

Forest Haven

Homeowner's Association

MINUTES

December 10, 2016

BOARD MEETING

Molalla Foursquare Church Location: 32328 S. Molalla Ave.

Board Members Present: Tom Fitzpatrick, Angela Lemke. Absent: Shannon Norvell

Officers Present: Mary Musolf—Treasurer, Angela Lemke—Secretary. Absent: Chris Norvell—President,

Pg. 1 of 2

1. 3:00 PM: OPENING OF MEETING:

Sign In: Homeowners in Attendance.

Homeowner Issues to Discuss

The minutes of the last meeting (November 12, 2016) were provided for acceptance. There was a motion passed to accept with a minor change do clarify the issue of the need for a low level alarm for the water storage tank.

Water Shut Off Resolution: There was discussion of the recommendation made by the law firm to set up a water shut off resolution. The estimated cost to have them prepare the proper document was \$500. There was a motion passed to proceed with the lawyer preparing the water shut off resolution for passing in a board meeting and signing by officers.

2. FINANCIAL REPORTING AND REVIEW:

TREASURER'S REPORT:

Mary provided an overview of the financial reports, balance sheet, accounts receivable, profit and loss with actual versus budget expenses and account balances. Copies of the reports were provided to the board for reference. The delinquent accounts along with uncollected December dues were reported in the total amount of \$16,691.57.

The December 10th account balances were reported as follows:

Operating Account \$10,068.96

Reserve Account \$50,585.04

SMALL SYSTEMS WATER OPERATOR

Tracy Rhodes explained that the main well and back up were tested. She also said that in the future the plan is spread out the testing to go through all of them.

Tracy explained the water reading, pixis testing:

Weekly Water Usage:

<u>Water 10-31 to 11-6-16</u>	<u>110,950</u>
<u>11-7 to 11-13-16</u>	<u>107,360</u>
<u>11-14 to 11-20-16</u>	<u>128,580</u>
<u>11-21 to 11-27-16</u>	<u>126,560</u>
<u>11-28 to 12-4-16</u>	<u>106,010</u>

The average daily use during the period was calculated as 19,572 gallons per day.

Pixis Testing; No Coliform, Ecoli or Nitrate was detected.

Septic: Tracy reported that Byers came out and did the pumping and will not be needed again until Spring, March or April.

3. COMMITTEE REPORTS

Landscape: Leaf pick up is being done.

Architectural: **There was an architectural proposal for fencing that was authorized.**

4. Maintenance: Tracy mentioned that Westside Electric had come out recently to evaluate the need for a generator surge protector to put on the outside of the pumphouse.

5. UNFINISHED BUSINESS AND NEW BUSINESS:

Bulletin Boards: Angela Lemke discussed the estimated cost for building two bulletin boards with plexiglass sliders. There was a motion passed to proceed with having them built with the cost to be around \$200.

Annual Business Meeting Forms: There was discussion of the forms that have been used in last year's meeting and whether to make possible changes. There was a motion passed to continue with the same forms used from last year and just update the dates.

Resignation / Removal of Board Members or Officers (for non-attendance): There was discussion of the need to have a procedure for removing board members or officers with an additional resignation procedure that is not sufficiently addressed in the bylaws. There was consensus that the property manager would draft a contract for board members and officers to sign at the next annual business meeting. The agreement would have an automatic resignation clause that if two meetings in a row are missed without adequate communication to the other board members and officers then it would be considered a resignation. The agreement could also include a code of conduct with the final draft to be approved by the Board.

Next Meeting: January 14th, 3 PM.

4:35, Adjournment

Respectfully Submitted,
Tim Benintendi
Affinity Group Inc.
Property Manager, Broker