

DRIFTWOOD HEIGHTS ASSOCIATION, INC.

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

CAMANO ISLAND, WA 98282-7279

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



INCORPORATED 1970

MINUTES OF BOARD MEETING

Tuesday, January 22, 2013, 7 P.M.

Members Present: Bob Larsen, Jill Vail, Lydia Buckley, Steve Christian, Steve Casteel, and Donna Groskopf. Eileen Teufel was here by invitation.

Meeting was called to order by Bob Larsen at 7:00 p.m. and thanked the board members for coming. The following items were discussed off Bob's agenda, which were:

New Business

Annual Billing by King Water: Bob Larsen reported on the fee from King Water to handle the annual billing of association dues. The cost estimate is \$420.00 per year. He discussed the possibility of negotiating a lower price. Bob will try to re-negotiate the price, then bring the results back to our next board meeting. The following is their proposal.

KING WATER COMPANY

PO Box 2243

Oak Harbor, WA 98277

360-678-5336

Fax: 360-678-8302

Robert Larson
Driftwood Heights Association
370 NE Camano Dr., Ste 5 PMB 219
Camano Island, WA 98292-7279

Dear Mr. Larson,

Thank you for your recent inquiry about our billing services. We offer a wide range of services at a reasonable cost.

We have a complete automated computerized billing system. With this software package we can process flat and tiered rate water billing, dues, and assessments. We produce professional invoices and enclose a self-addressed envelope for payment return convenience. We check our post office box and prepare deposits for revenue received, using pre-printed deposit forms supplied by the customer, on a daily basis. We prepare a full set of monthly reports on water billing, receipts, and a list of delinquent accounts.

In addition, we fill out all escrow paperwork for title companies and banks, send certified letter to delinquent accounts, answer all calls concerning billing accounts, work with the board on overdue debt collection and provide any other information that may be requested.

Based on 115 accounts and billing a flat rate on an annual basis, we are proposing \$35.00 per month. Additionally there would be a \$.67 per customer bill charge, which would cover postage, envelopes, and printing cost. This charge would only apply when we actually send the bills out. There is also a one-time set up fee of \$100.00.

I would be happy to discuss this proposal with you and tailoring our services to meet the needs of Driftwood Heights Association.

Thank you again for your interest in King Water Company.

Sincerely,
Sandra V. Bodamer
Office Manger
King Water Company

Treasurer's Position: Bob stated that Eileen Teufel would consider being treasurer. She wants to consider it if the annual billing was done by someone else. Jill Vail made a motion to elect Eileen Teufel as treasurer with the condition that the board contract out the annual billing. Steve Christian seconded the motion. The motion carried.

Delinquent Homeowners: Bob Larsen provided copy of Failure to Pay notifications to be placed on the doors of the delinquent payers.

2013 Spending Plan: A copy of the 2012 Income/Expense report was handed out to aid in developing a budget. The budget was planned as follows:

Grounds Maintenance	\$ 4,400.00
Insurance	\$ 2,300.00
Legal Expenses	\$ 200.00
Maintenance and Repair	\$22,000.00
Water Meters	\$10,000.00
Well House	\$12,000.00
Management and Water Testing	\$ 5,400.00
Miscellaneous Expenses	\$ 1,200.00
Supplies	\$ 550.00
Utilities	\$ 1,900.00
Total	\$37,950.00

Donna Groskopf made a motion to accept the 2013 budget as discussed. Steve Casteel seconded the motion and the motion carried.

Summer Association Picnic: Bob will endeavor to set up a community picnic this summer.

Other Business: Bob will contact Richard Buttrey about the progress on the repair of the community sign.

The meeting was concluded at 7:45 pm.

These minutes were taken by Steve Casteel.

Respectfully submitted by:



Donna K Groskopf
Secretary
Driftwood Heights Association, Inc.