

COUNCIL CREEK SOUTH PROPERTY OWNERS ASSOCIATION  
EXECUTIVE BOARD MEETING MINUTES  
January 29, 2012

A. CALL TO ORDER

1. Roll call of members present-CB Harrah; Susan Cowan; Rene Villarreal; Candy Smith

B. WELCOMING REMARKS

C. APPROVAL OF PREVIOUS MINUTES-Approved as read.

D. COMMITTEE REPORTS

1. Treasurer's Report-Reviewed and approved. Current Net Income for January through December is 8,835.19. Road maintenance fees have been mailed out. Discussed changing the Treasures Report to provide a starting and ending balance. The bank statement dates were changed to coincide with the first of the month.

E. New Business-No new business

F. OLD BUSINESS

1. Status of Website

a. Updates to Website

-News and Events-There is not a big difference between what is posted on the site and what goes out on the newsletter. There are still old items on the site and this needs to be updated on the website.

-Project Status-Discussed adding a column to this that indicates if the project is open/ongoing or closed. The Board thinks this is a good idea. It was discussed that we could archive old items or projects that have been completed.

-Other-Susan will post current treasures report but this can be updated if a different style treasury report is done.

2. Upcoming Newsletter-submit articles to Candy.

3. Infrastructure Maintenance-Roads-Board reviewed priority ranking table and a column/matrix was added to rank priority, one for

cost estimate, and one for completion status (in progress, completed, etc). Several changes were made based on the matrix.

Discussed putting a double seal on the park road because this road gets more traffic and heavier traffic. Also discussed work that needs to be completed on Echo. The next thing would be to fill the potholes on Council Park with cold mix. Board also discussed Ledge and the Forest Service came out and agreed that that this would be a good joint project. FS will provide labor to trim trees and POA will provide chipper and road base. Discussed if it was a priority to road base Ledge & Lookback. Board feels that adding road base from 137 to Paul on Ledge would increase access for fire truck, but at priority 4 Lookback may not be road based immediately. Skippy was discussed particularly where it connects into 137 and it is on the list.

#### 4 Policies and Procedures–Fee Collection Process

- a. Formal Board Approval of the Policy Statement-Motion was made and seconded to approve the Fee Collection Process effective for the 2013 billing cycle. Board voted in favor of approving the policy.
- b. Discuss use of Bookkeeping Service for Assistance-CB contacted several bookkeeping services due to the time and complexity involved particularly in tracking liens and recording liens. However, this would cost \$150.00 per month. This will be considered more fully if costs could be offset otherwise. The possibility of having the Fire Dept. take over utility fees for the light in the park was discussed, and it may also be possible to find an alternative light (such as a solar powered spotlight) at the intersection of 137/2341. This would amount to a savings of about \$60.00 per month, which could be offset the cost of a bookkeeping service. Rene, Susan and CB will meet with firms to discuss what is involved more fully. It would provide a way to keep up with liens, and provide continuity when members of the board changes. Discussed the lack of additional skilled back up for bookkeeping and website. This will continue to be investigated.

F. PARKING LOT ITEMS-Problem getting a name sign that has been paid for from the maker. Rene has called several times about this.

## G. ADJOURNMENT