

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

September 5, 2017 at the home of Bob & Kelly Rohde, 28 Green Meadows Drive

Called to order at 1:35 PM by President, Paul Smith, presiding.

Attending:

Directors: Paul Smith, Bob Rohde, Claus Giloi, Bill Bley, and Dick Nova

Water System & Property Manager: Pete Soderquist

Water System & Property Manager in Training: Steve Krause

Secretary Report:

1. Minutes of the August Board Meeting were approved with an addition to note the meeting was rescheduled to the end of July.

Treasurer Report:

1. Q2 closing reports indicate we are tracking on budget.
 - a. Through June total income is slightly above budget while total expenses are below budget resulting in a positive net total income.
2. Sale is pending on the Janikowski residence at VH1.
 - a. Pete noted that the water meter should be read at closing.
 - b. Bill will respond to the realtor and closing agent.
3. Bill, Paul, and Bob will meet in October to draft a proposed budget for 2018.

President's Report:

1. The following upgrades at the water system reservoir room were reviewed and approved by email prior to the meeting (estimate was \$2,943):
 - a. Replace 4" distribution mainline valve, and coupling, at west end of reservoir room.
 - b. Evaluate condition of adjacent 2" distribution mainline valve.
 - c. Replace pressure tanks in reservoir to alleviate workload on pumps.
 - d. Replace old/worn fittings associated with tank replacement.
 - e. Install sanitary sampling station 2-3 ft. off ground to help prevent positive sampling results (current hose bib is inches off the ground).
2. Paul sent a letter to a resident of Green Meadows regarding speeding. This member does not have email and consequently had not received the email previously sent to residents.

Web Site:

1. Claus updated the web site with current available documents.
2. Claus signed up for a site monitoring feature that indicates number of visits, time spent, and location of person visiting.

Architectural Committee:

1. Exterior colors on the Segaar residence on CM-18 were reviewed and approved.
2. Peter Tarczy-Hornoch at 72 Cottonwood Drive (CM-2) modified the request for a solar panel on their property. The new location to the side of the garage,

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with reduced height of the panel, and more screening shrubbery in front was reviewed by the committee and approved.

3. Building plans for James & Wendy Oesterle at CM-31 were reviewed. The septic drain field was located the required minimum distance from the association well, but per request they have agreed to move the field a further distance. The revised site plan is pending. The construction deposit has been sent.
4. The addition of a wood shed for Steve Krause & Betty Franks at 7 Green Meadows Drive (GM-27) was approved.
5. The CC&Rs have a rather outdated procedure regarding submittal and approval for construction and improvements given that email is commonly used today. For example: *10.3 B. Submission. Submit, by certified mail...* Bob will review the procedure and propose revisions to the website (and CC&Rs in the future).

Firewise Committee:

1. The committee has agreed to continue as a group.

Water System & Property Manager Report:

1. Reservoir room improvements (see President's Report above) will be scheduled to be done after October 18, 2017.
2. A bid for reservoir tank inspection and cleaning was received from Liquivision. Following discussion the request was approved.
 - a. The tank was last inspected and cleaned in 2013 (3-5 years recommended).
 - b. The cost will be \$2700 plus tax. In addition, a back hoe will be required to lift and replace the lid.
3. Steve completed a licensing exam review class and has applied to the state to take the test.
4. Steve's accountability report for August:
 - a. Working with Palm Construction on the Chapman connection.
 - b. Working with Palm Construction on the Chapman main break.
 - c. Working with Palm Construction on the Chapman meter and hydrant install.
 - d. Working on the %\$@#%*&* Chlorination pump.
 - e. House-keeping at the CM pump-house.
 - f. Coliform and Nitrate sampling and delivery.
 - g. Daily chlorination testing and results delivery.
 - h. Meet with the gentlemen from Branom Instrumentation to discuss site monitoring.
 - i. Gather bids for reservoir inspection and cleaning.
 - j. Arrange time for reservoir improvements.
 - k. Attend 3 day class for exam review.
 - l. Study for exam.
5. Pete's accountability report for August:

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- a. Coordination/troubleshooting/correcting issues with Chapman/VH-11 service connection.
 - b. Meeting with and training PM/WSM trainee.
 - c. Chlorinator monitoring and adjustment.
 - d. Meeting with Branom Instrumentation reps to discuss/design reservoir & pump performance monitoring system.
6. A reservoir room monitoring system has been quoted by Branom Instrumentation.
- a. Water level float switches, booster pumps, and chlorinator pump will be monitored with an indicator panel at the reservoir room.
 - b. A radio transmitter will communicate to a receiver at Steve's house to notify him of an alarm. Additionally, there will be an audible alarm.
 - c. The estimate is \$3000-\$3200 plus electrician costs. A motion to approve up to \$4000 as a capital improvement was approved.
7. A water system regional conference will be held October 24-26, 2017.
- a. Upon application a tech committee would be formed to review our longer-term system needs and advise/recommend a plan on funding.
 - b. The only cost to the association at this time would be hotel & expenses. The board approved the attendance for Steve.
 - c. A board group will meet tentatively on September 14th at 1:30 PM at Paul's home (prior to the application date of September 22nd) to review the 2013 PACE Water System Assessment Report, including revised Table 1, and establish an improvements priority list.
8. Water meter readings will be conducted on October 20-23. Paul will send a message to the association regarding the date and reminder to ensure the meter vault has free and clear access.
9. The target date for responsibility hand-off from Pete to Steve is October 1, 2017 following Steve's successful test completion goal of September 20th.
10. Vacation coverage is still needed for Steve & Pete October 10-19, 2017. Steve will send an email to appropriate candidates..

Paul will follow-up with the board via email regarding the scheduling of the next meeting.

The meeting was adjourned at 3:33 PM.

Respectfully submitted,
Dick Nova, Secretary