

Cougar Ridge Homeowners Association  
Board of Directors' Meeting Summary  
December 7, 2023

Attendees: Barry Olson, Tom Coit, Debbie Wigand, Pete Valinske, Barb Valinske, Lloyd Moody, Dan Miller

President Olson convened the meeting at 7:01 pm.

**Treasurer's Report**

Treasurer Tom Coit reported that as of November 30, 2023 there are four outstanding Water balances.

NetSuite annual renewal will occur in mid-February. Tom has been pleased with the capabilities, although he is still working on a few issues from the migration process. Pro bono technical assistance has been provided by NetSuite with our nonprofit status.

Tom made a motion, seconded by Lloyd Moody, authorizing the Cougar Ridge Homeowners Association to pay the annual membership fee for Washington State Community Association Institute (WSCAI) membership. It is \$305 per year for up to 20 people. The motion passed unanimously.

**Water Committee**

**Water Usage - November**

- All water meter readings were recorded on December 1st.
- November water usage was as follows:
  - 395,800 gal, ~1.2 acre-ft. (October 2023 – 626,900 gal, November 2022 – 404,700 gal)
  - 13,193 gallons per day.
  - ~143 gallons per day per household
- The average household used 4,024 gallons, with 5 households using greater than 8,000 gallons (~2X the average) during the month.
- System leakage was 4.1% for the month.
- The 12-month rolling total for water usage is 53.5 acre-feet. Last year at this time our 12-month rolling total was 46.3 acre-feet. We are permitted for 63 acre-feet.

**Maintenance**

- Completed quarterly maintenance.
- Completed annual maintenance for November.
- Winterized the landscape island sprinklers.

Pete is seeking a contractor who does level control system work to support our Water System pump and control alarm capacity.

**Landscape Committee**

Co-chair Barb Valinske asked homeowners to keep storm drains near their property clear of leaves.

### **Architectural Review**

Chair Dan Miller is recruiting for a new committee member. If you are interested, reach out to Dan at [crhoarcllead@gmail.com](mailto:crhoarcllead@gmail.com). Fred Wigand has joined the committee recently.

Lot 8 – Letter will be sent regarding recreational vehicle.

### **President's Report**

The Board discussed a process for creating staggered terms of one year and two year terms for 2024 board members.

The Board agreed to make landowners aware of the easement at Lot 95.

The next meeting will be held January 10, 7:00 pm, at the Valinske's house.  
The meeting was adjourned at 8:40 pm.

Respectfully submitted,  
Debbie Wigand, Secretary  
Cougar Ridge HOA

Attachments:  
Treasurer's Report  
Water System Log