

7:48 pm --Meeting adjourned, the next board meeting will be held at 7:00 pm on May 15, 2018.

Respectfully submitted

Mary Tucker

Strategy Management, LLC