**ROLLING HILLS-GLENCAIRN COMMUNITY SERVICE, INC.**

**BOARD MEETING MINUTES**

**JANUARY 14, 2025**

**President, Kathleen Parvin called the meeting to order at 7:04 pm**

**Board members attended: Kathleen Parvin, Chris Otto, Dan Kelly, Eric Bowden, Austin Harris, and Laurie Johnson. Absent: Gene Hartman and Carole Adsit**

**Also attending: Office Manager, Ruby Hall, Office Assistant Chris Karr, Nick Fuller KW**

**Approval of Minutes**

* Mr. Otto motioned to approve the minutes of the November 12, 2024, board meeting. Mr. Kelly seconded the motion. Motion passed unanimously. Minutes of the November 12, 2024, board meeting are approved and entered into the association records.
* December 2024 board meeting was canceled.

**Public Comments**

**Water Report**

* NW Natural Water Services, LLC dba King Water (KW) report was reviewed for November & December 2024.
* A pilot study for the new filtration system was not conducted prior to installation. According to Nik Fuller (KW), there are issues that need to be addressed. Mr. Bowden motioned to contact ATEC, with a budget of up to $15,000, to conduct a pilot study if needed. Ms. Johnson seconded the motion. Motion passed.
* Mr. Kelly proposed having Trico Heating replace the reservoir ventilation fan with a Plastec 30 Direct drive fan. Mr. Bowden seconded the motion. Motion Passed.
* 2025 KW contract was received on 1/14/25. An Executive Board Meeting scheduled for 1/21/25 to review the contract and discuss additional water management options.
* Refueled the generator for the water plant following the December 2024 storm-induced power outage. The refill cost was $143.00.
* Trico installed new compressors for the bubbler system, operational as of 1/6/2025. Filters for the bubbler compressors will need to be changed regularly. Trico is researching and will determine the optimal timeline for filter replacement.
* Ms. Parvin presented the December WIWSHA report.

**Bookkeeper/Office Report**

* Reviewed December 2024 preliminary financial reports.
* KW was informed that we maintain a Reseller's Certificate and should not be charged sales tax on consumables such as chlorine.
* The Key bank CD matures 1/25/25. Mr. Kelly will look into rates and transfer the balance to a new CD.
* Larson Gross (Auditor) requests that a reserve study be performed prior to next our next audit. An internal review is acceptable.
* W-2, W-3, 1099 & 1096’s are filed. Business Ownership (BOI) reporting was filed Oct 2024.

**Pool/Clubhouse Report**

* The clubhouse septic system needs to be inspected before the pool season in order to obtain the 2025 pool permit. Mr. Austin will contact local septic inspectors for quotes.

**Dock/Pier Report**

* Decks, Fences and General Construction has finished pier maintenance and pool fence. Cost was $7739.
* Decks, Fences and General Construction will install “No Parking” signs.

**Grounds and Community Report**

* The repair of the basketball hoop is underway. A replacement hoop has been ordered. Mr. A has volunteered to assist with welding and will need additional help. Mr. Bowden will coordinate the volunteers.
* Still waiting for a quote from Winfield Design. Looking for alternative options.

Meeting adjourned at 9:30 pm.

The next regular board meeting is **February 11, 2025.**

Submitted for approval by Ruby Hall