

Cougar Ridge Homeowners Association
Board of Directors' Meeting Summary
June 11, 2025

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

President Olson convened the meeting at 6:59 pm.

Treasurer's Report

Tom Coit, Treasurer, reported that as of today there are two HOA annual assessments and two quarterly Water assessments outstanding.

At next month's board meeting, he will make a recommendation for the Water CD that is maturing July 22.

Water Committee

Pete Valinske reported on water usage for May.

- All water meter readings were recorded on June 1st.
- May water usage was as follows:
 - 2,232,200 gal, ~6.9 acre-ft. (April 2025 – 868,600 gal, May 2024 – 1,289,500 gal)
 - 72,006 gallons per day.
 - ~783 gallons per day per household
- The average household used 23,277 gallons, with 10 households using greater than 47,000 gallons (~2X the average) during the month.
- System leakage was 1.06% for the month.
- The 12-month rolling total for water usage is 46.6 acre-feet. Last year at this time our 12-month rolling total was 50.2 acre-feet. We are permitted for 63 acre-feet.

Maintenance

- Completed monthly maintenance.
- Commenced backflow device testing.

Fifteen households have failed backflow testing and are undergoing repairs.

Secretary

Debbie Wigand, Secretary, reported that the spring newsletter has been mailed; fall newsletter will be mailed first week of November.

Succession plans for board members was discussed.

- Water System – Pete Valinske, Chair, has a committee of Rick Noble and Lloyd Moody who assist him. If Pete is not available, they are notified and serve as back up. All of Pete's "procedures" files are on the shared drive with board access. Our water management company, H2O Management Services, can serve as a support. If they take over day to day work that Pete usually completes, it would be at a cost to the association.

- Treasurer – Tom Coit serves as treasurer, but at this time, he does not have a backup. President Barry Olson agreed to learn more about NetSuite and Tom's procedures. Tom will ensure that his "procedures" files are on the shared drive. Tom is not planning to run for treasurer again when his term is fulfilled. The board prioritized recruiting a resident to support treasurer responsibilities and procedures. A six month overlap would be needed.
- Secretary – Debbie Wigand asks Barb Valinske, past secretary, to support her duties when she is out of town or unable to do so.

Craft Fair

Debbie Wigand reported that to date there have been no signs ups for space at the craft fair on August 16, 9 am to 3 pm. The board recommended that a poster be placed at the mailbox kiosks. If no one comes forward by July, we will cancel the event. Susan Aasen is organizing the event. Signs ups can be for: 1) selling crafts, 2) displaying crafts or art, or 3) swapping craft materials. Contact Debbie Wigand at crhoabod4@gmail.com with your name and email address to participate.

Fourth of July Picnic

The Cougar Ridge Fourth of July picnic will be held Friday, July 4, 4:00 pm to 7:00 pm at the top of the pipeline area. This is a "bring your own everything" picnic. Grills will be available for grilling food you bring, as well as a table to place common side dishes and desserts for everyone to share. Ideas for what to bring include: Plates, utensils, drinks, food to grill, condiments, and chairs for your family, as well as a dish to share (side dish or dessert).

The board discussed ways to promote more attendees at such an event. An initial discussion was held about hosting an appreciation gathering, with the association covering the cost of the food. Another idea was to change the date, such as early fall.

Landscape Committee

Co-chair Barb Valinske shared that two common beds do not have water sprinkling systems and are dependent on neighboring residents to water. Three sprinklers have been run over; Pete Valinske repaired the sprinklers.

Barry Olson shared his work to secure a landscape contractor. The board agreed that this will be a topic at the annual meeting, with a plan to revisit hiring someone for 2026. At this time, we will work with volunteers to support mowing the storm swales, common areas, and pipeline. If you are interested in volunteering, please let the board know.

Lot 67 – Preliminary landscape plans approved.

Architectural Review

Dan Miller, Chair, reported

Lot 18 – New roofing materials – requesting a sample.

Lot 36 – painting request in process.

Lot 40 – backyard shed approved.

President's Report

Reserve Study Specialist and Attorney Update

We have not received the reserve study report yet.

We are seeking a law firm familiar with HOA rules and laws. Barry Olson completed interviews with two law firms. Barry Olson made a motion, seconded by Tom Coit, to notify the Gryphon Law Group that we plan to use their firm for legal advice when needed. The motion passed unanimously.

Barry will research recommendations for a CPA knowledgeable in nonprofit HOAs to provide an audit for the HOA. The board is recommending a fall 2025 or 2026 audit to comply with RCW 64.90.530 auditing requirements.

Update on Streetlights

Lloyd Moody reported that four acrylic globe bulbs have been installed on existing street lamps near the south entrance.

Lloyd is also providing a trial of 4 upgraded LED lights. Trial lighting is located at 1) 5720 Capitol Forest Drive and 2) at the bottom of Capitol Forest Loop near new home construction. Lloyd is looking at powder coated steel posts 42 inches high, 4 ½ inches diameter to mount the lights.

Update on Book Exchange Kiosk

Lloyd Moody has built a prototype of the cabinet about 20" x 40" to be used as a book exchange kiosk within the mailbox confines.

Future Board Meeting Dates

July 9

August 20 (note change in date)

September 24 (note change in date)

October 8

The meeting was adjourned at 8:52 pm.

The next Board of Directors meeting will be held July 9, 7:00, at the Olson's house.

Respectfully submitted,
Debbie Wigand, Secretary
Cougar Ridge HOA

Attachments:
Treasurer's Report
Water System Log