

# **DRIFTWOOD HEIGHTS ASSOCIATION, INC.**

**370 N EAST CAMANO DRIVE, STE 5, PMB 219**

**CAMANO ISLAND, WA 98282-7279**

**<http://driftwood-heights-association.com>**

**email: [driftwood\\_heights\\_association@yahoo.com](mailto:driftwood_heights_association@yahoo.com)**



Photo taken by Suzanne Wilson

**INCORPORATED 1970**

## **MINUTES OF THE BOARD MEETING**

**January 16, 2014 Thursday**

Members Present: Bob Larson, Steve Christian, Eileen Teufel, Jill Vail, and Steve Casteel. Donna Groskopf was absent, due to illness.

Meeting called to order at 7:00 P. M.

**Generator Maintenance:** David Groskopf reported that the pump house generator was serviced by him. He changed the oil and filter, and installed a new battery. The plugs and air filter did not need replacing. The oil seemed to have water in it, so he is sending it to a lab for analysis. If coolant is present, then the engine needs repair.

**Treasurer's Report:** Eileen Teufel handed out the Treasurer's report. She stated that though we are okay for 2014, we do not have the financial cushion we are used to due to the many repairs and the well house upgrade and modifications. Also, the electric costs were higher than the previous years. Hopefully, the changes in the well house will bring the electric costs down.

## Driftwood Heights Association 2013-2014 Actual/Budget Estimates

2014 Estimated Income	<b>\$35,800</b>
2014 Estimated Average Expenses*	(\$19,420)
Maintain a 20% Reserve	(\$ 7,160)
Available	\$ 9,220
2013 Work Order Expenses**	\$44,910
<b>Over Income</b>	<b>(\$32,690)</b>
2013 Year End Balance	<b>\$39,259</b>
1/15/14 Checking (\$ 8,909)	
(Includes some 2014 dues)	
1/13/14 Money Market (\$30,350)	

\*2013 Estimated Average Expenses

US Insurance	\$ 765	
Liberty Insurance	\$ 1,517	
PUD	\$ 3,700	
Reliable Landscape	\$ 5,200	
Web site	\$ 233	
Supplies- Misc	\$ 500	
Operating – Misc	\$ 700	
Operating – Fixed	\$ 755	
King Water Maintenance	\$ 5,500	
King Water Billing	\$ 550	
Total		<b>\$19,420</b>

\*\* 2013 Work Order Expenses

Jan	\$ 6,015	
May	\$ 2,255	
Aug	\$ 200	
Aug Call out	\$ 6,600	
September	\$ 1,790	
October	\$ 2,990	
December	\$22,060	
Total		<b>\$41,910</b>

## 2014 Budget Estimates

2014 Anticipated Income	\$35,800	
2013 Carry-Over Funds	\$39,259	
Total		\$75,059
Less Cash Reserve 20%	\$15,012	
<b>2014 Available Funds</b>		<b>\$60,047</b>

Set Expenses (see page 1) + 10%     **\$21,362**

**Available for Work Order Expenses**                             **\$38,685**

### Possible example of Work Order Expenses

Water Line Break approximately	\$6,000 each
Emergency Call Out	\$1,500 each
Pump House issues (hopefully solved)	\$2,000 each
Meter upgrade	\$ 700 per meter replaced

**\*If we try to stay within our income, the available work order funds are:**

<b>Income</b>	<b>\$35,800</b>
<b>Less cash reserve</b>	<b>\$ 7,160</b>
<b>Less expenses</b>	<b>\$21,362</b>

**Available for Work Order Expenses**                             **\$7,278**

**Association Due Increase:** Bob Larson suggested we consider an Association due increase. He noted that our dues are set at a low amount and that they are not providing enough to maintain our water system budget: increase operating costs, emergency repairs, and dwindling reserve. Eileen heard from another community that the State requires each association maintain a financial reserve. Eileen will investigate this claim. Jill Vail will research what other Associations annual dues are. This will provide a scale to set a target amount for our Association.

**Well Upgrade and Modifications:** Steve Casteel gave a report on the well house upgrade and modification. It was completed at this time due to the frequent failures and leaks. The modifications should provide 12–15 years of service (not maintenance free). At that time, it will need to be upgraded to continue to meet community needs.

**Meter Replacements and Upgrades:** Steve Christian believes we should finish Vesper Dr. for meter replacement this year. There are about three meters left to replace or modify. We may be

able to start Patricia Ann Dr. depending on the outcome of Vesper Dr. Funds are the limiting factor.

**Water Line Replacement:** Bob Larson mentioned replacing main lines on Vesper and Lehman. He stated that State grants/loans will need to be pursued. Steve Casteel mentioned hiring a company to submit loan/grant paperwork due to the complexity of submissions. It is believed that Garrison Engineering can assist with this endeavor. Bob Larson will make a contact.

**Member Email Addresses and Sign:** Bob Larson suggests a greater effort be made acquiring e-mails of community members to facilitate and expedite notification of water outages. Also, a community sign such as a vinyl banner could be placed where the old community sign was that would state water outages, etc.

**Annual Meeting:** The annual meeting is set for either April 5<sup>th</sup> or 12<sup>th</sup> depending on facility availability. Eileen will check and make a deposit. Bob Larson will ask Donna Groskopf which officers are up for election. (Donna checked the positions needed to be elected on are the Vice President of Maintenance and Operations and Vice President of Water Quality.)

Meeting concluded at 8:00 P. M.

These notes were taken by Steven Casteel, Vice President of Operations and Maintenance, in place of Donna Groskopf, Secretary.

Submitted by Donna Groskopf, Secretary

A handwritten signature in cursive script that reads "Donna K. Groskopf". The signature is written in black ink and is positioned below the typed name of the secretary.