

Cougar Ridge Homeowners Association
Board of Directors Meeting Summary
September 18, 2019

Attendees: Kitty Lindstrom, Barry Olson, Susan Bogni, Judy Lundgren, Alejandro Sanchez, Pete Valinske, Barb Valinske

Guest Pat Barber, Newsletter Editor
Guest Dorraine Turner, Lot 75

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

Pat Barber has been the Cougar Ridge newsletter editor for many years, and has come up with some ideas for a welcome booklet of rules and regulations, along with a shorter newsletter with more informative articles. Alejandro discussed the idea of a Cougar Ridge website, with both private and public portions, for messages, alerts, etc. Susan made a motion to have a task force study the possibility of having an on-line communication site, Barry seconded the motion, and the motion passed unanimously.

ACTION: Kitty, Pat, Ale',

President's Report

The board discussed putting together a one-page guideline for new builders, which would include Architecture Review Committee (ARC) guidelines and communications.

ACTION: Pete/Barb – find out new owner of Lot 29

Pete installed the new split rail fence at the pipeline and Rocky Mtn. Dr., and had the old gate powder coated. The pedestrian opening is large enough for the HOA lawnmower to access. The refinished gate lock has not been changed and the existing keys still work.

The board is going to put together a one-page info sheet, which would include annual dues and assessments, water system need-to-know, ARC FAQs. Some of this information is included on Page 2 of the Welcome Packet, which all new residents receive. Barb will send Page 2 to members of the board to review for additions/edits.

ACTION: Kitty

Annual meeting (December 5) planning and preparations have begun. In an effort to attract a greater number of attendees, the board is looking at offering pizza and soft drinks. A different venue may be needed, as the fire district has a "no-food" policy in their conference rooms. The agenda will include the new CC&R updates, the ARC process, the 2019 finances and the 2020 budget, as well as elections for the 2020 board. Board members will do a "walk-about" in the neighborhood to promote interest, answer questions and offer proxies for signature for those who cannot attend the meeting.

ACTION: Susan - venue change

Architecture Committee

Barry made a motion to approve the landscape plan for Lot 89, Ale' seconded, and the motion passed unanimously.

After a discussion regarding the workload of the ARC, Barry made a motion to give future landscape reviews to the Landscape Committee, to both utilize the committee's expertise and reduce the workload of the ARC, Ale' seconded, and the motion passed unanimously. The Landscape Committee will put together guidelines.

Secretary's Report

Barb reported she has started initial preparations for the annual meeting. The board discussed the different timelines involved, i.e., renting the room, mailing the packet to residents, etc.

The board discussed different ways in which to keep track of information. One way would be to use a joint Google calendar. Kitty will check into this. Barb would like to see email communication tightened up, i.e., start new threads for each subject, etc.

The Cougar Ridge Welcome Packet has been updated to include the policies written last spring on snow plowing and the pipeline usage. This packet is given to all new Cougar Ridge residents.

Treasurer's Report

The September Treasurer's report is attached. All water accounts are paid except for one late fee.

Clearwater is raising their monthly fee for managing our water system from \$171.50 to \$388.84 starting September 9, 2019.

Finance Committee

The Finance Committee is in the process of reviewing the 2020 budget to present at the Annual Meeting on December 5.

Complaint Response and Compliance

The board discussed on-going resolution between neighbors and documented the info in the lot files.

Governing Docs Update

The Covenants, Conditions, and Restrictions (CC&R's) review process is on-going.

The draft Lot and Common Area Maintenance Policy will be sent out to the neighborhood for review.

The draft Policy Drafting Process was reviewed by the board. Barry made a motion to approve these guidelines, Pete seconded, and the motion passed unanimously.

Water Committee

Water Usage

All water meter readings were recorded on September 1st. August water usage was as follows:

- 2,771,600 gal, ~8.5 acre-feet (July 2019 – 2,815,500 gal; August 2018 – 3,243,800 gal).
- 89,400 gallons per day (July - ~90,800 gallons per day.)
- ~1005 gallons per day per household.
- The average household used 30,321 gallons, with 7 households using greater than 60,000 gallons (~2X the average) during the month of August.
- System leakage was 0.8%.
- Our 12-month rolling total for water usage is 47.1 acre-feet. Our annual calendar year permit limit is for 63 acre-feet. This year usage is down considerably compared to 2018.

Maintenance

August monthly maintenance was completed. DWP flow remains at about 175 gpm. Checking weekly.

Landscape Committee

The Annual Fall Neighborhood Cleanup Day was moved from October 5 to September 21 due to staff unavailability.

The Thurston Co. Stormwater Annual Inspection was completed and mailed in.

The HOA is continuing our cooperation with the Thurston Co. Weed Board by hiring a pesticide company to spray the Japanese knotweed along Beatty Creek. The application needs to be applied at low water flow in a salmon habitat creek.

The October meeting is at Judy Lundgren's on Wednesday, the 16th.

The meeting was adjourned at 9:27.

Respectfully submitted,

Barb Valinske, Secretary
Cougar Ridge HOA

Attachments: 1. Treasurer's Report for September
2. Water System Log