

Cougar Ridge Homeowners Association
Board of Directors Meeting Summary
January 15, 2020

Attendees: Barry Olson, Pete Valinske, Judy Lundgren, Barb Valinske, Susan Bogni,
Alejandro Sanchez
Guest: Keith Lougheed

President Olson called the meeting to order at 7:02 pm.

Treasurer's Report

The January Treasurer's Report is attached.

Judy made a motion to purchase a \$20,000 CD for the Water System money market, account 1118 S55, Susan seconded the motion, and the motion passed unanimously.

Keith Lougheed, Certified Fraud Evaluator (CFE), performed an accountability audit for year ending 2019 (results attached). "The financial records are complete, accurate and well maintained. The treasurer is knowledgeable and provides professional oversight of the financial operations of the HOA."

Mr. Lougheed did recommend the need to have a policy designating a member to review on-line payment registers. The board will update the banking policy.

Water Committee

Water Usage

All water meter readings were recorded on January 1st. December water usage was as follows:

- 383,200 gal, ~1.2 acre-ft. (November 2019 – 380,800 gal, December 2018 – 446,700 gal)
- 12,361 gallons per day.
- ~139 gallons per day per household.
- The average household used 4,220 gallons, with 4 households using greater than 8,400 gallons (~2X the average) during the month.
- System leakage was 2.0% for the month and 1.1% for the year.

Our water usage for 2019 was 45.8 acre-feet. Our annual calendar year permit limit is 63 acre-feet. Since 2016 we have seen a reduction in water consumption of nearly 9% per year:

Maintenance

- Replaced the pump house communication system modem.
- Performed annual supply system valve cycling.
- Completed 4th quarter maintenance.

The one auto door closure for the street-side mailbox security gate has broken hinges. Pete will purchase new ones and replace them.

Clearwater Utility Services has been sold to Northwest Water and Cougar Ridge service will be transferred in February. NW has agreed to honor all contracts.

Secretary's Report

The board discussed keeping the Drive current and up-to-date with board info and history.

Complaint Response and Compliance

Policy/procedure around complaints is available upon request.

Landscape Committee

A tree fell over onto the fence and backside of the water tank. Pete removed the tree and no damage was visible. As soon as weather permits, a work group will be organized to remove any potential problems around the pump house and water tank.

President's Report

The board is working on developing a strategic plan for 2020 detailing the board's focus for our work this year, and will continue on-going work to align and codify the CC&R's and Bylaws.

The board discussed gmail addresses and the archive access/management exchange procedure. New email addresses for board members will be sent to the neighborhood. Director responsibility roles with some adjustments was discussed.

After meeting with our attorney it was determined that the voting on changes to the CCR's done at the Annual meeting were invalid. To make any changes to the CCR's a vote of 67% of all community member votes is required. The board will work on appropriate alternatives for getting more members involved in the voting process. A letter will be sent out soon explaining this in more detail.

2020 plans for the Water System include: continued valve replacement, pump house roof replacement, and to solicit input and write a fee schedule based on usage for submission this year.

The idea of having a neighborhood website is being worked on. This would be a venue to share information with neighbors, gather community input, have links to governing documents, and have a preferred provider list with neighbor recommendations. This would also be a format for bringing forward ideas from the community for the governing docs.

Several members have asked to have mail-in ballots for voting at the Annual Meeting or any other instances where voting is needed. The board will look into this and work on logistics.

The February meeting is at the Valinske's on Wednesday, the 12th.

The meeting was adjourned at 8:47.

Respectfully submitted,

Barb Valinske, Secretary
Cougar Ridge HOA

Attachments: 1. Treasurer's Report for January
2. Results of Accountability Audit for
Year Ending 12-31-19
3. Water System Log