

**Regular Monthly Meeting**  
**Board of Directors**  
**Wolf Creek Property Owners Association**  
6 June 2016

Called to order at 7:04 PM by Paul Smith, President Presiding

In attendance:

- 1, Board Members: Debra Hofmann, Bill Bley, Bob Rohde, Paul Smith and Bob Wilson.
2. Pete Soderquist, Water System & Property Manager.

Minutes of May 9, 2016 meeting approved as circulated with “typo” corrections.

**Financial:**

1. No questions concerning financial reports circulated prior to meeting.
2. Pay raise (10%) for Water System & Property Manager approved by the Board at the May 9<sup>th</sup> meeting will result in cost to the Association from the current \$1275 to \$1403/month plus approximately \$150/month in taxes.
3. Motion was approved to have the Office of Bart Bradshaw, CPA handle the Association’s day to day finances as of July 1, 2016. Debra will coordinate this transition and the new Association treasurer, to be determined at the July 11<sup>th</sup> meeting of the Board, should make contact with Bradshaw’s Office and Debra to facilitate this transition.
4. Debra was asked to include in her report at the general membership meeting a brief review of how the Special Assessment (fall 2015) funds are being used.

**Water System & Property Manager’s Report:**

1. Power control box at Well #3 has been repaired and is operational.
2. Door to vent the reservoir control room has arrived and will be installed soon.
3. Palm Construction will soon begin installation of a vault to include the various water system valves in the area of GM 25/26. This will include repair of any leaks that might be discovered at the time of installation.
4. Discussion of formally training someone to serve as Pete’s backup in his Water System & Property Manager duties resulted in the following:
  - a. Pete will develop a training plan for such a position and present it at the next Board meeting.
  - b. The goal of the training is for this person to assume full time duties in the summer of 2017 at which time Pete would assume the “backup” role.
  - c. Details of hiring a trainee to include salary and timeline will be discussed along with the training plan at the July 11<sup>th</sup> meeting.

**New Business:**

1. Preparation for the Annual General Meeting of the membership on 25 June 2016:
  - i. Proposed agenda which was circulated to the Board was approved.
  - ii. Water System Manager will present the Water Use Efficiency and Consumer Confidence Reports; the latter must be mailed to those not in attendance following the meeting.
  - iii. Materials will be emailed to membership in the next day or two. Members requiring USPS mailing will be identified by Paul and Bob Wilson and the mailing will be accomplished prior to the 11 June deadline.
    1. Letter including proposed changes to CC&Rs and explanation of By-Laws change making the size of the Board of Directors 5 instead of the current 7.
    2. Ballots to be used at the meeting or mailed to the Association.
    3. Proxy form.
2. Motion to change the By-Laws to make the number of Directors serving on the Board five (5) instead of seven (7) was approved. This was prompted by an inability to find candidates to fill two of the three Board positions being vacated on 1 July 2016.

**Architectural Committee:**

Nothing to report.

**Water Committee:**

Chairman, Nova, absent; no report.

**Website:**

Site is up but not ready for routine use. Will continue with Medicine Wheel for now.

**Adjourned:** 8:52 PM, next meeting at 7 PM, July 11<sup>th</sup> at Bob Rohde's house.

(Executive session followed reporting on meeting with Pete for his Performance Evaluation.)

Respectfully submitted,  
Bob Wilson, Secretary