

**APPROVED MINUTES
ARROWHEAD IMPROVEMENTS ASSOCIATION
REGULAR BOARD MEETING
JANUARY 21, 2017
ARROWHEAD MOUNTAIN LODGE, 2:00 PM**

PLEDGE OF ALLEGIANCE:

President Kim Norwood led the audience in reciting the Pledge of Allegiance.

CALL TO ORDER AND DETERMINATION OF QUORUM:

President Kim Norwood called the Regular Board Meeting to order at 2:00 P.M. Also present were Dick Bloss, Vice President; Bridget Isle, Secretary; Patty Greeves, Member; and Becky Stilley, Member. Not present: Jim Matteson, Member; Dale Breckenridge, Treasurer. A quorum was determined.

President Kim announced the new board leads: Election Committee – Bridget Isle; Design and Review – Becky Stilley; AIA Horse Corrals – Patty Greeves; Heavy Equipment - Jim Matteson and Dick Bloss; Maintenance - Jim Matteson and Dick Bloss; Fish Ponds - Becky Stilley; Forest Liaison – Dick Bloss; Patrol – Kim Norwood; Weed Abatement – Patty Greeves; Covenants, Rules and Regulations – Patty Greeves and Becky Stilley.

APPROVAL OF MINUTES OF SPECIAL AND REGULAR BOARD MEETINGS HELD FRIDAY AND SATURDAY, OCTOBER 20/21, 2016

With no changes needed, Patty made a motion to accept the minutes as written. Dick seconded and the motion passed.

REVIEW OF FINANCIAL STATEMENTS:

With the absence of AIA Treasurer Dale Breckenridge, President Kim Norwood read the Arrowhead December 2016 Financial Report that was prepared by past Treasurer Al Hale to the Board and to those attending.

OWNER COMMENTS:

Kathy Koeltzow addressed the board and attendees regarding the critical need for proper signage for each Arrowhead driveway. As a “First Responder,” Kathy pointed out how difficult it can be for emergency responders to locate addresses. The address must be clearly visible during both day and night time hours. It was reported that AVFD Chief Jim Gelsomini has been studying the problem. Kathy will collaborate with him and provide a recommendation on how to best resolve this problem.

OLD BUSINESS:

Vice President Dick Bloss provided updates and discussed the following Old Business:

1. **Winter Parking Lots Security Cameras Project (2016) Final Report:** All three cameras are up and running and are being monitored by Superior Alarm Company. We are

pleased to announce the quality that the clarity of the pictures from these cameras are far superior to any others we have had in the past. If ever needed, we would be able to give descriptions and photos to law enforcement without a problem.

2. **Winter Parking Lot Signage:** The board will follow through with our past BOD's recommendations regarding the posting of signs in the winter parking lot to mitigate any illegal parking by non-residents. Signs will be ordered and posted during the early summer months for the 2017-18 winter season. LOTR will advise on proper legal wording. Arrowhead Patrol Team will continue to monitor and report on any parking lot issues for the remainder of this winter.
3. **Association Real Estate Holdings:** The association currently has 2 lots listed and expects 4 more to follow. The board will reassess the current listing prices this summer to determine if any price adjustments are needed.

NEW BUSINESS:

1. **An Action Without Meeting (AWM):** The BOD held a AWM in need of approval to hire a new grooming driver. The BOD unanimously voted in favor of the new hire and we are pleased to have Curt Strange as our new Arrowhead groomer.
2. **Communications Liaison:** Bridget reported on the hiring of our new Communications Liaison. We are happy to report that Lisa Ditmore, a past Communications Liaison has been hired for this job.
3. **Transfer of Funds:** The BOD discussed and then voted to transfer \$57,330.00 into the Members Contributions. Becky moved and Dick seconded and the motion passed.
4. **Tree Cutting Permit Revision:** The LOTR is revising the form used by Forest Liaison (and similar D&R forms), to reduce association liability. The AIA BOD will review the changes and post the new form on our AIA website.
5. **Web-Cam:** The BOD will look into having the Winter Parking Lot and Firehouse webcam/security consolidated with Superior Alarm. This is in the investigation process and results will be reported at the May meeting. Patrol reported that the current cameras only furnish poor quality still photos several seconds apart and facial recognition is low quality. High quality facial recognition is possible using similar cameras as the winter parking lots uses.
6. **Election Committee:** All three members of our election committee have agreed to remain for another year: Lindy Linder, Kathy Koeltzow, and Linda Dysart. Linda Dysart spoke briefly regarding the 2017 election year. The committee would like to add 2 to 3 new members to train as replacements. Lindy will post a notice requesting interested individuals to apply on the AIA site.

REPORTS:

COMMUNICATIONS/PRESENTATION: New Communication Liaison – Lisa Ditmore

DESIGN AND REVIEW: Joyce reported she currently has no new building requests. She announced we had three new DRC applicants. The BOD chose to appoint all three interested parties: Linda Bloss; Barrie Riddoch and Doug Cockes.

FIRE PROTECTION DISTRICT: Don Keoltzow reported on the progress of the Snow Cat. It has several additional items installed for the department to use. The new cab is designed for patients and first responder use. Don explained the differences in the Mill Levy amounts for the last few years. As the instructions were difficult to understand, Don explained that a slight mistake was made last year, so this year's increase has been adjusted down. Arrowhead was up to 4.518 and we needed to drop to 4.272. Next year, 2017 adjust it back up to 4.518.

FOREST MANAGEMENT: Bill Conway sent a written report for January 2017. He reminds the community they have until January 30 to get their orders in for MCH packs. Make your checks payable to the AIA and send him your funds. Bill also wants to remind Arrowhead that we currently still have logging trucks using the Alpine. The logging is expected to continue into the first part of February. Residents need to be cautious and remember if out on your snowmobile, there are several detour segments along the way for you to use.

PATROL: Dave reported on several different issues: 1) Patrol staffing is a bit low for this winter for several different reasons. 2) The new association mini truck overheating problem is close to being resolved and fully operational. 3) New guide poles have been installed and Dave recommended that we replace all the smaller poles with the new larger orange poles. 4) Patrol is still working on purging the word "Security" from uniforms and equipment and replacing with "Patrol." 5) A reminder that old stickers must be removed and new stickers are required for equipment you purchase from another resident (e.g.: snowmobiles).

BOARD ANNOUNCEMENTS:

1. **Input:** President Kim encouraged input from our property owners. Please feel free to contact any AIA board member with your written suggestions and/or comments.
2. **Notebooks:** Each board member committee head will henceforth compile a notebook covering their duty and procedures. This notebook will be passed on to the board member who is next to assume this duty.

OWNER COMMENTS: 1) Don Koeltzow reminded the association that we still have Arrowhead boundary signs that need to be posted on Arrowhead subdivision boundary lines. These boundary signs are stored at the equipment shed at the winter parking lot. The AIA will form a committee this summer to install these signs and to establish GPS quadrants. 2) A discussion regarding consolidating AIA Special and Regular Board Meetings into a one day meeting. The BOD will look into this possibility and discuss this again at the May meeting. 3) Announcement of **the Arrowhead Poker Run on February 11, 2017**, sponsored by the Arrowhead Lodge and the Arrowhead Snowmobile Club; and of the **Snowshoe Golf Tournament and Chili Cook-Off on February 18, 2017**, sponsored by the Arrowhead Volunteer Fire Department.

Bridget moved to adjourn the meeting and it was seconded by Dick. Motion passed.

ADJOURNMENT: 3:40 PM

Submitted by Secretary Bridget Isle

Approved with no corrections or additions at the Saturday, May 20, 2017, AIA Regular Board Meeting.

Bridget Isle

Bridget Isle
Secretary/Member
AIA Board of Directors

Attachments:

1. AIA December 2016, Financial Talking Points
2. AIA Forest Manager Report, January 19, 2017

1/18/17 AH

AIA Dec 2016 Financial Report Talking Points:

(Dollars rounded to \$1K increments)

Income came in about \$6K (1%) lower than the plan of \$427K.

#550 Legal was significantly higher than budget by \$12K. This was due primarily to higher than anticipated legal help with collections, foreclosure efforts and dealing with owner violations.

#568 Management Fees, you will see there was no budget for this new category yet \$26K was spent here. This is the fee LOTR charges for taking over Dave Tobler's function. But, many other costs are now gone such as Office Rent, Office Equipment Repair, Dave Tobler's pay and benefits, Office Education, Office phone/internet and Software Maintenance. These offsetting factors are more than what LOTR is charging so we are money ahead.

#618 Heavy Equipment Repairs and Maintenance ran \$11K over the \$10K plan due to some major repairs to the grader. One repair bill was for \$16K along with another \$3K to transport the grader to GJ and back.

#720 Maintenance has an unplanned expense of \$6K due to the purchase of security cameras for the winter parking lot and trash compactor areas to address issues that were occurring.

Two other unanticipated expense were the purchases of the pipe for the Hazel Lake diversion ditch

(\$27K) and the tracked Patrol vehicle (19K).

However, as you scan through all the expenses you will see many accounts coming in under budget.

Notables are:

<u>Item</u>	<u>Amount under budget</u>
Arrowhead Awareness Committee	\$3K
Electric	\$3K
Heavy Equipment Payroll	\$6K
Heavy Equipment Fuel	\$18K
Patrol Repair and Maint	\$4K
Grooming	\$3K
Insurance	\$3K

While the net income was \$4K lower than plan when you factor in the \$27K expense for the Hazel Lake diversion ditch effort won't be reducing funds in Member Contribution we did quite well.

Cash balance EOY 2015 = \$559K
 EOY 2016 = \$606K

Increased = \$ 47K (This number doesn't quite agree with the net income. It is due to LOTR is now handing prepaid owner assessments.)

FOREST MANAGER REPORT

1/19/17

There have been some problems concerning the winter logging. Contacts with the Forest Service and Montrose Forest Products have helped to solve the problems with trucks and snowmobile trail problems were referred to the snowmobile club. The suggestion was made to the Forest Service and Montrose Forest Products to give up on the winter logging since they can only get two trucks that are willing to haul under the current conditions but they have chosen to continue on. The latest estimated completion date is the first week of February. Continued contacts with the FS from both the AIA and the snowmobile club will be needed to get through this winter logging season. While we need to continue to deal with current concerns, the AIA also needs to be prepared to coordinate with the FS when future timber sales are being set up.

MCH orders are running a little behind. Hopefully the reminders sent out this last week will bring more orders in by the ordering deadline of January 30. MCH packs are \$1.21 each and checks should be made out to AIA and sent to Bill Conway, 1734 SE 52nd Ave, Portland, OR 97215.

Several new owners have requested information or action on various forest questions and there are currently 18 owners on the list for on-site visits for various reasons in the spring. Owners can continue to contact me this winter for immediate assistance in obtaining hazard tree removal permits.

Bill Conway

Arrowhead Forest Manager