

## MINUTES WOLF CREEK PROPERTY OWNERS ASSOCIATION BOARD

JULY 10. 2008

### Attending

Board members: John Price, Kris Borgias, Paul Smith, Heather Patrick, Debra Hofmann, Jan Erickson, Dotti Wilson

Association member: Erik Brooks

The meeting was called to order by Jan Erickson, past president, at her home 7:10 p.m.

The following were elected to office by the board

Debra Hofmann President

Paul Smith Vice President

Heather Patrick Treasurer

Dotti Wilson Secretary

Paul Smith and John Price have one year remaining on the board. Debra Hofmann and Jan Erickson will hold one year positions. The terms for these four will expire in 2009. The terms for Kris Borgias, Heather Patrick and Dotti Wilson will expire in 2010.

Debra conducted the rest of the meeting and discussed guidelines for conducting business.

**President:** presides at meetings, is primary contact for Property Manager, authorizes payment of bills by the treasurer, signs all authorized documents on behalf of the Association, delegates duties as needed and appointments members of committees.

**Vice President:** Assists the President as needed and assumes duties of president in his/her absence. (Paul, current VP stated he intends to continue CC&R review.)

**Treasurer:** Handles all bookkeeping records, issues annual financial statement at the yearly general membership meeting, pays all bills authorized by the president, bills the general membership for annual maintenance and water assessments and follows through on collection of such bills. (Debra will add Heather's name to the accounts)

**Secretary:** Handles all correspondence, takes minutes of the general membership meetings, board meetings and special meetings. Previously minutes have been emailed to board members for typo and cleanup corrections and then posted on the web site. This procedure will be followed.

John moved, Jan seconded that the minutes state the name of who made the motion, who seconded and the names of "yeah" and "nay" votes if a vote is not unanimous. Motion passed.

Discussion concerned Board email messages and response time. Response to email needs to be within 2 days (48 hours) after it is sent. When an issue needs a quick response, phone calls will be made. Board members were reminded that privacy in email messages should not be assumed. Be circumspect in communication. Do not assign blame or

criticize specific persons. Jan will continue checking the BOD email and will assign a new password.

The website is updated by Heather, who will continue this work. Jan moved, John seconded that Heather pay the website renewal fee for the reduced amount when paying for 5 years. Motion passed. Members should be directed to the website to keep informed. Erik Brooks agreed that members should be notified to go to the web site.

**Website is: [wolfcreekpropertyowners.org](http://wolfcreekpropertyowners.org).**

Jan will check email addresses on the ballots from the last general membership meeting and compile a list to be used for notification.

Robert's Rules of Order will be loosely applied to all board, and general membership meetings. It was suggested that meetings be concluded in 2 hours with an extension of time if deemed necessary. Board meetings start at 7:00pm the 2<sup>nd</sup> Thursday of each month at the CO-OP. Debra will pick up the key for the room, the day of the meeting. Association members are welcome.

In Pete Soderquist's absence, Debra presented his report.

The reservoir was nearly dry on Monday, July 7. The State Department of Health stated that two phone calls were made to them (did not identify the callers) concerning the lack of water. In response to this, the DOH issued a boil water recommendation due to presumed danger of contamination. When there is low or no pressure, contamination can occur from backpressure. This recommendation is indefinite until the DOH is satisfied, the water is not contaminated. Tom Justis from DOH has contacted Louis Sukovaty, the engineer, that he approves continuing with the new second well, which has been drilled. Excavating and pumps need to be completed. It was stated that the two pumps can run simultaneously if needed, but will usually cycle between the two wells.

The new well is projected to be a temporary fix; we will probably need a new reservoir. Tom Justis will contact Debra to set a meeting with the board to discuss his thoughts for a new reservoir.

Discussion followed concerning the water reservoir and the steps we need to take in order to expand on it. Also discussed, was the issue of supplying water to the Perrow residence now for two years since the property South of Wolf Creek was removed from the Association. It was recalled that last fall, Ron Perrow promised the board that he would be disconnected from our water system by June 1<sup>st</sup> of this year.

John Price made a motion, Heather seconded, for the board to write a letter to Ron Perrow stating that he would have 30 days until he would be disconnected from the WCPOA water system. Motion approved by a unanimous vote. Paul will write the letter on behalf of the WCPOA Board of Directors.

Debra presented a letter from DOH stating that there are currently 47 water hook ups in the WCPOA. DOH has set a moratorium on further hook ups. Pete Soderquist will compose a letter to inform property owners who are not currently connected to the water, about the moratorium. Debra will print labels for mailing.

Kris has composed a letter to the membership regarding the history of the water problem and the Board's approved watering schedule (see attached copy). This will be emailed and mailed to the membership.

Past Treasurer, Debra reported \$40,000 spent

\$33,586 income

Actual Balance \$22,000 with bills outstanding (report attached)

Ron Perrow has emailed a message of costs for a pump and installation. Debra as outgoing treasurer will send a note to Ron requesting that a receipt be given to Heather, new treasurer, for the pump and work.

John moved, Heather seconded, that the board consult three attorneys regarding the WCPOA rights. Motion approved.

Paul reported that the changes to the Articles of Incorporation that were passed by the vote of the general membership had been prepared by Jacque Smith and were ready to file. John moved, Kris seconded a motion to restate the Articles of Incorporation as amended. The motion passed and Restated Articles of Incorporation were approved which will be filed with the Secretary of State.

Heather offered to audit the CC&R vote count collected at the general membership meeting.

Next meeting August 14, 7 pm at the CO-OP

John moved, Kris seconded, to adjourn. Motion passed, meeting adjourned 9:45 pm.

Respectfully submitted, Dotti Wilson secretary