

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

---

November 16, 2017 at the home of Claus & Theresa Giloi, 11 Green Meadows Drive  
*Note: A Board of Directors meeting was not held in October 2017.*

Called to order at 2:34 PM by President, Paul Smith, presiding.

Attending:

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

Water System & Property Manager: Steve Krause

Paul opened the meeting by welcoming Steve as the newly certified, official Water System & Property Manager for the Association.

## **Secretary Report:**

1. Minutes of the September Board Meeting were approved as written.

## **Treasurer Report:**

1. Q3 closing reports indicate we are tracking close to budget.
  - a. Ordinary income was down primarily due to lower than expected excess water fees. However, an additional water meter connection fee resulted in total income above budget by \$4468.
  - b. Total ordinary expenses were over budget with bookkeeping slightly up, road maintenance down, plowing on track, payroll and water system maintenance up. However, with \$7500 budgeted and yet to be used for water system capital improvements total expenses were below budget by \$5815.
  - c. Bill will meet with Debra to determine if any of the water system maintenance work to date can be capitalized.
2. Bill, Paul, and Dick will meet to draft the proposed budget for 2018.
  - a. Road and water system maintenance will be specific considerations.
  - b. Reservoir cleaning, pressure tank replacement and upsizing, leak detection, and the addition of a monitoring and alarm notification system will all be water system budget items.
  - c. Continued contribution to a rainy day fund is expected.
  - d. A 15 day notice to the association is required prior to a January meeting to adopt the 2018 budget. The goal is to have a budget draft for the December BOD meeting.

## **Web Site:**

1. The home, water system and new construction pages were updated to reflect Steve as Pete's successor to the Water System & Property Manager position. Claus will update the road maintenance page to reflect the same.

## **Architectural Committee:**

1. Construction is underway for James & Wendy Oesterle on CM-31 at 3 Cottonwood Drive. The water system connection fee has been paid and

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

---

- connection is pending. Steve and Paul will confirm that the septic field was relocated as agreed.
2. Tom and Rita Baeyen have completed the garage on CM-32 at 356 Wolf Creek Road and their deposit has been refunded.
  3. It has been noted that the paint color on James Asa's garage on GM-8 at 18 Green Meadows Drive does not match the house color.
  4. Prior to the meeting Bob had emailed proposed changes to the CC&Rs and the website new construction page regarding submittal and approval for construction and improvements.
    - a. CC&Rs section 10.3.B would be modified to reference the website for the procedure for submission of architectural plans and other requirements for construction. Sections 10.3.C & D that include references to the use of letters for approval/disapproval would be deleted.
    - b. The website would be updated accordingly including specifying communication by email.
    - c. Paul suggested that provision be retained for a homeowner to send a registered letter, if necessary, due to response delay by a delinquent Architectural Committee.
    - d. The inclusion of repainting or reroofing of a home to come under the purview of the Architectural Committee was raised.
    - e. Bob will update the proposed revisions. The plan will be to implement the changes to the website with CC&R revisions requiring Association approval to follow.
  5. The broken basketball hoop near the road at 6 Left Fork Wolf Creek Road has worn out its welcome. Paul will send a message from the BOD requesting removal.

### **President's Report:**

1. Compensation agreements with Steve and Pete were finalized and the official handoff from Pete to Steve was completed.
2. Paul proposed an addition to the website indicating that Steve is the primary contact for all water system and property matters and Pete is the backup. Steve would leave a message on his phone if he is not available and include Pete's contact information.
3. A meeting was held with Steve and Pete to review the Pace Engineers report and discuss potential state loan/grant applications for water system improvements.
4. All sections of the Wolf Creek Park trail were adopted and most sections were worked. Burn piles have been accumulated.
5. Paul would like to host a well-deserved retirement event for Pete in January.

### **Water System & Property Manager Report:**

1. Steve will send the BOD an email summarizing anticipated spring projects along with budget estimates.

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

---

2. Steve attended the Infrastructure Assistance Coordinating Council (IACC) meeting held October 24-26, 2017 in Wenatchee and initiated the process for pursuing grants and loan applications for water system updates and improvements.
  - a. A preplanning conference call is scheduled for December 4<sup>th</sup> with a technical committee formed to review our system needs and advise/recommend a plan on funding. Larry Cordes of Pace Engineers will be included in the call along with any available BOD members. Paul and Bill expect to be available.
  - b. The loan and grant process is expected to be a long-term task. There are no immediate anticipated deadlines. The result of the preplanning call should establish priorities. We expect that the projects list will need to be updated and reordered.
  - c. A tally of the money spent to date for water system maintenance and improvements since the Pace Report should be compiled to augment applications.
  - d. An Association community income survey may be required.
3. Steve's accountability report for September:
  - a. Weather strip reservoir lid
  - b. Daily chlorine testing
  - c. Grease booster pumps
  - d. Investigate reported sinkhole with Palm Construction
  - e. Mouse control CM
  - f. Get maps copied and laminated
  - g. Walk GM system with Pete
  - h. Work with Beaver Creek on reservoir booster pump issues
  - i. Study for test
  - j. Working with State on loan application
4. Steve's accountability report for October:
  - a. Meter reading and submit for billing
  - b. Chlorination testing
  - c. IACC conference in Wenatchee
  - d. Restart pumps after power blip
  - e. Meet with Osterle's contractor
  - f. Re-seed area of excavation near Osterle
  - g. Meet with Cascade Concrete to coordinate snow plowing services
  - h. Check on heaters in reservoir, GM and CW sheds
  - i. Take certification test in Wenatchee
5. Pete's accountability report for September:
  - a. Meeting with PM/WSM Trainee, facilities improvement, maintenance, math tutoring, orientation, training
  - b. Upper Pump (booster) issues associated with power spikes, and resolution
  - c. Coordination with MVSTA on ski trail improvements in Cottonwood Meadows at trail crossings

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

---

- i. Ordering locates
  - ii. Establishing guidelines for construction and rehab
    1. Waste material, rehab/seeding/fert, timing
- d. Planned power outage, pump performance monitoring, restart
- e. Routine reports, system monitoring, chlorination, communications, new starts (Oesterle)
6. Pete's accountability report for October:
  - a. Coordination with Methow Trails on Cottonwood ski trail crossings
  - b. Meter Readings, Number Crunching, Billing Invoice reduction
  - c. Coordination with PM/WSM Trainee
  - d. Coordination with Oesterle contractor
  - e. Routine reports, water samples, system checks/monitoring, communications
7. Errors in the water meter reading spreadsheet were discussed and it was noted that further review for correct water use from system meter readings was needed. Steve will summarize the data from meter readings at the pumps, reservoir, and homes for presentation at the December BOD meeting.
8. Steve will be on vacation for the next two weeks.

The next meeting will be held at the home of Bill & Dalene Bley, 21 Green Meadows Drive on December 13, 2017 at 2:30 PM.

The meeting was adjourned at 4:08 PM.

Respectfully submitted,  
Dick Nova, Secretary