

Diamond Summit Homeowner's Association
Executive Board Meeting
January 15, 2011

Meeting called to Order by President Gail Holmes

Roll Call: Dick Carlson (Treasurer), Tracey Windom (Secretary), Gail Holmes (President), Sally Murray (At-Large) was absent. Attendance established a quorum.

Reports:

Secretary Report

-Previous minutes from October 16, 2010 board meeting had been presented in advance of meeting and were presented here in written form.

A motion was made by Dick to accept minutes as written.
The motion was seconded by Gail.
Motion was approved by unanimous vote.

Treasurer Report

-Current Financial Review

- Current bank balance is \$32,319. This amount should go up \$5,000-\$6,000
- Dick will email the board 3 documents
 - Quarterly reports
 - Annual report
 - Balance Sheet and EOY bank report

-Changes to Banking Account/Procedure

- Bookkeeper will start using signature stamp but must be approved by Dick
- Dick is using auto pay when possible

-Member Directory

- Dick has the most updated
- An agenda item for the annual meeting will be the member directory

-Member Accounts

- Liens were placed on 4 lots
- One has since paid back dues and the lien will be cleared
- 7 other owners are making planned payments to become current

-For the year 2011 the board accepted annual dues by the quarter. This is expected to apply for fiscal 2011 only.

-Invoice structure

- Water fees will be separated from dues
- Accountant will place a note on January 2011 invoices
- Our attorney has suggested that we might want to lump water fees with dues

-Interest and fees

- Attorney suggested that we use 10% interest on past due accounts

A motion was made by Dick to charge 10% on future past due accounts.
A second by Gail
Passed by unanimous vote

-Due dates

A motion was made by Dick that the board accept as operating guidelines that dues are due at the beginning of the month for the fiscal year or period approved by the Board and are past due at the end of the same month.
A Second by Gail
Passed by unanimous vote

-Explanatory note

-An explanatory note will be in the next bill and on the website to clarify amounts due and for what cycle (diamondsummit.org)

The board needs to state during the annual meeting any changes in water hookup fees for the following year.

-2010 tax filing

-Board agreed to use same preparer as the previous year
-Cost should be somewhere around \$200

-Insurance and property taxes

-We have changed insurance provider for a savings of about 25%

-Klamath County has agreed to exempt the well lot and improvements on the cistern lot.
Our savings should be around \$600

Old Business

-Water System

-Recent outage

-Out for about 30 hours
-Brown-out caused some damage
-Dave Crider was called out
-There were issues with heavy snow and access
-Houses above reservoir were without water for a while
-Call out order
-Dick
-Dave
-Tim
-Tracey
-Dick would like to add an additional alternate for support.

-Corrective needs

-Clean up

-Take down old booster pump housing (doghouse)
-Get a ground level cover
-Take out non used heaters and controls

-Leak

-There appears to me a leak on Diamond Peaks Dr.
-It will be further investigated and fixed in the spring

-Generator

-We need a generator at the cistern in case of future power outages
-Board agreed to have Dick get bids on cost of a generator at the cistern

-Missing or buried water service on Elk Haven could be an issue

-Snow Clearing Status (several inputs received on snow clearing)

- about berms in driveways
- no warning signs of snow clearing equipment in use
- well head not always kept clear
- cistern not always kept clear
- not all roads kept clear

-Website and communication plan

- Website is up and running
- The website will be the principal vehicle for communication to members
- All board members should contact Mike if something is needed to be posted or removed

-Water Rights Transfer

- Submitted in July
- Have passed the first 90 day cycle and have provided additional information
- Expect to have an update by annual meeting

-Well Lot Status

- We have a trustee deed for the well lot

-Entrance Lot Status

- We have not heard from the other HOA's about the lot
- If we are going to share the cost for the lot we will have to have some agreements in place

-Rules and Regulations

- Creation and application
 - Board wishes to be consistent and lenient but not forgiving on water lock out
- Dick has created a new water application which will be added to the web site under "documents". The Board agreed the Rules and Regulations for water should be modified to include this document.

New Business

-By-Laws and CCR Review

- All Board members need to review by-laws and CCR's

-Architectural Committee

- We need a process and requirements
- Needs to be put on website
- Gail will put together a packet and rules & regulations
 - The Board will approve via email

-Spring Clean Well Lot

- We will be having a well lot cleaning in the spring

-Cooperative Access Arrangement with DPHOA

- We need to look at what the use agreement on the well lot will be
- Board will be looking into this issue

-Members Input and Concerns

- Concern on snow clearing
- Concern about running a business from a residence
- Concern about petroleum fuel tanks on properties

-Concern about possible road over an owner's property line

Good of the Order

- Secretary needs to sign and add "accepted by board 1/15/11" on bottom of minutes
- We need to look at scheduling annual meeting
 - Dick would prefer June 4

Schedule Next Meeting and Adjourn

- Next meeting scheduled for March 26, 2011 at 10 AM
- Meeting adjourned at 1:25 PM

Submitted by: _____ Date 1/21/11
Tracey Windom, Secretary

Accepted by Board: _____