

High Lostine Owners Association Summary of Board Actions Since 2011

The following summary of official activities of the Board of Directors of the HLOA is provided for informational purposes only. It is not a substitute for the minutes, but is a simplification of the minutes to facilitate the dissemination of information to the association membership. If any member of the association would like to receive copies of minutes of the meetings a written request should be submitted to the association secretary.

Summary of Board Actions from 5-22-2022 to 3-27-2023

- Nancy Clarke was replaced as Secretary by Kirsten Campbell in October 2022.
- Weed Committee Chair position remains unfilled, and the future status of the Committee is unknown as its effectiveness and necessity is under discussion.
- Sara Smith resigned as ACC Chair. Position is unfilled, with Ron Polk managing duties in the interim.
- Approved the appointment of an interim board member to replace Kirsten Campbell until the May 2023 meeting. Joel Roth was subsequently elected to this position.
- Approved Treasurers report and a passed a motion for Terry to investigate the feasibility of investing a portion of the Water Reserve Account in conservative investment vehicles such as CDs or Treasury bonds, providing that this does not affect the HLOA's tax-exempt status. Justification - a large sum of money has built up in the WR account, and the board wants to be fiscally responsible by minimizing the loss of purchasing power over time. After being presented with Terry's research, and doing some of their own, the board subsequently approved the investment of \$50,000 of Reserve Account money in a 12-month Vanguard CD.
- Accepted a companion document policy drafted by the ACC that addresses ancillary & temporary structures with the understanding that the ACC will revise this policy (if necessary) when new fire hardening building codes are ratified. The policy is as follows: "Ancillary Structures. Ancillary structures typically include garages, storage sheds, studios and greenhouses. Ancillary structures are improvements and require prior approval of the ACC. Because of the risk of fire, no ancillary structures can be placed on the Lot prior to establishing a service connection to the lot from the community water system. No new ancillary structures can be placed on the Lot without installing a functioning septic system or providing a self-contained toilet. The ACC may restrict the number and size of ancillary structures. Metal storage sheds or similar metal outbuildings may be acceptable for their fire resistance properties, but cannot exceed 8'X8' in size, must be color compatible with any surrounding buildings, and must be mostly or completely hidden from the road and their neighbor's views. The general guidelines for all permanent structures must be adhered to.

Temporary Structures. Temporary structures typically include mobile recreational vehicles such as trailers, campers, motorhomes, vans and truck canopies. Temporary structures also include tents, yurts and similar dwellings. Temporary structures may not be placed on the lot prior to installing a functioning septic system or providing a self-contained toilet. Because of the risk of fire, temporary structures cannot be placed on the Lot without an approved connection to the community water system. Owner lots are not intended to serve as permanent storage for temporary structures. Temporary structures cannot be left on the lot more than 90 days per year and cannot be left unattended for more than 30 continuous days (unless being used as a dwelling during construction of a permanent residential unit). Temporary structures must be naturally screened to the extent possible and be minimally visible to neighbors.

- Approved a motion for the Water Committee to go forward with a second E-PUR work order at a cost of \$1000. This work order will help water system managers to explore the feasibility of installing better well instrumentation and data management systems. Justification – there are ongoing deficiencies in the quality of data being collected from the well that seriously affect our ability to determine if a) the well can adequately support future water demand and b) the pump is being damaged by existing pump operations.
- Voted to retain the current general assessment of \$150.
- Discussed the need for the Fire Preparedness Committee given that the HLOA is now part of Firewise. To avoid duplication of responsibilities, the board agreed that a designated representative who can liaise with Mike Eng to address HLOA-specific issues would be more appropriate. Jeremiah Marsh is acting as HLOA liaison, and this role may continue to evolve over time.
- It was agreed that Terry Jones would be approached to plow Tamarack Rd again in the winter of 2022-23.
- Sent out water system easement documents to HLOA members for signing with an explanatory cover letter.

Summary of Actions of the Board of Directors 8-28-21 Through 05-19-22

- Elected the following officers: Ron Polk, President; Nancy Clarke, Secretary; Terry Polk, Treasurer.
- Reappointed the following committee chairs: Fred Brockman, Water Committee; Sara Smith Architecture Control Committee; Jim Dameron, Weed Committee; Jeremiah Marsh Fire Preparedness Committee; Jim Dameron, Webmaster.
- Secured and filed an easement on an owner's property for the HLOA well and accompanying infrastructure.
- Set the 2021 annual general assessment at \$150.

- Permitted Wallowa Resources to do a pre-thinning assessment of the HLOA west common lot, which is part of the process for getting reimbursement for our expenses.
- Managed communication regarding penalties and interest for past-due assessments from a specific owner. Assured payment plan is being followed.
- Approved plans to contract with Terry Jones for snow removal; assigned Fred Brockman as the contact for authorizing when to plow. Authorized specific reimbursement requests from volunteers for maintenance and operations costs for snow removal equipment. Requested that volunteers recommend an hourly rate that combines fuel and maintenance.
- Developed guidelines for volunteer maintenance of the common lot trails and picnic area Declined to authorize any infrastructure development in the absence of a long-term maintenance plan.

*River Common Lot Trail and
Picnic Area Guidance for
Volunteers*

The unimproved nature of the lot and trail has by HLOA tradition been its primary asset. Private access to a wild and scenic river is a rare asset that many owners treasure.

For expense, liability and long-term commitment reasons, the Board is not prepared to finance or maintain any actual infrastructure on the common lot in the foreseeable future. Proposals from members that address long-term maintenance will be considered.

Interested members may do the following:

- *Trimming (not removing) trail vegetation up to head height*
- *Removing some of the dead vegetation that is >20 feet away from the river*
- *Mowing around the picnic table*
- *Rock cairns and logs to mark the path*
- *Boundary flags*
- *Hand weed spraying and pulling*

Volunteers may not do the following:

- *Removing vegetation on the bank*
- *Cutting trees, including snags*
- *Digging or anything that leads to erosion*
- *No steps, fire rings or other infrastructure for which the Board becomes liable for maintenance.* • *No improvements are appropriate on the easements on the neighboring private property.*
- Approved Treasures and reports and tax filings for 2021.

- Declined to pursue revising the bylaws at this time. The Companion Document approach is meeting members' needs to have all levels of governance combined in one place.
- Provided guidance to the ACC about proposing/revising regulations regarding campers.
- Set the 2022-2023 water rates at the same rate as last year: \$430 per lot fee plus \$10.50 per 1000 gallons of water used.
- Approved 2022-2023 annual water budget of \$20,261.
- Approved a separate capital expense of approximately \$16,000 for a backup power system for the water system.
- Postponed pursuit of the weir that would provide water in the event of a fire until the option of grant funding can be pursued.
- Authorized committee to pursue acquiring HLOA easements from all owners for the water system.
- Determined process for Board oversight of the 5-year update to the 30-year water system plan that is underway

Summary of Actions of the Board of Directors 5-4-20 Through 8-15-21

- Monitored Governor's requirements regarding convening meetings. Adjusted planning for the annual membership meeting and followed correct procedures to delay election of directors. Authorized mailings and web postings to keep owners informed.
- Coordinated with Wallowa Title Company regarding sale of a lot by an owner who owed substantial money to the HLOA. Received all sums, including maximum interest allowed by state law. Authorized use of funds as follows:
 - \$450 deposited in the General Account (the amount of past-due general assessments that were paid)
 - \$2987.25 in Water Operations (the amount of past-due water assessments that were paid)
 - \$24,381.23 in the Water Reserve Account (the amount of the court-ordered legal fee reimbursement and all interest). Board concluded this was the best option to assure the funds were used for the benefit of all the members equally, and therefore "allowed" as non-taxable.
- Set the 2021 annual general assessment at \$150.
- Adopted substantially new financial policies and procedures to assure HLOA retains the tax advantages for home owner associations. Changes include:
 - new recording and reporting procedures
 - division of authority between the Treasurer and an officer of the Board assigned to review activity
 - eliminating the HLOA role as Jones Excavators' invoicing intermediary for private owners' water system work

- included restrictions on “IRS non-allowed” income such a tree-thinning grants ○ adopted addition to the “Rental Restrictions Policy”: **“No more than five lots may be used for rental purposes at any one time. If necessary, the Board will adopt procedures for allocating and managing rental options.”**
- Managed communication regarding penalties and interest for past-due assessments from a specific owner.
- Adopted addition to the Overdue Assessment Policy. **“At 210 days delinquent the Board may exercise the option to deny present or future access to the water system and/or deny approval of any structural development on the property.”**
- Approved plans to contract with Terry Jones for snow removal; assigned Fred Brockman as the contact for authorizing when to plow. Authorized specific reimbursement requests from volunteers for maintenance and operations costs for snow removal equipment. Requested that volunteers recommend an hourly rate that combines fuel and maintenance.
- Reactivated the Fire Preparedness Committee and appointed Jeramiah Marsh to chair. Provided direction regarding ODF coordination. Directed that the HLOA website and Companion Document should explicitly state that the HLOA takes no responsibility for damage or losses due to fire.
- Responded to complaints regarding pets leaving their owners’ property. Contacted owners and agreed to provide information at next membership meeting.
- Approved a Water System brochure as requested by the membership in 2019.
- Authorized enlisting the services of attorney Richard Hobbs to secure an expanded easement for the HLOA well that is located on a private lot. Assigned committee to explore all necessary easements and recommend a plan.
- Approved Treasurer’s reports and tax filings for 2019 and 2020.
- Authorized up to \$6500 from the general assessment account to install a weir in the stream that crosses the western common lot above the reservoir to provide water in the event of fire, including to the Oregon Department of Forestry and the US Forest Service. Approval is contingent on ascertaining the integrity of existing pipe.
- Set the 2021-2022 water rates at \$430 for the base rate (payable in May 2021) and \$10.50 per 1000 gallons used (payable in May 2022).
- Approved the Water Committee budget for 2021-2022 at \$11,714 for operations and \$9,834 for the capital reserve contribution.
- Declined to provide the email contact list to a non-HLOA program; offered to disseminate information to owners.
- Adopted the following policy: **“To support the use of private water tanks to help protect structures from a wildfire, an owner will not be charged for water used to fill their tank up to once per year. The owner must submit a copy of the purchased tank to the water committee showing the volume of the tank. That volume will be subtracted from the owner’s annual water use**

each year that the tank is filled. Tanks must be filled before July 1st each year.”

- Reviewed expansion of the recommended no-fault language regarding fire for the HLOA website and other educational material. Recommended quick implementation.
- Made a plan for finalizing and/or eliminating all material in the text boxes in the Companion Document so that it no longer will contain “pending” issues.
- Made tentative plans for a Membership Meeting to take place August 28th, 2021.
- Formally delegated authority to the ACC for approving utility company requests to conduct work on Tamarack Lane, consulting with Water Committee as necessary.
- Adopted a policy for Section 11 of the CC&Rs **“Section 11: Fines and Right of Entry.” For water system emergencies no permission is required for entry; for water system maintenance 15 days notice is required. The procedure for fines regarding “property use and restrictions” violations includes written notice, right to a hearing, and proscribes timelines. First offense is \$25, second is \$50, third and subsequent is \$100. Failure to comply with ACC decisions is referred by the ACC to the Board. The policy proscribe timelines, right to a hearing, and refers to the CC&R remedies.**
- Eliminated Companion Document text boxes for Introduction, 5.1.3 Proxies, 8.1 General Assessment, and 8.2 Special Assessments. Text boxes for Sections 9 and 10.56 are assigned to the ACC for further consideration and eliminated from the Companion Document. The CC&R Committee is disbanded. A by-laws committee may or may not be convened later.
- Agreed to solicit the membership for a volunteer to be a “project manager/ secretary assistant/ information wrangler” for getting the water system easements accomplished.

Summary of Actions of the Board of Directors Subsequent to 5-3-19 Annual Meeting Through 5-1-20

- Elected Rick Welch to serve as president of the association.
- Appointed the following officers and committee chairs:
 - Terry Polk to serve as treasurer ○ Nancy Clarke to serve as secretary ○ Fred Brockman to serve as chair of the water committee ○ Bobbie Bull and Ron Polk to serve as water system liaisons
 - Jim Dameron to serve as webmaster ○ Jim Dameron to serve as chair of the weeds committee ○ Bobbie Bull to serve as chair of the CC&R committee ○ Ron Polk to serve as Firewise Liaison
 - Tamarack Lane: vacant
 - Rick Welch to recruit a new chair of the ACC

- Set the 2020 annual general assessment at \$150.
- Procured services for improvements to the reservoir access road and to Tamarack Lane including grading, gravel and rolling as well as adding water bars.
- Approved plans to contract with Terry Jones for snow removal; assigned Fred Brockman as the contact for authorizing when to plow.
- Responded to complaint of owner discharging firearms within the subdivision.
- Pursued complex process to secure approximately \$18,000 match funding from the National Resource Conservation Service for fire fuel reduction on the 35 acre commonly held lot on the west side of the subdivision. Approved spending approximately \$2000 of HLOA funds. Contractor chosen to do the work and work scope specified. Project managed by Fred Brockman.
- Adopted policies and procedures for adding penalties for late payment of assessments. Invoices more than 150 days past-due may be assessed an additional 10% of original invoice every 30 days. Exceptions authorized for owners on a payment plan. Provided direction to the Treasurer for three owners who are in serious arrears.
- Authorized Treasurer to open a Money Market Savings Account at the Bank of Eastern Oregon for the Water System Reserve Account, with Treasurer and Secretary as signatories. Directed Treasurer to transfer funds from the water account as approved.
- Approved posting the Companion Document to the web and electronic mailing to members.
Directed Secretary and CC&R Committee to keep it updated.
- Monitored weed management at the reservoir.
- Set the date and made plans for the annual membership meeting. Then canceled meeting due to coronavirus restrictions. Directed chairs and officers to supply members with information via the website and secretary mailing.
- Approved payment for maintenance costs for a volunteer's snow removal equipment.
- Set the 2020-2021 water rates at \$410 for the base rate (payable in May 2020) and \$10 per 1000 gallons used (payable in May 2021). (No change from previous year.)
- Approved the Water Committee budget for 2020-2021.
- Extended terms for Directors Ron Polk and Rick Welch until such time as the membership can be convened. Extended terms of officers as follows: Rick Welch President, Nancy Clarke Secretary and Terry Polk Treasurer.
- Managed collection of HLOA assessments with title company for a lot sale.

Summary of Actions of the Board of Directors Subsequent to 4-14-18 Annual Meeting

- Elected Sara Smith to serve as president of the association.
- Appointed the following officers and committees:

- o Terry Polk to serve as treasurer o Nancy Clarke to serve as secretary o Rick Welch to serve as chair of the ACC o Jim Dameron to serve as chair of the weeds committee o Fred Brockman to serve as chair of the water committee o Bobbie Bull and Ron Polk to serve as water system liaisons o Jim Dameron to serve as webmaster
 - o Bobbie Bull to serve as chair of the CC&R committee o Gary Willis to serve as chair of the Fire Preparedness Committee
- Verified that bank accounts and association treasurer records were successfully transitioned from previous to current treasurer, and made requests for additional tracking of delinquent payments.
- Set terms for potential credit card if it becomes necessary for making payments.
- Approved plans to contract with Terry Jones for snow removal; assigned Ron Polk to procure services; appointed Fred Brockman the contact for authorizing when to plow.
- Approved terms for new website provider and thanked Jim Dameron for the extensive redesign and maintenance.
- Monitored committee progress on the possible thinning of the 35 acre common lot on the west side of the development.
- Monitored committee progress on Companion Document evolution.
- Monitored committee progress on ACC revisions in accordance with evolving county fire protection standards.
- Set the 2019 annual assessment at \$150.
- Set the date and made plans for the annual membership meeting.
- Authorized secretary to pursue HLOA inclusion in the Cook Springs Hydropower Project.
- Held a special meeting to study and approve the HLOA 30-Year Water System Plan.
- Approved procuring directors and officers insurance and liability insurance from State Farm.
- Monitored the collection of general assessments and water bills, advising the treasurer on appropriate process, including when to turn the issue over to the board for approving additional fees and interest.
- Directed Treasurer to open a separate account at Ally On-line Bank for the Water Reserve Account; set procedures for its use.
- Modified water shut-off policy to address leak situations and non-payment of required contractors' work.
- Approved the Water Committee budget for 2019-2020.
- Set the 2018-2019 water rates at \$410 for the base rate (payable in May 2019) and \$10 per 1000 gallons used (payable in May 2020).
- Clarified procedures for notifying owners of a "Boil Water Notice."

- Approved weed management plan and \$150 purchase of seeds for restoring water tank area after tree removal.
- Monitored coordination with the WCCWPP*, the emerging Firewise Community application, and grant applications for thinning funds for HLOA common lot.
- Monitored Architecture Control Committee. Directed them to continue to coordinate with County Planning Dept. Article 25. Asked committee to recommend final language for the Companion Document regarding temporary/ ancillary structures for adoption at fall meeting.
- Approved changing the standard for permissible tree cutting from ODF to WCCWPP (Wallowa County Community Wildfire Protection Plan).
- Approved limiting rentals to long-term only; limiting owners to one rental unit at a time; and clarified notification requirements.
- Approved requiring all owners connected the water system to install above ground read-out meters, at owners expense.

Summary of Actions of the Board of Directors Subsequent to 4-29-17 Annual Meeting

- Elected Ron Polk to serve as president of the association.
- Appointed the following officers and committees:
 - Cheryl Oja to serve as treasurer/ Replaced by Terry Polk in November
 - Nancy Clarke to serve as secretary
 - Rick Welch to serve as chair of the ACC
 - Jim Dameron to serve as chair of the weeds committee
 - Fred Brockman to serve as chair of the water committee
 - Bobbie Bull and Gay Behnke to serve as co-water system liaisons/ Ron Polk replaced Gay in November
 - Fred Brockman to serve as webmaster
 - Nancy Clarke to serve as chair of the CC&R committee/ Replaced by Bobbie Bull in November
 - Mickey McClendon to serve as chair of Tamarack Lane Maintenance and Snow Removal Committee
 - Gary Willis to serve as chair of the Fire Preparedness Committee
- Approved ACC recommendation to interpret the 25' setback requirement as pertaining only to neighboring lot lines within the High Lostine development. Outside boundaries are governed by other laws and ordinances, and are not monitored or enforced by the HLOA.
- Monitored the collection of assessments and payment of bills, advising the treasurer on process, and clarifying a \$50 write off. Approved warning one owner of impending fines for failure to make payments.
- Thanked Cheryl Oja for years and years of service as Treasurer, and regretfully accepted her resignation. Appointed Terry Polk as replacement.

- Set the 2018 annual assessment at \$150.
- Adopted an informational statement for our website and companion document directing owners to particular resources regarding interacting with wild animals and disclaiming HLOA liability for human-animal interaction.
- Provided oversight of the Water Committee and water budget during the year. Approved additional water sampling expenses in order to test our system functioning. Clarified when Board approval is required for variation from budgeted expenditures. Clarified the policy that, in the event of repairs, water meter replacement costs are born by HLOA, not the owner. Approved spending beyond the “cushion” for emergency repairs.
- Set the date, changed the date, and made plans for the annual membership meeting.
- Approved plans to contract with Terry Jones for snow removal that exceeds what our volunteers can manage. Agreed to revisit use of volunteers for 2018-19 season. Re-acknowledged approval to pay for volunteer expenses.
- Approved duties and responsibilities for a new Fire Preparedness Committee and appointed Gary Willis chair. Asked committee to prepare a proposal for the 35 acre common lot on the west side of the development.
- Formalized procedures for methods used to communicate with the membership.
- Approved Board voting by email policy and procedure.
- Provided guidance for continued development and management of the association’s website, including removing personal addresses. Will recruit a new webmaster to manage transition to new website.
- Approved plans for continued revisions to governance documents (CC&Rs and Companion Document). Acknowledged four changes listed elsewhere in this summary document. Also approved formally adopting the proposed language in the “text box” that prohibits keeping pack animals.
- Approved the Water Committee budget for 2018-2019.
- Set the 2018-2019 water rates at \$375 for the base rate (payable in May 2018) and \$10 per 1000 gallons used (payable in May 2019). Reviewed 30-year plan, particularly regarding plans for increasing and managing emergency and reserve funds, and lowering priority for procurement of a second tank and second well.
- Managed member queries and concerns.
- **Wrung hands regarding the need for more members to get involved in keeping the association functioning.**

Summary of Actions of the Board of Directors Subsequent to 4-30-16 Annual Meeting

- Elected Ron Polk to serve as president of the association.
- Appointed the following officers and committees:

- o Cheryl Oja to serve as treasurer o Nancy Clarke to serve as secretary o Rick Welch to serve as chair of the ACC o Jim Dameron to serve as chair of the weeds committee o Fred Brockman to serve as chair of the water/fire committee o Bobbie Bull and Gay Behnke to serve as co-water system liaisons
 - o Fred Brockman to serve as webmaster o Nancy Clarke to serve as chair of the CC&R committee.
- Set the 2017 annual assessment at \$150 which will be sufficient to cover the costs of winter plowing.
- Managed completion of the improvements of Tamarack Lane.
- Approved procedures and contracted for snow plowing services.
- Approved minor changes for clarity to the procedure for “Membership Voting by Mail in Lieu of a Meeting”
- Adopted a policy requiring installation of water meter setters (inverted u-shaped devices that stabilize pipe joints) any time excavation is performed at a water meter box. The HLOA water system operating account pays for the meter setter and the cost of its installation, except if the excavation is initiated by the lot owner (vs. the HLOA), the owner is responsible for the cost of the excavation.
- Provided oversight of the Water Committee budget during the year. Authorized changes in project priorities that became necessary because of expenses resulting from the coliform-positive water samples and completion of the electrical line installation.
- Continued discussions with neighboring owners regarding a second water well.
- Authorized Water Committee to grant permission to the Lostine Fire Department and to the Oregon Department of Forestry to use water from our system in the event it is needed for responding to a fire, provided that they get permission from a member of the Water Committee before doing so. This is necessary to have someone monitoring the tank level to prevent the risk of emptying our system which can cause damage or contamination.
- Authorized Owner Mickey McClendon to create a Tamarack Road Snow Committee to increase understanding and involvement in managing snow removal.
- Agreed to distribute educational material from the Department of Fish and Wildlife regarding interactions and risks of wildlife. Discussed adopting a related policy; still under consideration. • Considered an owner’s request to adopt a policy restricting HLOA involvement in issues not directly related to HLOA business (e.g. annual meeting speakers, newsletter items, email alerts); still under consideration
- Provided guidance to the ACC regarding an owner’s request for an easement on HLOA property.

- Monitored the collection of assessments and payment of bills, advising the treasurer on process.
- Provided guidance for continued development and management of the association's website.
- Managed member queries and concerns.
- Authorized the Water Committee to contract with appropriate experts to create a 30-year plan for our Water System. The Report should be delivered by April 28th and cost approximately \$2,800. Reviewed first draft.
- Approved the "Companion Document to the HLOA CC&Rs". Directed the Secretary to distribute it electronic to members and to administer a questionnaire for feedback from the membership by the end of the month.
- Authorized the Water Committee to pursue purchase of a used 10,000 tank, and considered options for a payment plan. Final decision will depend on cost and timing.
- Approved the water committee budget of \$16,765 and provided direction on how to report spending until a formal reserve account is created. Agreed to recruit an HLOA member to develop reserve account policies.
- Set the 2016-2017 water rates at the same rate as the previous year at \$350 for the base rate (payable in May 2017) and \$7 per 1000 gallons used (payable in May 2018).
- Agreed to create a separate Fire Committee that will be responsible to make recommendations for reducing fuels on the western 35 acre common lot.
- Agreed to fill the remaining one year of Kelly Coutant's directorship term by a vote of the membership rather than by appointment (as allowed by the CC&Rs.)

Summary of Actions of the Board of Directors Subsequent to 5-2-15 Annual Meeting

- Elected Ron Polk to serve as president of the association.
- Appointed the following officers and committees:
 - o Cheryl Oja to serve as treasurer o Nancy Clarke to serve as secretary o Rick Welch to serve as chair of the ACC
 - o Jim Dameron to serve as chair of the weeds committee o Fred Brockman to serve as chair of the water/fire committee o Bobbie Bull and Gay Behnke to serve as co-water system managers o Fred Brockman to serve as webmaster o Terry Polk and Nancy Clarke to serve as co-chairs of the CC&R committee.
- Followed up the 2014 annual membership meeting discussion to increase water assessment revenue in order to begin accumulating a reserve or cushion for long-term needs.
- Set the 2014 water rates at \$150 for the base and \$6.45 / 1000 gallons for use.
- Approved an information sheet to accompany the water bills.

- Authorized and managed major improvements of Tamarack Lane.
- Organized meetings of people living on Tamarack Lane for input. Approved procedures and contracted for snow plowing services.
- Authorized expenditures for improving the water system with larger, higher PSI pipe, and removing 90-degree bends.
- Authorized the Water Committee and the Secretary to send a “Standard Pipe Warning” letter to the membership.
- Authorized acquisition of an emergency water tank.
- Agreed to ask the eight owners of the ten affected lots to voluntarily pay for 50% of the cost overruns in installing meter upgrades (\$72 per meter).
- Set the 2016 annual dues at \$150, the maximum allowed, in order to cover Tamarack Lane improvement expenses.
- Extensively reviewed the short and long-term financial needs for maintaining the integrity of the HLOA water system, and determined that an affirmative vote from the membership to increase the water assessment would be necessary.
- Modified procedures for “Membership Voting by Ballot in Lieu of Meeting” for better efficiency and to assure it would meet the CC&R standard of “written approval by 66% of the membership.”
- Developed a ballot to eliminate the upper limits on the water assessment and administered voting by the membership. The ballot passed.
- Set the 2016-2017 water rates at \$350 for the base rate (payable in May 2016) and \$7 per 1000 gallons (payable in May 2017).
- Monitored the collection of assessments and payment of bills, advising the treasurer on process.
- Provided guidance for continued development and management of the association’s website.
- Managed member queries and concerns.
- Reviewed 2016 expected expenditures and determined income would be adequate.
- Declined to pursue adoption of a water system buy-in fee.
- Agreed to take first steps toward securing an option for a second water well.
- Agreed to take first steps toward a reserve fund management policy.
- Adopted a policy for use of the HLOA postal box.
- Approved the water committee budget of \$11,615 and authorized expenditures for below ground electric service and flushing hydrants on the east legs of the system.

Summary of Actions of the Board of Directors Subsequent to 5-3-14 Annual Meeting

- Elected Malinda Schlatter to serve as president of the association.

- Appointed the following officers and committees after the annual meeting; all agreed to serve:
 - Cheryl Oja to serve as treasurer ○ Nancy Clarke to serve as secretary
 - Ron Polk to serve as chair of the ACC (members Kelly Countant, Sara Smith, Pete Morse, Mickey McClendon) ○ Jim Dameron to serve as chair of the weeds committee
 - Dick Bull to serve as chair of the water/fire committee with more delegation of paperwork to new committee member Gary Polk
 - Bobbie Bull and Gay Behnke to serve as co-water system managers
 - Fred Brockman to serve as webmaster ○ Terry Polk and Nancy Clarke to serve as co-chairs of the CC&R committee.
- Set the 2014 water rates at \$100 for the base and \$3.25 / 1000 gallons for use.
- Organized snow plowing using a combination of county, member-contracts and membervolunteers.
- Managed improvements to Tamarack Lane.
- Reviewed and supported Water Committee's response to the August water line breakage.
- Followed up 2014 annual membership meeting issues including encouraging owner weed treatment, creating a history of the High Lostine and conducting fire training.
- Monitored the collection of assessments and payment of bills, advising the treasurer on process.
- Set the 2015 annual dues at \$100, the lowest it has been in a number of years.
- Provided guidance for continued development and management of the association's website, including improvements to the ACC section and additional information about fire.
- Established policies for owners who rent their property. Owners retain responsibility for assessments, communication, CC&R compliance, and voting. Renter contact information is provided to the secretary and the water manager for emergency notifications. Renters are encouraged to be active in the community.
- Authorized spraying on HLOA community property for noxious weeds for 2015. Agreed to provide contact information of owners who are not managing noxious weeds, despite years of urging, to the county weed program.
- Approved the Water Committee recommended budget, and provided guidance on how to assign expenses to capital versus maintenance categories.
- Approved the Water Committee recommendation to discontinue upgrading from old meters to new remote read meters when there is not a problem with the meter. Owners may voluntarily switch to the remote-read meter at their own expense. No change is made regarding new installations; these require the new remote read meters and are installed at the owner's expense.

- Set the 2015 water rates at **\$150 for the base rate and \$6.45 per 1000 gallons for use***.
- Managed member queries and concerns.

Summary of Actions of the Board of Directors Subsequent to 5-4-13 Annual Meeting

- Elected Malinda Schlatter to serve as president of the association.
- Appointed the following officers and committees after the annual meeting; all agreed to serve:
 - Cheryl Oja to serve as treasurer.
- Nancy Clarke to serve as secretary
- Ron Polk to serve as chair of the ACC
- Jim Dameron to serve as chair of the weeds committee
- Dick Bull to serve as chair of the water/fire committee
- Bobbie Bull and Gay Behnke to serve as co-water system managers
- Fred Brockman to serve as webmaster.
- Road Committee –will recruit for this
- Authorized spraying for weeds in 2013 and 2014.
- Followed up 2013 annual membership meeting issues including encouraging owner weed treatment, creating a history of the High Lostine and conducting fire training.
- Approved policy for reducing water bills in specific circumstances.
- Approved one owner request for reduction of a water bill.
- Approved switching to low-lead/remote-read water meters for all new hookups and prioritization criteria for upgrades of existing meters at HLOA expense as funds allow.
- Approved policy for shutting off water in the event of non-payment of the water bill.
- Directed communication to owners strongly urging weed treatment.
- Organized county and owner-based snow plowing. Agreed to reimburse volunteers for fuel.
- Established 2014 annual dues at \$150.
- Monitored the collection of assessments and payment of bills, advising the treasurer on process.
- Assisted with one owner complaint resolution.
- Provided guidance for continued development and management of the association's website, including a new High Lostine History section.
- Reinstated \$50 water system hook-up fee that had been temporarily suspended.

- Approved bid from Jones Excavation for a significant improvement of Tamarack Road, including installation of culverts to reduce repeated maintenance. This will affect six owners driveways.
- Agreed to meet with the water committee on May 2, and will established 2014 water assessments after the May 3 membership meeting.

Summary of Actions of the Board of Directors Subsequent to 5-5-12 Annual Meeting*

- Elected Malinda Schlatter to serve as president of the association.
- Appointed the following officers and committees after the annual meeting; all agreed to serve:
 - Cheryl Oja to serve as treasurer.
- Nancy Clarke to serve as secretary
- Margaret Bates to serve as chair of the ACC
- Jim Dameron to serve as chair of the weeds committee
- Dick Bull to serve as chair of the water/fire committee
- Bobbie Bull and Gay Behnke to serve as co-water system managers
- Fred Brockman to serve as webmaster.
- Followed up all 2012 annual membership meeting issues. Notified real estate agents of website. Exploring alternatives for posting contact information on the web. Posted annual meeting minutes to the website. Directed noxious weed education and eradication efforts for members.
- Approved the water committee's final recommendation to change from a flat-fee to a use-based assessment for financing the water system. Directed the secretary to conduct a vote of the owners.
- Accepted the voting results and directed the treasurer and water committee to implement the new water system financial assessment method.
- Authorized spraying for weeds.
- Organized county and owner-based snow plowing.
- Established 2013 annual dues at \$150.
- Monitored the collection of assessments and payment of bills, advising the treasurer on process.
- Monitored and directed follow-up to the association law suit for collection of legal fees.
- Assisted with two owner complaint resolutions.
- Provided guidance for continued development and management of the association's website.
- Provided guidance for continued development and management of the water and fire operations manual.
- Provided guidance for continued revision of CC&Rs.

- Initiated action in an owner CC&R non-compliance situation.

Summary of Actions of the Board of Directors Subsequent to 5-7-11 Annual Meeting*

- Elected Malinda Scatter to serve as president of the association.
- The following officers and committees were appointed following the annual meeting; all agreed to serve:
 - Cheryl Oja to serve as treasurer.
- Nancy Clarke to serve as secretary
- Margaret Bates to serve as chair of the ACC
- Jim Dameron to serve as chair of the weeds committee
- Dick Bull to serve as chair of the water committee
- Bobbie Bull and Fred Brockman to serve as co-water system managers

- Approved continuing the water system assessment of \$300 per year for 2011-2012
- Monitored the follow-up to the association law suit for collection of legal fees
- Provided guidance for development and management of the association's website
- Appointed Gay Behnke to replace Fred Brockman as water system manager
- Authorized spraying for weeds
- Organized county and owner-based snow plowing
- Accepted resignation of Bert Cook as Director & appointed Ron Polk to vacancy
- Approved the water committee recommendation to change to use-based water system assessment. Will be referred to the membership.
- Established 2012 annual dues at \$150
- Returned CC&R draft to the Committee for reconsideration; will invite all owners to join the committee