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

Zoom Meeting – November 15, 2022

Board Members – Bob Markland - President **Present**, Steve Duncan – Vice President **Present**, Cindy Daily - Treasurer V, Lindsey Chargin - Secretary **Absent**, Joel Brandon **Absent**, Curt Manganaan **Present**, Patrick McCaleb **Present**
Also present were Nick Zaninovich (McMillan Water Services) and resident Clarence Rasmussen
Call the meeting order: **7:00 PM**

Agenda

1. Approval of Agenda **M/S/C Patrick/Steve/Carry 5-0**
2. Approval of previous meeting agenda **M/S/C Cindy/Steve/Carry 5-0**
3. Water Well Reports – Nick Zaninovich – Water Services
 - a. Status of Auto Switch work order with SLC **The auto hand off switch for every booster pump needs to be installed. SLC know the work around, but it should be automatic, as they are not always available. Cindy has not yet spoken with SLC about this. Will ask if this is something they will do or if we should hire an electrician.**
 - b. Status of Water Quality **Reviewed well reports. It appears this will not be our lowest usage year, but will fall somewhere between 2015-2016. Usage is down over 3 million gallons, most possibly attributed to the tank no longer leaking. Well 3 is tracking well, wells 4, 5, & 6 are looking good. The system was chlorinated for the new tank switch over and due to the positive sample test. The positive sample was isolated to one part of the system, likely due to logging dust. During the time Nick inadvertently forgot to send a follow up sample from the new tank to the state. He has an email in to them to correct the error, but expects all to be fine.**
4. Property report – Jeff Smith – Water Master **Jeff reported to Bob and Cindy earlier in the week that there was a small water leak on the association side of the valve at a cabin on Limber. SLC is scheduled to repair the leak.**
 - a. Financial report – Cindy

- b. 2023 Budget Status Cindy and Gina reviewed the proposed budget. Board members made suggestions. The final budget will be voted on at the December board meeting.
 - c. Reviewed monthly financial reports and bank statement.
5. Open Invoices
- a. Gates Water Shut off Water has been shut off for safety reasons as the cabin has not been in use for some time. It can be turned back on if needed. The board agreed to send a certified letter to the address on file, as we have not been able to make contact with anyone.
 - b. Olono Invoice Adjustment Request M/S/C Patrick/Cindy/Carry 5-0 To accept payment for the 2022 year and the transfer fee for the property in question. Additionally, payment is to be made by end of month or the previous bill will be due. Gina will notify owner.
 - c. Heuer Request The board denied request to rescind late fee. Gina will notify owner.
 - d. Cindy to update on status of other open invoice. Reviewed open invoices. Final notices will be resent with late fees. Procedures to shut off water will follow per recent state guidelines we just received.
6. Other current business:
- a. Status of 2023 Fee Increase Communication – Curtis/Steve/Gina Miscommunication on when letter was to be sent. Email was sent out to everyone. We have email addresses for everyone.
 - b. Temporary Tank Status – Curtis No calls on the ad in AgSource. We will not renew. Curtis will put it on Facebook.
 - c. Property Transfer Activity – Cindy/Gina It appears the letters to owners and realtors is working. We are consistently receiving transfer fees at this time.
 - d. RCAC Training Status – Joel & Lindsey Joel completed training. Curtis renewed training.
7. Committee Updates as Needed
- a. Website Development. Bob, Joel – **Completed**
 - b. Develop financial plans to support CIP. Steve, Bob, Cindy, Gina
 - c. Rate increase. Steve, Curtis - **Completed**
 - d. Document Emergency Plans. Curtis, Jeff, Bob
 - i. Pump breaks down
 - ii. Main Water break
 - iii. Fire Hydrant break
 - iv. State mandate emergency statement
 - e. Update Association contact/ mailing list. Gina, Cindy, Lindsey After 3rd email we have received approximately 90 responses. The request will be included in the fee invoices to those who have not replied. Invoices will be mailed to everyone, including the few who asked for emailed invoices.
 - f. Audit Water System Map. Jeff, Bob, Patrick Commercial audit complete. Balance of association to be completed in spring.
 - g. Association property audit. Bob, Cindy, Jeff
 - i. Inventory all Association properties, personal and real.
 - ii. Audit of condition and recommendations to address.

Discussion Items not on the agenda

Items discussed not on the agenda to be placed here

Board to review and discuss board member responsibilities and attendance at meetings at December meeting.

January meeting to possibly be canceled.

ADJOURNMENT M/S/C Cindy/Steve/5-0 8:29 PM