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Board of Directors **General Session Meeting Minutes - Approved**

In Person Meeting at Tractor Barn – October 8, 2022

Board – Bob Markland, Steve Duncan, Cindy Dailey, Joel Brandon, Lindsey Chargin, Curt Manganaan, Patrick McCaleb **Bob Markland -President, CindyDailey-Treasurer & Patrick McCaleb-Member at Large. Present in person. Steve Duncan-Vice President, Joel-Memeber at Large, Curt Manganaan-Member at Large present via Zoom. Lindsey Chargin-Secretary not present. Also present Clarence Rasmussen (association member) and Nick Zinnovich (McMillan Water Services) via zoom @ 10:00 am.**

Call the meeting order: 9 am **Called to order 9:07 am**

Agenda

1. Approval of Agenda **M/S/C Patrick/Cindy/Approved 6/0**
2. Approval of previous meeting minutes **M/S/C Curt/Steve/Approved 6/0**
3. Will Wintersteen – Discuss 2022/2023 Snow Removal Plans **Unable to attend. Communicated through text.**
 - Contract update – Modified to read Shaver Lake Heights Water Association **Completed**
 - Adding SLHWA as additional insured **Completed**
 - Driveway repairs
 - Other discussion **Will deliver amended contract next week.**
4. Water Well Reports – Nick **Joined meeting via zoom at approximately 10:00 am.**

Lowest water usage since recorded in 2015. Projected next year to be 2nd lowest usage in last 8 years. Bacterial test result requires very low level chlorination of Toyon tank and a checklist to completed for the state. Nick believes the positive result is due to dust from logging in the area, since it was so minor. Received needed parts from Shaver Lake Construction (SLC) to complete testing of Madrone tank. Should be online within the next couple of weeks. Nick explained SLC filled and let Madrone tank overflow to flush out anything on top of the water. Pumps working fine, though hand off auto switches must be manually activated. That should be repaired. Board will check with SLC to see if that's something they will handle or if an electrician should be hired to repair.

5. Property report – Jeff Reported via text that all well shed roofs have been repaired.
6. Financial report – Cindy

- Signature card status Completed
- Online banking Completed

Gina reviewed reports. Deposits of \$824 & \$300 were dues paid and a transfer fee. Will add to notes in the future, though not when majority of dues are coming in during Jan. & Feb. Bryce Jenson was paid for website development. Edison bills have ranged from \$400 -\$800 from May-Sept. Will add breakdown of these expenses in quarterly report. Tax return was submitted to CPA and expected to be submitted by Nov deadline without another extension. CPA has been responsive, if a bit slow at times.

Will meet with Cindy to make preliminary budget for 2023.

Cindy reported on calls to members with open invoices. All notes are available for board members in the board drive.

7. Other current business:

- (a) Status of 2023 fee communication – Curtis

Will send final version of letter to Gina for mailing to membership.

- (b) Madrone tank status - Cindy

SLC communicated to the board that the tank is full and turned over to Nick for testing. Once Nick has completed testing floats will be moved and temporary tank will be moved to the staging lot. Superior Tank will return to install the ladder and make a final inspection. Final payment to SLC will be made after Superior Tank has approved installation.

- (c) New website update - Bob Completed.

Bob and Joel will meet with Byce (website builder) to learn how to maintain. In the meantime, Bob has been using YouTube and GoDaddy resources to update the site. There have been 760 hits in the last 30 days. This has generated more awareness and interest from members which is great.

- (d) Pay site option – Gina

Pay site looks good and meshes with Quickbooks. This is a site recommended by our bank. We can activate it for 2-3 months at a cost of \$24 per month. A button on our website will allow members to pay online during this time. Board will verify that the small fee for this will not be incurred by SLHWA, usually noted as a convenience fee by other companies. Cindy noted that several members have requested the ability to pay with a card and this gives them that option.

- (e) Locks Update – Bob Completed. Unreliable locks repaired by local locksmith.

- (f) Commercial properties audit – Patrick

Bob and Patrick audited all commercial properties this week. As previously noted by Jeff Smith Watermaster, many need maintenance.

- some properties are not billed correctly. January bills will reflect what was found and we will go from there.
- gas station valve has 4 different owners. Known and discussed over the years, no resolution determined.
- reflectors are missing
- shut off valves need to be located
- Watermaster will audit and complete maintenance. Volunteer help would be appreciated.
- all residents were friendly and appreciative of the audit

- (g) Temporary tank status - Curtis

Ad in Ag Source online magazine to run the month of October. Listed for \$12,500.

- (h) Property Transfer update – Cindy/Gina

Appears communication with realtors and homeowners of listed properties is helpful. Recent home sale sent transfer fee. Board members continue to notify Gina if you notice a new listing.

8. Committee Updates: **The following items are ongoing projects and will remain on the agenda each month and be updated as needed.**
- a. Website Development. - **Completed**
 - b. Develop financial plans to support CIP. Steve, Bob, Cindy, Gina
 - c. Document Emergency Plans. Curtis, Jeff, Bob
 - i. Pump breaks down
 - ii. Main Water break
 - iii. Fire Hydrant break
 - iv. State mandate emergency statement
 - d. Update Association contact/mailing list. Gina, Cindy, Lindsey
 - e. Audit Water System Map. Jeff, Curtis, Joel, Bob
 - f. Association property audit. Bob, Cindy, Jeff
 - i. Inventory all Association properties, personal and real.