

## Holiday Hideaway Association Board Meeting Minutes

### Guemes Island Library

Sunday, May 6, 2018, 9:30 am

President Matt Enos called the meeting to order at 9:30 a.m., welcomed Irene, and introduced everyone. Members present in person were Matt Enos, Sharon Schlittenhard, Dennis Barnes, Wendell Phillips, and Cas Hancock. Board Member Irene Bettinger was present via Conference Call-in.

#### Association Business

Motion for Approval of March 11, 2018 Board Minutes was made, seconded, and unanimously passed. Motion for approval of Special Meeting of 4-21-2018 Board Minutes was made, seconded, and unanimously passed.

Treasurer's report from Dennis Barnes:

Bank Balance as of 03/22/2018	\$11,530.54
Deposits:	856.26
Payments:	<u>2,305.93</u>

Bank balance as of April 23, 2018: \$10,080.87 Dennis stated that he has taken possession of all the bank records.

Discussion of the Long Term Financial Plan lead to a motion to increase the Annual dues to \$20.00 per lot beginning January 1, 2019. Motion was seconded and passed unanimously. Dennis will recalculate the financial report projections based on implementing the larger increase. He will present the updated projections at the next Board meeting.

Matt Enos began election of officers by nominating Dennis Barnes as Treasurer. Cas Hancock was nominated as Recording Secretary and Matt Enos was nominated as President. The Board agreed that there was no necessity for a Vice-President. Motion was made, seconded, and passed unanimously to elect the Officers as nominated. Matt explained the logic of changing some of the Position numbers to make the positions sequential for an orderly annual election process. Positions 1 & 2 were elected to 3-year terms this year; Position 5 was elected to fulfill 2 remaining years of a 3-year term; leaving Positions 6 & 7 due for election next year. By changing the Position numbers 6 & 7 to 3 & 4, the full complement will be Positions 1 thru 5 with the correct stagger for elections.

The previous Board had a Meeting Cadence of 2<sup>nd</sup> Sunday every other month at 9:30 a.m. Matt explained that it seemed to work well and suggested keeping that cadence. The Board agreed to keep the current schedule for this year, with the exception of changing July 8<sup>th</sup> to July 15<sup>th</sup> for Irene Bettinger's first opportunity to be on Guemes for a meeting. Matt will reserve those dates with the Library.

With Bill Rainwater's retirement, the Checking Account signatures must be changed. The Board agreed to remove Bill as signatory; to retain Sharon Schlittenhard; and to add Dennis Barnes and Matt Enos as signatories. The bank requires the Minutes of the Board Meeting showing the changes approved. Matt, Dennis, and Sharon will coordinate meeting at the bank once these minutes are approved.

One of the first tasks for Dennis is to change the "statement close" date to the last day of the month. This will facilitate bookkeeping records and income tax information.

Matt volunteered to research the design for the Bill Rainwater Trail. He estimates the cost for a metal, all weather sign to be less than \$100.00.

Cas reported that Carol Last had declined the offer extended to her for employment by the Association to maintain the grounds at chicken foot. Matt volunteered to research other options to maintain the area, and to obtain permission from the property owner to do so. He will also encourage the County to maintain their easement portion of the lot.

## Water Company Business

Cas reported that AT-1 Project engineering should be complete in two to three weeks. The State Department of Health has 60 days to approve the engineering, but usually take less time. When approved, we can go out for bids. Those that Cas has in mind to invite are Dahlman Pump, AquaTech, and Bart Hetterle. We are not required to advertise public bidding because we are not borrowing any money to fund this project.

Cas reported that Tank AT-2 Project is on schedule with preliminary paperwork submittals and approvals. Once the DWSRF staff receives the results of our Membership vote to approve the loan, they will send an offer of Contract. We will have 60 days to accept the offer by signing the contract. At that point, we will advertise for bids. It is quite possible we can begin construction late this year.

Cas stated that the Main Break Insurance claim is in process. As with the earlier break, Glatfelter's Insurance will waive the \$1,000.00 deductible and pay for the costs of Boil Water Advisory and its release. It should be close to the same amount as the January insurance payment. Payment is expected within a week.

Discussion of the 50-Year Replacement Schedule resulted in direction to research commercial Evaluation of Useful life of all components of the system, rather than go by the manufacturers' expected useful life listed in our program. That will also include the water mains that are not listed as part of our program, and will aid Dennis with the financial projections for timely increases in water rates. Cas and Dennis will work together on this project. Cas noted that the replacement program is at a minimum speed until we get the AT-2 project going and complete the regular maintenance that is now in progress.

Rehabilitation of Wells 1& 2 has been on hold through the winter, but should take place within a month. We anticipate "in-ground" rehab rather than having to pull the pumps.

### Bank Balances as of April 30, 2018

1. Checking:	\$ 1,692.41
2. Capital Improvement:	\$ 192,113.69
3. Operation & Maintenance:	\$ 94,363.60
4. Petty Cash	\$ <u>210.32</u>
<b>Total:</b>	<b>\$ 288,380.02</b>

Five "Water Main Flushing Today" signs have been purchased, but only two can be delivered by Wednesday, May 9<sup>th</sup> in order to provide visual notice of the flushing that is scheduled for Wednesday, May 16<sup>th</sup>, beginning at 8:00 a.m. The Flushing date will further be advertised by May 9<sup>th</sup> on Line Time and What's Up Guemes; a blanket email will be sent to all metered customers; and the information will be telephoned to all metered customers for whom we have no email address. For the next week, Doug Last will exercise all the valves and Carol Last will clean the area around them all.

Motion to approve Minutes of the Annual Holiday Hideaway Association Meeting of April 21, 2018 was made, seconded, and unanimously passed. These minutes show the vote of 202 Yea to 2 Nay votes to approve the \$451,404.45 DWSRF Construction Loan for AT-2 storage/treatment tank and booster pumps as presented.

Next Meeting Date July 15, 2018 at 9:30 a.m. at Guemes Library

Motion to adjourn was made, seconded, and unanimously passed at 10:45 a.m.

Minutes approved by the Board via electronic vote on May 9, 2018.

*Cas Hancock*

Cas Hancock  
Recording Secretary