

# Regular, Monthly Meeting of the Board of Directors Wolf Creek Property Owners Association

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April 27, 2022 – meeting held remotely

*Prior to the start of the meeting there was discussion about a nuisance bear that has been roaming Virginia Hills and Green Meadows.*

Meeting called to order at 9:00 AM by President, Bob Rohde, presiding.

Attending:

Directors: Bob Rohde, Paul Smith, Bill Bley, and Dick Nova  
Facilities Manager: Alan Sodell  
Association member: Jason Williams

## **Secretary Report:**

1. Minutes of the March BOD Meeting were approved with one revision.

## **Facilities Manager Report:**

1. Kris and Alan conducted residence water meter readings on April 15.
  - a. One home in Green Meadows has an apparent leak between the meter and the house. The member was contacted.
  - b. Seven heavy, brittle concrete vault lids were replaced with lighter plastic covers during the meter reading process.
2. Water source meters at the wells, the receiving meter at the reservoir, and the distribution meter for Cottonwood Meadows are read monthly, as well as at the time of residence meter readings.
  - a. Summary of readings for April 15 are suspect since the indication is that more water went to the reservoir than was produced at the wells. Alan will send Dick the calculation spreadsheet for review.
  - b. Alan will also distribute the monthly readings spreadsheet for review.
  - c. Overall, the data shows less water was used than the prior year.
3. Our new bookkeeper at J Bart Bradshaw sent all owners not just those with water connections an invoice for the April water billing.
  - a. Bill said that this was due to a miscommunication.
  - b. The members affected were contacted. In doing so it was discovered that two members had out-of-service phone numbers.
4. The noisy booster pump assembly in the reservoir room was sent off for repair/rebuild. It was determined that the impeller was damaged. Consequently, the assembly requires a new pump section.
5. Justin Haase reviewed the roads with Alan and will be providing a quote for grading. We will still need to use Cascade Concrete for dust abatement.
6. Alan's activity report for March:
  - a. Chlorination sampling
  - b. Coliform sampling
  - c. Source meter reading
  - d. Shoveling
  - e. Took class on Fire Hydrant Flow
  - f. Purchased backup generator for Virginia Ridge

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- g. Had faulty check valve replaced in pump house
  - h. Had noisy booster pump removed for inspection and possible overhaul
  - i. Contacted Backflow NW to schedule backflow testing
  - j. Renewed Fish & Wildlife maintenance contract for the fish screen
7. Alan's activity report for April:
- a. Chlorine sampling
  - b. Coliform sampling
  - c. Source meter reading
  - d. Residential meter reading & billing
  - e. Cleared Paul Smith Trail to headgate and cleaned out irrigation ditch
  - f. Took Value of Water course through AWWA
  - g. Replaced 7 concrete vault covers with much lighter poly covers
  - h. Updated website
  - i. Went over roads with Justin Haase

### **Treasurer Report:**

1. Bill distributed the 1<sup>st</sup> quarter financial report prior to the meeting.
  - a. Per previous agreement 5% of the total ordinary income for the prior year (\$3648) was moved into the Rainy-Day Fund.
  - b. We currently have three building deposits in receipt and three more are expected. Paul noted that the building deposits should not be included in the total reserve funds. Bill will make the adjustment for next quarter.
2. Since the exterior of a new home in Virginia Hills was not completed in the 18-month time requirement, \$2000 of their new construction deposit will be forfeited. Paul will review the dates and correspondence and communicate to the members.

### **Presidents Report:**

1. Paul sent an email to a resident he knows in Cottonwood regarding joining the board. Bob agreed to send a recruitment message to all association members.
2. Prior to the meeting Bob distributed proposed revisions to CC&Rs 10.2, 11.1 and 11.2 regarding the Architectural Committee and Guidelines that Mark Ryan has proposed. Discussion followed and will continue at a future meeting when Mark is available.
3. Additionally, Mark had pointed out that the CC&Rs in general are in need of a thorough review, consolidation, and registration with the county.
  - a. Paul offered that his wife, Jacque, has volunteered to perform the review and consolidation.
  - b. Bob believes that we will still need to hire an attorney to conduct a legal review with respect to Washington State law. It was noted by Paul that Bylaw 6.10 would prohibit any compensation be paid to a board member for such a review.
  - c. Jacque will proceed with the review.

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- d. We would like to distribute any proposed revisions to association membership prior to the general meeting scheduled for June 25, 2022.

### **Architectural Committee:**

1. Plans have been submitted for an expansion of the house at 62 Cottonwood Drive (CM-4). During initial review Paul discovered that the Architectural Committee Checklist required an update to the new building deposit amount of \$3200. Approval is pending.
2. Plans have been submitted for a new carport, shop and office at 55 Cottonwood Drive (CM-23). Rob Wells will be doing the construction. Approval is pending.
3. Final plans for Architectural Committee approval have yet to be received for a new home at 18 Green Meadows Dr (GM-19/20). Approval is pending.
4. The new garage with loft at 28 Cottonwood Drive (CM-12) is nearing completion. Bill suggested that in the future we require any temporary porta potty be placed at the back of the property and not on the street side.
5. Work at 2 Goshawk Lane (VH-18) is proceeding. A temporary trailer is on-site. Construction was initiated August 1, 2021.
6. A new home construction at 12 Sundance Lane (VH-20/22) is anticipated. Plans have been received but no deposit has been received.

### **Trails and Parks Committee:**

1. Dick reported that there is yet to be follow-up with the Patricks regarding the proposed walking path from the Connector Trail to Park Lane that would run between their property and the Adams.
2. Dick also suggested that signs be added at each end of the Connector Trail reminding people to clean up after their dogs.

### **Website:**

1. Alan added the revised Architectural Committee Checklist to the site.

### **Executive Session:**

1. The regular meeting was paused to discuss matters related to the association water system.

The next BOD meeting date and time was scheduled for May 23, 2022 at 9:00 AM to be held remotely.

The meeting was adjourned at 10:47 AM.

Respectfully submitted,  
Dick Nova, Secretary