

HMC Management Board Meeting Minutes December 10, 2011

Call to Order: Mark Anderson called the meeting to order at 10:00 AM.

Roll Call: Mark Anderson, President; Gary Wanzong, Vice President/Asst. Treasurer; Dianne DeGood, Secretary; Judy Greinke, Treasurer; Pat Zazzo, Member at Large; Claudia Ellsworth, Island Manager (IM).

Dianne announced she would be recording the meeting for the purpose of completing the minutes.

Previous HMC Board Meeting Minutes: After a minor proofing change, Mark Anderson moved to approve the November 12, 2011 meeting minutes. Motion carried.

Correspondence: There were three items of correspondence:

- Law Offices of James L. Strichartz concerning Special Bankruptcy Supplement
- Law Offices of James L. Strichartz concerning The New Law on Reserve Studies Requirements for Home Owners Associations
- American Century Investments: New Participant Disclosure Rules concerning the Retirement Plan for employees. They are requiring a \$75 annual service fee for the disclosure statement. **Mark moved that we spend the \$75 for the disclosure statement. Motion carried.**

Finance:

Most Assessments have been paid, making a healthy bank balance. There are 14 Members who are delinquent; 3 are long term and have been turned over to the attorney. Of the rest, some are very low amounts in which the late fee wasn't paid. Overall, it is not a huge number and even less than we have had in previous years at this point.

Reserve planning will impact us. We must have a professional reserve study done, since we have a lot of equity in our holdings. There will probably be a need to increase the reserve contributions some, but we are almost there. We start looking at the reserves and annual budgeting again in January. We always seem to have more fees and unexpected costs that come up.

- **Judy Greinke presented the bills to be paid and moved to pay the HMC bills as presented.** Mark noted that we do have the \$2,500 estimate for the small boat dock permit included in the bills and he proposed that we give some latitude to that number. **With no further discussion the motion carried.**
- Judy also discussed the Water Utility bills. Members are paying their water bills. Our bank account is still a "rewards account" with Key Bank. So far we have not gotten a monthly fee on this account. Once we decide this is the type of account that will work for us, Judy suggested to have HMC Management use the same type of account. (no fees) But we wouldn't make any changes about this until after January or February. **Judy moved that if the Water Utility account proves to be as good as it is supposed to be, with no fees, we move the HMC Management account into the same type of "rewards account." Motion carried.**
- **Judy also presented the bills for the Water Utility and moved to pay the bills as presented. Motion carried.**

Administration: See the Island Manager's report for the full report of Administration issues.

Bidders' Conference: The bidders' conference for the water system upgrade was successfully held on Friday, December 9th. Three dozen people attended, including representatives from 27 contractors. Bids are due on January 13th. The contractors were told they could come out and check anything they needed for the bid, but would have to pay for ferry fees.

Commuting on the ferry was an issue that came up several times. It was suggested that we put a notice in the Beachcomber for those Members who want to rent temporary accommodations during the construction. This would keep the contractors on the island while they are working. They could bring RVs or rent a cabin.

ADA Compliance: A Member asked about putting the restroom project out for bid or how it would be otherwise handled. It was explained that we would first take the measurements and send them to the USDA architect to make recommendations. We have 3 years to complete this, but probably wouldn't wait that long. Another Member asked who owned the Community Center building. It was confirmed that HMC Management owns the Community Center building.

Emergency Preparedness: Mike Shettlesworth reported that last month the Emergency Preparedness Committee met with a representative from PCNet. He and the Island Manager attended a Hazard Mitigation meeting held by Pierce County. They are continually updating items and still have some to work on. One item of interest is Transportation. What would happen if we had a big earthquake and the ferry ramps collapsed? How would we get off the Island? Another item brought up was anchoring down propane tanks. Mike and the Manager are planning to meet with Fire Station 16 and look at their Mitigation plan to see how they have included the Island in their plan. Mike announced that there is an Emergency Preparedness meeting today right after the Water Utility meeting.

Fire Deptment: We have a couple of volunteers who would take training for a volunteer fire crew on the island, but the Fire District will only give training when we have at least 3 or 4 volunteers.

North Beach: Bid documents are circulated and we will have a bidders' conference on Tuesday, December 13th. Bids are due Dec 22. Hopefully the costs will be less than estimated. All work has to be completed by March 2, so timing is critical.

Parks: We have the material here for the gangway. A question was asked about a time limit for repairing the Park property down at the North Beach. The owners asked for another month to have a propane tank delivered before it would be ready for Dick Mowry to repair. He has indicated that he will restore it back to better than it was.

Roads:

Al Moren is currently on the sick list and has carried a great load. Dick Mowry stated that he has been an excellent person to work with. We are looking for volunteers to help in maintaining the roads.

Rules: We are still looking for members to be on the Rules Committee.

Transportation:

Stan Flemming, a Pierce County Council Member, came out to check on the ferry noise. He was not offended by the noise. He couldn't see that it should be a problem.

B.O.O.S.T.E.R.S: Janet Podell reported that the calendars are all sold out. They sold 100 and are thinking about doing it every year. Next year they will order more. There will be an officer meeting in January and activities will resume in February or March.

Rumor Control/ Member Issues: A Member heard a rumor that the North Beach project will not be completed and docks won't be going in. It was verified that it was a rumor. Another member asked if the 3 phase power is going into the pump house. It was verified that it is.

Updates on Al Moren may be found on a website at <http://www.caringbridge.org/visit>

Unfinished business: We have a new "Ferry Access Policy" and a new "Water Utility Financial Policy" that are both online. The burn ban has been lifted, but we are reminded to be careful when burning. Mark reminded us of using freeze control around our homes during the winter. There was also discussion about propane tanks and earthquake straps around water heaters all help to make the island safe.

The water main break from last month has been fixed and the road repaired. Everyone was reminded to call before you dig and know where you are digging to avoid these problems.

New Business: There was no new business.

Since there was no further business, Mark Anderson moved that we adjourn the meeting. Motion carried.

There will be a Herron Island Water Utility Board meeting following this meeting.

Respectfully submitted,

Dianne DeGood, Recording Secretary