

Cougar Ridge Homeowners Association  
Board of Directors' Meeting Summary  
September 20, 2023

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

President Olson convened the meeting at 7:00 pm.

**Treasurer's Report**

As of today there are several lots with unpaid late fees for Water or Homeowners' Association fees.

Treasurer Tom Coit reported that the Finance Committee is developing recommendations for the Board of Directors related to the 2024 budget. The Board will review the proposed budget next month.

Both a Water and HOA CD will mature in October.

**Water Committee**

**Water Usage - August**

- All water meter readings were recorded on September 1st.
- August water usage was as follows:
  - 3,269,900 gal, ~10.0 acre-ft. (July 2023 – 3,513,300 gal, August 2022 – 3,558,500 gal)
  - 105,480 gallons per day.
  - ~1147 gallons per day per household
- The average household used 35,301 gallons, with 5 households using greater than 70,000 gallons (~2X the average) during the month.
- System leakage was -0.5% for the month. Negative leakage indicates one or more meter reading was erroneously recorded higher than actual.
- The 12-month rolling total for water usage is 57.8 acre-feet. We are permitted for 63 acre-feet.

**Maintenance**

- Completed monthly and quarterly maintenance.

Four valves will be replaced in October or early November, which will create a system-wide outage for a short time.

**Secretary**

The fall/winter newsletter is planned to be delivered early to mid-October. The HOA will promote the Cougar Ridge website for those seeking neighborhood information.

Secretary Wigand reviewed the proposed agenda and logistics for the November Cougar Ridge Annual Members' meeting.

- The meeting is planned for Fire Station #91 at the intersection of Mud Bay Road and Delphi Road, 7:00 pm to 9:00 pm.

- Meeting materials and ballots will be mailed to each homeowner by October 26.
- Homeowners will be asked to return their ballots in sealed envelopes provided.
- Our designated election inspectors, Terry and Pat Barber, will count the ballots.

President Olson will seek nominations for Board of Director positions from the members for 2024. Secretary Wigand will have copies of nomination forms at the September 30 annual fall cleanup for interested residents to complete.

### **Landscape Committee**

Co-chair Barb Valinske discussed the annual fall cleanup that will take place September 30. Residents are asked to meet at the mailbox kiosk at 9:00 am. If available, bring wheelbarrows, weeding and raking tools, and dress for gardening type activities. A focus will be laying bark on the common area landscape beds.

The Adopt a Bed program will be soliciting another yearly commitment. If you are interested in adopting a common landscape bed, contact Barb Valinske at [crhoabodlandscape@gmail.com](mailto:crhoabodlandscape@gmail.com).

The pipe outfall areas of our four storm water ponds have recently been cleared of stones and vegetation by members of the landscape committee. This is required annually, as Thurston County Public Works inspects them prior to the fall rainy season.

Lot 65 – Front yard renovation approved.

### **Architectural Review**

Dan Miller reported that Garrett Hempstead has recently been appointed to serve on the Architectural Review Committee. The committee is developing guidelines for fences. The Board will review a draft at the next meeting.

Lot 28 – Hot tub enclosure approved.

Lot 70 – Outdoor metal sculptures approved.

### **President's Report**

The Board reviewed comments made by members related to the draft secret ballot procedure. After discussion, President Barry Olson made a motion and Pete Valinske seconded, to approve the "Cougar Ridge Homeowners Association Secret Ballot Procedure" as written. The motion was approved unanimously.

2023 Board priorities:

- Vote and adopt new bylaws - completed
- Complete water system projects
- Complete landscape projects
- Recruit volunteers to adopt remaining landscape islands
- Place fencing around the debris pile near the pump house
- Create a single document to include association rules
- Develop a naming and dating policy for association documents
- Create a history of the water system

President Olson reviewed the Board priorities for 2023.

- The water system history would make a good fall newsletter item.
- Another priority was suggested for the spring newsletter – a history of the neighborhood. One way to accomplish this task may be to ask if there are any students who want to interview longtime residents for a school project.

The next meeting will be held October 11, 7:00 pm, at the Valinske's house.  
The meeting was adjourned at 8:45 pm.

Respectfully submitted,  
Debbie Wigand, Secretary  
Cougar Ridge HOA

Attachments:  
Treasurer's Report  
Water System Log