

Peaceful Valley Country Club Board of Directors
January 15th, 2019 Meeting Minutes

[Meeting called to order at 1800]

Board members in attendance: Richard Whitson, Rebecca Cayen, Amber Davis, Mellonnie Altona

Additions, deletions or changes: *add under new business: dumpster, trees at the end of the driveway, maintenance position, cameras, clean up event, events committee, fire wise, Valentines fund raiser*

Treasurers Report: Read

Managers Report: Read

Committees: n/a

Old Business

- Speed bumps and signs: *A.Davis motioned for the test speed bump to be placed between 1991 and 2001 Clear Valley Drive in Spring of 2019 and add two caution-signs on either side.*
Discussion was had regarding this possibility. The board will look into the best placement individually, and they will reconvene with a decision on this topic at the April 2019 meeting.
 - R.Cayen added in about “use at your own risk” signs for the building and decided that the building committee will handle that.

New Business

- Credit Card discussion: tabled for next month.
- Annual Meeting Resolution: Must be motioned at the Annual Meeting because it is part of the bylaws.
- Dumpster: With renewed use of the building, R.Whitson presents the possibility of Peaceful Valley getting a two-yard dumpster, like at the EWRRRC for \$82/month. A one-yard dumpster is \$57/mo, one and a half yard dumpster would be \$72/month. Discussion was had, the board decided to have the current pick up increased to weekly before making the jump to a dumpster.
- Trees by Water District Well house: Three trees that have fallen, R.Whitson has a group of volunteers to look at removing them before paying for their removal, the board was in support of the idea.
- Maintenance Position: B.Dorn loves serving the community but will no longer be able to serve as the Peaceful Valley Country Club Maintenance person. There are prospects for the position, and the board will work them. Some discussion was had around what the details of the position is.
- Cameras: The Peaceful Valley Office has been speaking to Christopher Lieb about replacing the stolen cameras with regular turret cameras is \$1185.00, and if there is a combination of two turrets and a dome it goes up to \$1394.00. R.Whitson will be meeting with him to concrete those costs and to discuss switching over to ADT, to be completely under one umbrella vs guardian *and* ADT. ADT also offers tamper alarms for the cameras. R.Whitson will let the others know when he is meeting with ADT.
 - The issue with protecting the roof fence has not yet been addressed.
- Event Committee: Which events are happening? Who is on it? If there is going to be a 4th of July event, we need to get a move on to get it planned and ready for the June newsletter.
 - R.Cayen suggests another clean up event, but geared towards brush and yard debris/green waste.

- Fire Wise Grant: R. Cayen found out about this at the East Whatcom Community Council meeting. This could be a way to find funding for the entire valley for fire safety, possibly involving the county. Discussion was had.
- Valentine's Day Fund Raiser: *M. Altona motioned to use no more than \$300.00 of event funds for a Valentine's Day Dance and Fundraiser, scheduled for February 16th. A. Davis seconded.* Discussion was had and the motion passed unanimously.
- A. Davis motions to purchase cleaning supplies kit for after-event clean up. The board agreed that this fell under building maintenance and they were okay to purchase with the PVCC credit card.

Homeowner's Forum:

- There are concerns regarding dead trees on properties within Peaceful Valley, and the homeowner is unsure if they are on the greenbelt or not. A. Davis will meet with her to look at maps, a board member will come out to look at the tree(s) in question.

[Meeting to close at 1844]

Approved by: *Richard J. Little*
 & *Rebecca Cayen*

Approved on: *2/18/19*

Peaceful Valley Country Club Board of Directors
January 21st , 2019
Special Meeting Minutes

[Meeting called to order at 1630]

Board members in attendance: *Richard Whitson, Rebecca Cayen, Amber Davis, Mellonnie Altona*

Additions, deletions or changes: N/A

Treasurers Report: N/A

Managers Report: N/A

New Business:

- Hiring of Maintenance Person:
 - The position requirements and contract details were discussed in executive session.

Executive Session:

- [1707] Board returns from executive session, no decisions were made.
 - A. Davis motions to move forward with contract negotiations with Rachel Horsmon, M. Altona seconds the motion, motion passes unanimously.

[Meeting closed at 1708]

Approved by:

Rebecca Cayen
& [Signature]

Approved on:

3-19-19

Peaceful Valley Country Club Regular Meeting

February 19th, 2019 • 7:02PM

Roll Call: *Rebecca Cayen, Richard Whitson, Amber Davis, Mellonnie Altona*

Additions, Deletions & Changes: *none*

Minutes: *January 15th Regular meeting minute approved unanimously.*

Reports:

- Treasurer: Read
- Manager: Read
- Committees:
 - Building Committee: ~20 kids at a Valentine's Dance with their parents, majority were teenagers.
 - Road Committee: R.Whitson will be sending out the packets with all of the road information, getting ready to meet.
 - Events Committee: Needs to meet to discuss fourth of July.
 - Safety Committee: R.Cayen will reach out, K.Vogel will call AAA to check in about the fire extinguishers/alarms.
 - Bylaw Committee: There is an existing group, they just need to meet to review and fine-tooth the bylaws for the re-print and mail out.

Old Business:

- Resolution No. 2019-1: Discussion was had. K.Vogel will add additional language about what happens after a (\$100) fine. *M.Altona motions to pass Resolution No. 2019-1 with the discussed edits to language. R.Cayen seconded, the motion passed unanimously.*
- Upstairs flooring: M.Altona brought samples of wood/wood-like flooring to replace the carpeted area upstairs. Discussion was had and a decision was reached on which color flooring to replace.
- Camera/Security Update: ADT will come out and put in the replacement cameras (two turrets and one dome) for \$1,394.00. Once they are reinstalled, board members will be able to see the cameras from their cell phones. For an additional \$570, Guardian security will be replaced, there will be a tamper alarm on, being able to turn the and other perks- this will take the monthly security bill from \$25 to \$55. Discussion was had. *R.Whitson motions to move forward with the update from Guardian Security to ADT Building Security as well as the cameras, R.Cayen seconds, the motion passes unanimously.*
- Shed Insurance Update: K.Vogel gave an update on the insurance claim. R.Whitson is coordinating with a contractor to give a quote on the repairs, K.Vogel will push the Insurance Company to get their own quote.

New Business:

- Renters Using the Building: As of right now, in the covenants there is language on renters utilizing the building. R.Cayen will look online for nonprofits utilizing the building.

[Page seven, section D, of the Covenants: the homeowner would need to be up to date on the dues and the renters would also need to pay the dues.]

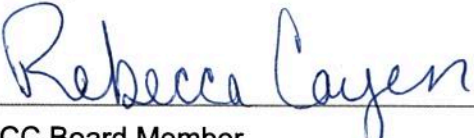
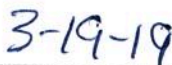
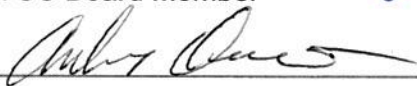
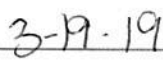
- Culvert Parameters: Architectural Control Committee in the Covenants. Culverts need to be discussed before being signed off on.
- Credit Payments: K.Vogel will call Brenda and see what the Water District #13 uses. A.Davis did some research on cost of using debit/credit. K.Vogel will look in to the convenience fee.
- Snow Plow Contract & Planning: There was a lot of discussion regarding the snow plowing job during the last snow event. Bellingham Lawn Care has since taken over, clearing up the mess left behind by Rough2Ready, and salted in preparation for the next snow event.
 - Rachel will be in charge of salting the roads.
 - K.Vogel will draft an end of contract letter for Rough2Ready citing the breach of terms of the signed agreement.

Homeowner's Forum:

- N/A

Executive Session: N/A

Meeting Closed at 1926

	
PVCC Board Member	Date
	
PVCC Board Member	Date

Peaceful Valley Country Club Regular Meeting

March 19th, 2019 • 7:02PM

Roll Call: *Rebecca Cayen, Richard Whitson, Amber Davis, Mellonnie Altona*

Additions, Deletions & Changes: *Under new business, add trees, dump run*

Minutes: *December 18th: approved, February 19th: approved, December 28th: approved, January 21st: approved*

Reports:

- Treasurer: Read
- Manager: Read
- Committees:
 - Road Committee met on 3/11. R. Whitson distributed packets for each board member and reviewed the two part plan for getting a presentation together on road repairs for the 2019 Annual Meeting.
 - Building Committee did not meet.
 - (New Committee) Youth Volunteer Committee: *M. Altona motions for Peaceful Valley to support supplies like snacks, garbage bags and gloves up to \$50.00 a month, A.Davis seconds, motion passes unanimously.*
 - Email suggestions for the Youth Volunteer Committee

Old Business:

- Resolution No. 2019-1: *M. Altona motions to approve the resolution with the (\$600) as written, R. Whitson seconds, motion passes unanimously*
- WTA: R. Whitson will work on the plan to move the existing shelter.
- Upstairs flooring: R. Whitson will assist in measuring the space.
- Snow Event Discussion: R. Cayen kept a log to address this issue at the 2019 Annual Meeting.
- Signage: Pick up after your dogs, dogs must be leashed, reflective bumps to outline. K. Vogel will price out community signs. M. Altona has a sign making device. R. Cayen will send a list of the signs needed to the office.
- Insurance Update: The bids from ASE Home Repair and the insurance company are in, and a new estimate will be prepared for repairing the shed as a community-oriented gazebo.
- Camera/Security Update: This was approved at the February meeting, but when the contract came in it was a set 5 year contract which R. Cayen felt it garnered further discussion. *R. Whitson motions to re-approve the contract, M Altona seconds, motion is approved unanimously.* Topic of indoor cameras tabled for April meeting.

New Business:

- FireWise: R. Cayen is working towards a community-wide chipping event to limit the fire hazard within our valley.(More details available by emailing peacefulvalleycc@gmail.com)
M. Altona motions that Peaceful Valley Board of Directors allow a chipping event to be

hosted on the Peaceful Valley Clubhouse property, A. Davis seconds. More discussion was had regarding opening it up to the whole community. Motion was adjusted to say that the final approval is contingent on the final plan. A. Davis seconds, motion passes with three votes of approval and one abstention.

- Septic: K. Vogel updated the board on the septic tank upkeep. K. Vogel will send on the estimate for work as soon as she receives it.
- Building Cleaner: The building committee will discuss cleaning the building between events.
- Office Hours: K. Vogel expressed a desire to no longer have evening hours during the winter. This topic has been tabled for the April meeting.
- Extra Meeting: Pinned for future discussion.
- Outreach: The calendar is up and working on the website. The board will think more on this topic and revisit it in April.
 - Newsletter: Discussion was had.
 - Facebook: Discussion was had.
- Loose Dogs: Discussion was had regarding the upswing in loose dogs and it was determined that the current method for
- Trees: R. Whitson informed the board that there is an inaccessible greenbelt with a patch of trees, where the trees have been falling on properties over the winter. There is a group of people concerned about Peaceful Valleys tree protocol and they are going to attend the April meeting to speak about it. The board will revisit and reevaluate their tree policies.
- Dump Run: The maintenance person needs a trailer rented for an oversized dump run, the board will price options.
- Work Plan: M. Altona will work on all the questions and concerns around the idea of people working off their debt with Peaceful Valley.

Homeowner's Forum:

- 267-1: There was a question about how to enforce the no speeding rule- what kind of proof do you need?
- 297-1: There was discussion about the speed bumps, and getting that going. Building Committee will do research into this and come back for a more informed
- 10-1: They are concerned about trees behind their home with issues
- 266-1: There was concern about permitting and mold in the Clubhouse. Issue was brought forth regarding the eligibility to serve and the legality of Richard Whitson, Peaceful Valley board treasurer. This resident requested his immediate removal from his seat on the Peaceful Valley Board of Directors.

Executive Session: N/A

Meeting Closed at 8:40PM

Rebecca Coyers
PVCC Board Member

~~4/16/19~~ 4/16/19
Date

Richard Whitson
PVCC Board Member

4/16/19
Date

Peaceful Valley Country Club Regular Meeting

April 16th, 2019 • 7:04PM

Roll Call: *Rebecca Cayen, Richard Whitson, Amber Davis, Mellonnie Altona*

Additions, Deletions & Changes: *pool chemicals*

Minutes: *March 19th regular meeting minutes were approved*

Reports:

- Treasurer: Read
- Manager: Read
- Committees:
 - Road Committee: met with engineering companies to find out (independently) what the cost to repair the roads would be. R. Whitson has gone through 2016/2017 financials to figure out the cost for annual road maintenance.
 - Events Committee: Needs to meet.
 - Youth Volunteer Committee/ Facilities: Youth committee clean up of about 20 kids, who picked up about a trailer full of waste. Facilities discussed projects and looked into speed bumps.

Old Business:

- WTA Shelter Update: The bus shelter at the front of Division 2 will be moved to the clubhouse property
- Upstairs Flooring Update: *M. Altona motions for additional funds of up to \$1,500.00 to complete building projects. R. Whitson seconded the motion, the motion passes unanimously.*
- Signage: R. Cayen will drive through the neighborhoods and count how many and where signs for both dog waste/leash signs as well as speed signs.
- Firewise Update: R. Cayen gave an overview of the project that will help protect our valley from forest fire hazards, which Peaceful Valley has agreed to *host, not run*. Volunteers are needed to assist people who cannot bring their own branches to the event. This event will be on June 1st, 10AM-4PM. The day after will be reserved for the chipping to get finished, all chips from the event will be distributed to residents of Columbia Valley:
 - R. Cayen met with the conservation district as well as the chipping company to go over where everything will happen. The conservation district is providing snacks for volunteers as well as the handling the outreach.
 - A question was brought up regarding downed trees in the greenbelt, possibly the youth volunteers could assist with that.
 - A suggestion was made to cut up the downed trees and store them at the clubhouse for people needing wood during the winter.

New Business:

- Fireworks/ 4th of July Event: Fourth of July alternative event at the clubhouse. If anyone is interested in being involved, please contact the PVCC Office.
 - Suggestions made: fireworks inside the tennis courts, pre-post about being responsible for the type of fireworks that are allowed, lots of water there, gate keepers, check in with Kendall fire hall for any of their suggestions.
- Volunteer Work Party: Rent a dumpster to take care of the waste in the shed and remove the sides, to have a covered picnic area. Do we rent a dumpster or hire a contractor?
 - One person suggested that a dumpster would be best because you could
 - *R.Cayen motions to rent a dumpster not to exceed \$750.00. M. Altona seconds, more discussion was had, motion passes with three positives and one abstention.*
- Summer Festival Proposition: Due to construction at the East Whatcom Regional Resource Center the Summer Festival Planning Committee requests use of some yard space and bathroom usage for their event. Liability coverage would be provided by Whatcom Family Community Network.
- Shared Parking Lot Agreement: PVCC is working with the county and the Opportunity Council to put together a shared use agreement for overflow parking at Peaceful Valley for the East Whatcom Regional Resource Center's Phase 2 building.
 - *R.Whitson motions to set up a meeting with Seth Woolson to go over the Shared Use Agreement with the PVCC board, the Opportunity Council and the County. R. Cayen seconds, the motion passes unanimously.*

Homeowner's Forum:

- King Valley and Green Valley court need the branches trimmed back.
- Will there be another clean-up event?

Executive Session: N/A

Meeting End at 7:51PM

Rebecca Cayen

PVCC Board Member

5-21-19

Date

Altona

PVCC Board Member

5-21-19

Date

Melli Altona

PVCC Board Member

5-21-19

Date

Peaceful Valley Country Club Special Meeting

May 9th, 2019 • 9AM

Roll Call: Amber Davis, Mellonnie Altona, Rebecca Cayen, Richard Whitson via phone



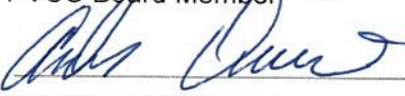

Additions, Deletions & Changes: N/A

New Business:

- Review and Decided on estimate received to remove the shop walls and remaining garbage.
 - *M Altona motioned to approve the bid, R Cayen seconds the motion. M Altona, R Cayen, R Whitson voted to approve the estimate. A Davis abstained her vote over concern about the cost.*

Executive Session: N/A

Meeting Ended at 9:12AM

	
PVCC Board Member	Date
	
PVCC Board Member	Date

Peaceful Valley Country Club Regular Meeting

May 21st, 2019 • 7:00PM

Roll Call: Rebecca Cayen, Richard Whitson, Amber Davis, Mellonnie Altona

Additions, Deletions & Changes: Possible committee, greenbelt trees

Minutes: *April 16th regular meeting minutes, approved unanimously; May 9th special meeting minutes, approved unanimously.*

Reports:

- Treasurer: Read
- Manager: Read, K. Vogel caught up the board on credit card research and a visit from L&I.
- Committees:
 - Roads: Met 5/13, next meeting on the second Monday in June. They decided to break up the roads in to levels, then write up a scope of work to give to 6 engineers for a more honest assessment. Then they will be putting together a packet to include how much is spent on road repairs. R. Whitson is hopeful that there will be a great deal of information will be ready to present at the Annual Meeting if *not* a road repair plan.
 - Facilities/Clubhouse: Have not met but have worked on cleaning.
 - Adult Lounge Idea: Three potential pool tables for donation- would like to put them in a locked room- are kids able to play them? Clubhouse committee will research the legality of this.
 - Youth Committee: Met and spent ~2 hours cleaning up and collecting branches.
 - Events Committee: Have not met, July 4th BBQ will be happening.
 - Safety Committee: Has not met.

Old Business:

- Upstairs Project Update: During the flooring change upstairs, old tiles were disturbed and work was halted. All proper channels were contacted and appropriate steps were taken. The affected tiles were removed and the air was tested clean. The project is still approximately \$500 *under budget*.
- Fireworks/4th of July BBQ: Fireworks are not allowed at Peaceful Valley residences however this year we are offering an alternative event to residents so they can still enjoy fireworks on the Peaceful Valley Clubhouse property, *if conditions and Whatcom County regulations allow*.
- WFCN Summer Fest: Ivy Little presented the Summer Fest event happening at the Resource Center. WFCN made an official ask to use the PVCC property, parking, playground and outdoor spicket. They have decided to R. Whitson motions to approve the request, R. Cayen seconds; the motion
- Fire Safety Estimate R. Whitson moves to go forward with the top four line items on the estimate, not to exceed \$300, A. Davis seconds, motion; motion passed unanimously.
- Septic Estimate: A. Davis will work on this.
- Shed Disposal: A. Davis received an updated estimate for it's removal, R. Whitson will pursue more estimates.

New Business:

- **Newsletter Note/Approval:** Newsletter was reviewed, changes made. *A. Davis motions to approve the newsletter, M. Altona seconds; motion passes unanimously.*
- **Clubhouse Items:** M. Altona worked with the county, getting us caught up on building permits for all of the work done over the last 20 years, that were not permitted. A minimal fine will be paid.
 - Three permits are needed, one for the wall, one for the shed and one for the roof.
 - The roof needs to be inspected by a structural engineer, K. Vogel will still pursue the company that did the work, and claimed to have acquired a permit.
 - The shed needs to be inspected by a structural engineer *if* Peaceful Valley decides to keep it. If it is torn down no permit is required, and no inspection. Discussion was had, a special meeting may happen before the June meeting. R. Cayen moves to tear down the shed entirely, M. Altona seconded; more discussion was had, the motion passes three in favor, one opposed.
 - R. Whitson will get additional estimates, AB Construction, Howard Denson Excavation.
 - Items coming in to the clubhouse will be evaluated.
- **PVCC Logo:** The board reviewed four options for Peaceful Valley logo, and decided on the first, the silhouette of a tree over a roof that said "Peaceful Valley Country Club".
- **Livestock Resolution Discussion** was had around writing a resolution vs updating the current rules. K. Vogel will update the current rules before the next newsletter
- **Trees Within Greenbelt** R. Cayen presented the idea for firewise to assess the trees that are in the Peaceful Valley greenbelts to reconsider the current management of greenbelts. For now, Peaceful Valley is doing their due diligence, taking care of them one dead tree at a time.
- **Speedbumps:** Ongoing complaints of speeding are coming in. Discussion was had around the idea of homeowners paying for their own speedbumps.

Homeowner's Forum:

- The board was thanked for their work.
- NCCTK is hosting a Friday BBQ at 6PM, all are invited.

Executive Session: Office, maintenance and board communications, late fee removal and culvert request were discussed, no decisions were made.

- Once back in regular session at 9:30PM:
 - *R. Whitson motions for Peaceful Valley to purchase a BBQ grill, not to exceed \$400, M. Altona seconds; motion passed unanimously.*

Meeting Closed at 9:40PM

Approved at the June 18th meeting.

Peaceful Valley Country Club Regular Meeting

July 16th, 2019 • 7:00PM

Roll Call: Rebecca Cayen, Richard Whitson, Mellonnie Altona

Additions, Deletions & Changes: Septic update added to old business, indoor tables removed, front entrance added to new business.

Minutes: *Greenbelt discussion was edited for clarification, edits were read to the members, A. Davis motions for approval of the May 21st regular meeting minutes with edits discussed, R. Whitson seconded, the minutes were approved unanimously.*

Reports:

- Treasurer: Read
- Manager: Read
- Committees:
 - Roads: *did not meet*
 - Facilities/Clubhouse: Kathleen is heading the committee, finishing up projects in the works. They are working on a list of projects to finish *and* begin.
 - Youth Committee: *did not meet*
 - Events Committee: to be discussed under 4th of July BBQ
 - Safety Committee: *did not meet*

Old Business:

- Trees: R. Whitson went around with G. Zender to look at dead trees that had been brought to the office's attention, Zender will send an estimate. Hopeful Valley where a new house is being built to assess the greenbelts located behind the property. Zender will formulate a proposal.
- Newsletter: Newsletter is in the mail, there will be a quarterly newsletter, which will include upcoming office closures. K. Vogel will work on a schedule for release so the board members can be sure to get the information to her in time for release.
- Chipping Event Update: Very successful, did not cost anything to Peaceful Valley, all of the wood chips will be going to the Maple Falls Chapel park. Possibly another event for next year?
- 4th of July BBQ: Parking lot area still needs to be cleared completely. There will be banners at each entrance of Peaceful Valley: it is a \$100 fine *per occurrence* for fireworks within Peaceful Valley neighborhoods. However, there will be a designated area at the clubhouse, along with a BBQ. PVCC is planning for 150 people. *M. Altona motions for a budget not to exceed \$800 for the 4th of July event, R. Whitson seconded, the motion passed unanimously.*
- Shed Update: The shed on Peaceful Valley property was damaged during a windstorm, making it unsafe and insecure. After discussion with the county a decision was made to tear it down completely, but as it was being removed, the framework was nice and seemed structurally sound, so the board put a hold on demolition to have an engineer look at the frame with the possibility of keeping it as an outdoor covered space.
- Septic Update: A. Davis will be looking into this more. As apparently the Ross Report has yet to be filed, A. Davis will follow up.

New Business:

- Clubhouse Volunteers: Peaceful Valley is seeking volunteers to take shifts in the clubhouse to make it more available to residents outside of office hours. This can be included in the next newsletter.

- Game Night Back Up: K. Vogel is okay to open for/host game night.
- Outdoor Tables: With the update to the Peaceful Valley property, we are looking in to secured picnic tables. Cost of building vs. buying, possibilities of eagle scout or high school project.
- Outdoor Canopy: Included in the budget for the 4th of July
- Safety/Security issues: There has been an occurrence of issues with local residents becoming irate and difficult to get out of the office. K. Vogel will look in to an additional camera for the office and panic button costs.
- Front Entrance: Peaceful Valley has been in negotiations with Balfour Valley development that will be using the West entrance on a road use agreement. The proposal was that Cowden will modify/expand/fix up the entrance to county standards and then be responsible for maintenance of that section of road indefinitely. The newest version of the agreement proposes that the County take ownership and maintenance of that section permanently. Tabled for next month so that the board will have time to review.

Homeowner's Forum:

- There was a request to meet with a board member to discuss the bylaws, a request for the monthly checks to be approved (K. Vogel apologized for not printing May's totals, but assured that they are typically included in the month's meeting packet), the resident also commented on the discussion happening on Nextdoor, stating that since they have moved here in November, they have been impressed with how Peaceful Valley operates.
- The question was raised about how to enforce the speed in Peaceful Valley to non-residents.
 - K. Vogel will let Rachel know to add more speed limit signs.
- There was a commendation for the clean up of the brush. The issue of increased wind during the winter months was brought up, there is concern about the greenbelts being unsafe, trees taking out homes. There are tall, top-heavy, over crowded trees located in the greenbelt behind Hopeful Valley Ln; it is the homeowner's point that the money and consideration that is going to the roads should be going to the trees in the greenbelt. They stated, without threat, that should the clump of trees not be removed by the winter 2019, they will have to put the Country Club on legal notice of responsibility.
 - The board is working with a local arborist to discuss the removal of the tree clump in question, and looking in to the possibility of grant funding for the care of greenbelts.

Executive Session: unnecessary

Meeting Closed at 8:07PM

Approved at the July 16th meeting.

Peaceful Valley Country Club Regular Meeting

July 16th, 2019 • 7:01PM

Roll Call: Rebecca Cayen, Richard Whitson, Mellonnie Altona, Amber Davis

Additions, Deletions & Changes: added to old business: shared use agreement, clubhouse checklist

Minutes: M.Altona motions to approve, R.Whitson seconds, motion passes unanimously.

Reports:

- Treasurer: Read, R.Whitson motions to approve the expenditures, M. Altona seconds, motion passes unanimously.
- Manager: Read. A.Davis motions to approve late fee removal, R.Whitson seconds, motion passes unanimously. Next newsletter goes out: Aug. 5th. Halloween Carnival, Game Night.
- Committees:
 - Roads: Did not meet.
 - Facilities/Clubhouse: Did not meet, they put together a list of tasks and projects to better the clubhouse including: concrete paint, new sofa, cabinet knobs, new door on the emergency exit room. A contractor came in and gave an estimate on cleaning the concrete floor in the entrance room.
 - Youth Committee: Met, they painted the wall in the pool area with one coat of paint and made cookies.
 - Events Committee: Met for the 4th of July. Halloween event is under new business.
 - Safety Committee: Did not meet.

Old Business:

- 4th of July BBQ Update: Went wonderfully, 30-50 people were there for the BBQ, once it got darker another 30 people showed up for the fireworks portion of the evening. There were games indoors and outside. The fire department was on site, able to just watch. The signs are reusable year after year.
- Shed Update: A structural engineer came out and deemed it salvagable, saying that some boards need to be doubled up, to take the snow load. He will write up a plan and send it on.
 - He also looked over what the building inspector had flagged as an issue, and is awaiting blueprint copies to write up a plan for repair so that we are compliant.
- Game Night: Thursday was the first ever game night. There were more children than kids, ~20. This will be happening Thursdays 6-8:30PM and open for all ages.
 - There was a community question about cleaning up the basketball courts with weed killer and pressure washer, if not completely re-paving.
- Office Camera Update: A request has been logged with ADT for a camera and a panic button.
 - Community member made the suggestion to do a background check on volunteers who will be working with children.
 - K.Vogel will contact ADT about individual codes to get in and out of the building.
- Septic Update: A.Davis received a copy of the Ross Report, which states that the septic tank needs to be pumped. A.Davis will research what is entailed in moving from septic to sewer. A.Davis will get quotes on the cost of getting rid of the septic or getting it up to code.
 - R.Whitson presents the additional option of the clubhouse getting on the sewer system if we could get the General Facilities Charge waived. K.Vogel will draft a request to the Water District to waive the GFC as they had offered to do when the East Whatcom Regional Resource Center was built.

- Entrance Agreement Review: All board members will review it and be prepared to discuss in August.
- Shared Use Agreement: K.Vogel will get a final copy of the agreement from Seth Woolson, as well as finish and send a letter to the Opportunity Council to guarantee that they will be paying for the attorney fees.
- Clubhouse Checklist: A.Davis will send her rough draft to the Facilities Committee.

New Business:

- Dumped Waste Storage: The board discussed options as far as where to store dumped waste until there is enough for Rachel to take to the dump. Rachel will temporarily store collected waste in the outdoor restroom of the clubhouse.
- Pool Area Estimate: A contractor will have an estimate by the end of the week on the cost of concreting over the old pool, he gave a rough estimate of ~\$20,000.00, but this may or may not be wall-to-wall.
- Halloween Carnival: The idea of a "Harvest" festival was brought up at the 4th of July BBQ. The Event Committee meet to discuss and plan.
- Forrest Owner Class: August 10th at the Pilchuck Tree Farm it costs \$25 to enter, advance registration has a discount. Learn how to manage your forested property.

Homeowner's Forum:

- Resident had a question regarding a dead tree in the greenbelt behind his home on Boulder Valley Ln.

Executive Session: Maintenance Review & Discussion. Entered at 8:08PM, left executive session at 8:28PM, no decisions were made.

Meeting Closed at 8:28PM

Approved at the August 20th meeting.

Peaceful Valley Country Club Regular Meeting

August 20th, 2019 • 7:01PM

Roll Call: Rebecca Cayen, Richard Whitson, Mellonnie Altona, Amber Davis

Additions, Deletions & Changes: Entrance floor, couch and front garden were moved to committee reports; foreclosure was removed, clubhouse use and chipping event were added to new business, picnic shelter was added to old business

Balfour Entrance Agreement: Brent Cowden from the Balfour Village gave an introduction to the Division 2 Entrance project, apologizing for beginning work before the maintenance agreement was in place. Subject to approval there are three large trees and two small trees that need to come down in order to expand the road to county standards. The roadway will remain open during work.

- A concerned resident wanted to know why she hadn't received notice of trees being cut down on what was perceived to be her property; it turns out that the tree in question was within the Peaceful Valley right-of-way. Cowden made the offer to give the lumber to the concerned resident.
- The board discussed the agreement, A.Davis motioned to approve as written, M.Altona seconded, the motion passed unanimously.

Minutes: R. Whitson motioned to approve as written with the correction under "4th of July BBQ Update", seconded; M.Altona seconded, motion passed unanimously.

Peaceful Valley received a certificate of appreciation from the Kendall Summerfest Planning Committee and Whatcom Family and Community Network for their partnership and support for the 2019 Kendall Summerfest.

Reports:

- Treasurer: Read, R.Whitson motioned to approve the July voucher, A.Davis seconded the motion, motion passed with three votes of approval and one abstention. They will be submitting them to: [R.Whitson will email out the list]
 - Time frame: engineers will let us know the cost to come out.
- Manager: Read.
- Committees:
 - Roads: Met and put together the scope of work to have the roads assessed as well as a list of engineers they are going to submit them to.
 - Facilities/Clubhouse: K.Turner brought a list of tasks for the clubhouse task list.
 - They are requesting the following:
 - Insulation for the ceiling of the exit room upstairs
 - Replace the broken door
 - Stairway carpet cleaning
 - Remove the end table
 - Remove overgrown bushes
 - Repaint and seal kitchen cabinets
 - Add cabinet knobs
 - *M.Altona motioned to approve a budget of no more than \$500 to complete the building repairs requested above, A.Davis seconded; discussion was had, motion passed unanimously.*

- *Phil Cloward has a lead on picnic tables from Black Mtn. Ranch.*

- Youth Committee: Did not meet.
- Events Committee: Did not meet, R.Cayen made an executive decision on the date and time for the Halloween event, M.Altona will help plan.
- Safety Committee: Did not meet.
- Added: Bylaws Committee

Old Business:

- Dumping Discussion: Rubbish and vehicles have been dumped at the entrances of Peaceful Valley. Cameras are having a mixed amount of effectiveness, our maintenance person has been tasked with picking up the garbage as soon as it is dumped. The light will need to be fixed at the Division 1 entrance. Lighting on both sides will be considered, the opportunity council was suggested as well for assistance in paying for this.
- Camera Estimate: There was a safety issue in the office that led to the discussion of having a camera facing the front door in the office. K.Vogel pursued a quote for adding a camera facing the door as well as a panic button. The board discussed and decided to look into more cost-effective options.
- Water District: PVCC submitted a letter to the Water District to waive General Facilities Charge to simplify the process of moving from septic to sewage. Awaiting the Water Districts response.
- Resolution 2019-2: K.Vogel will draft a resolution to clarify to rule around what animals are allowed in Peaceful Valley.
- Newsletter Review: Newsletter was discussed, School being back in session, bylaws are online if needed and chipping event will be on the backside of the newsletter. K. Vogel will complete and mail out.
- Picnic Shelter: The report from the engineer is in, there are simple repairs to get the shelter up to code. R.Whitson will move forward with getting the cost of it estimated.

New Business:

- D&O Insurance: R.Whitson motioned to approve the renewal of the D&O Insurance plan, A.Davis seconded, motion passed unanimously.
- Refrigerator: Appliance Depot will come and pick it up, K.Vogel will schedule it.
- Northwest Professional Services: Postponed waiting for an estimate for discussion.
- Guestbook: Guestbook for using the facilities during office hours? K.Vogel will add this to the newsletter and the website.
- Chipping Event: NWCAA funded a chipping event in June. They approved additional funding for a fall event. This will be set up to schedule for limbs to be chipped *on their own property*. If momentum continues there will be a Spring event as well.

Homeowner's Forum:

- A concern regarding dangerous chunks of trees within the greenbelt. R.Whitson has been speaking with Zender Tree Removal. A group of residents are going to move forward with a transfer of liability letter regarding the removal of the trees.
 - R.Cayen took a class where a DNR representative can come out and assess the trees. The PVCC board is working on the issue of dangerous trees in the greenbelts.
 - R.Whitson will have a cost plan for removal of the specific chunk of trees brought forward by the September meeting.

- There was more concern voiced about the overgrowth of greenbelts.
 - Greenbelt committee? Greenbelt clean up event?
- A suggestion was made that a homeowner could offer to pay for the safe removal of healthy trees behind their own property, to prevent a tree from falling. The board will discuss this possibility.

Executive Session: Maintenance Review & Discussion, board reimbursement. Entered into executive session at 8:30PM. Returned to regular session at 8:58PM, no decisions were made.

- A.Davis moved to approve the reimbursement of \$58.83, check number 2057, to R.Whitson for an emergency purchase at WinCo, R.Cayen seconded; motion passed with three votes of approval and one abstention.

Meeting Closed at

Approved at the September 17th meeting.

Peaceful Valley Country Club Regular Meeting

September 17th, 2019 • 7:05PM

Roll Call: Rebecca Cayen, Richard Whitson, Mellonnie Altona, Amber Davis

Additions, Deletions & Changes: Snow Plow added new business

Minutes: *A.Davis motions to approve the minutes as written, R.Whitson seconds; motion to approve passed unanimously.*

Reports:

- Treasurer: Read. *R.Whitson moves to approach the August 2019 Check Voucher, M.Altona seconded; motion to approve passed unanimously.*
- Manager: Read.
- Committees:
 - Roads: Request for evaluation proposals went out and R.Whitson is in communication with a few of them.
 - Facilities/Clubhouse: Did a walk-through of the building to take stock of what needs to be done that has already been approved. Rented a carpet cleaner to clean the carpet on the stairs and the meeting room. New tables and new door to be purchased in October. K.Vogel will check the toys for scratching issues and purchase caps for the chairs.
 - Youth Committee: has not met.
 - Events Committee: R.Cayen has reached out to possible volunteer, M.Altona is also gathering volunteers to plan. When volunteers are gathered, a planning meeting will be scheduled. There is leftover food items; games, candy and add-on foods still need to be purchased. The budget was discussed. *M.Altona motions to approve a budget not to exceed \$500.00 for the PVCC Halloween Carnival, R.Whitson seconds; the motion passed unanimously.*
 - Safety Committee: has not met.
 - Bylaws Committee: has not met.

Old Business:

- Water District Update: The Water District put the decision PVCC's request to remove the General Facilities Charge for hooking up to sewer, on hold due to more urgent matters. R.Whitson will push for an answer at the September meeting.
- Outbuilding Update: R.Whitson put together a packet about the project and went to the county for permitting. They scheduled an appointment for October 1st from 2:15pm to 3:30pm, to complete the permitting process and pay any fees.
- Camera Update: K.Vogel gave a brief update, the issue has been tabled until the next meeting. R.Whitson and A.Davis will look in to camera alternatives for the office.

New Business:

- Annual Meeting: K.Vogel provided a copy of the first mailer, updated the board on building reservation for the meeting, parliamentary reservation and confirmed food order for the event. The board discussed raising the dues from \$200 back to \$275 annually to cover the road repairs and general operation costs for a more active community.
- Snow Plow: R.Cayen would like to keep the Snow Plow company that was used at the end of last years snow events. Everyone will pursue other bids and options for snow removal.

Homeowner's Forum:

- A homeowner suggested adding a dropbox to the Peaceful Valley office.

Executive Session: Entered in at 7:52. There was discussion on financial, legal and contract issues.

- Meeting resumed at 8:40PM
- *R. Whitson motions to accept the proposal for a payment plan following a payoff of original lein cost against lot number: 284-1 as written.* More discussion was had around the topic. *M. Altona motions to approve the proposal as written only after negotiation attempts are made for the full amount, R. Cayen seconds; the motion passed unanimously.*
- *R. Cayen motions to formally dismiss the Peaceful Valley maintenance person, M. Altona seconds the motion; three votes in favor, one against, motion passed by majority.*
- There was a brief discussion about the crosswalk added on Green Valley and the process for things like this. K. Vogel will respond to the owner's who installed it order the removal of it and detail the correct process to replace it.

Meeting Closed at 8:56PM

Approved as written here, at the October 15th Meeting

Peaceful Valley Country Club Regular Meeting

October 15th, 2019 • 7:00PM

Roll Call: Rebecca Cayen, Mellonnie Altona, Amber Davis, Richard Whitson

Additions, Deletions & Changes: Snow Plow, Spring Cleaning, Firewise

Minutes: Approved following addition of description to motion made after the executive session.

Reports:

- Treasurer: Read. *R. Whitson moves to approve the voucher for September 2019, R. Cayen seconds; motion passed unanimously.*
- Manager: Read.
- Committees:
 - Roads: We have received one response to the RFP requests sent out in September and expect one more.
 - Facilities/Clubhouse: Has not met.
 - Youth Committee: Has not met.
 - Events Committee: We have met multiple times and plans are moving along. It is October 31st, 4-7PM
 - Safety Committee: Has not met.
 - Bylaws Committee: Has not met.

Old Business:

- DNR Volunteers: Matt Provencher is coming out in December to meet with Peaceful Valley volunteers to plan out how to manage our forested land. 16th/17th or 18th, a more definitive announcement will be made at the Annual Meeting.
- Outbuilding Update: Permits have been acquired, now parts and someone to do
- Camera Update: Tabled for November's meeting.
- Mobile Banking: K. Vogel will research the pros and cons of mobile depositing, and prepare more information to go in for a vote at the Annual Meeting.
- Merchant Services Options: K. Vogel went over the processing fees from Square will prepare a table of fee structures.
- Red Mtn LLC Road Agreement Update: There is a notarized agreement that they will pay to utilize the roads, Peaceful Valley needs to do the work and come up for the number. Road Committee meets the second Monday at 5PM, next meeting on November 11th.
- Sewer/GFC Update: The water district board met and cannot gift the GFC, however, they will be considering other options for us at their next meeting ie. structuring the payment over a number of years.
- Snow Removal: We have someone on deck for emergency snow removal while we continue research into snow removal companies.

New Business:

- **Annual Meeting Document Review:**
 - 2018 Annual Meeting Minutes Draft: The board will review the minutes.
 - 2019-20 Budget Draft: R. Whitson reviewed the packet handed to the board members. R. Whitson prepared different income predictions for a dues increase to \$230, \$250 and \$275 K. Vogel will update the split codes in quickbooks for ease of tracking. R. Whitson asked the board to consider what their priorities to consider a raise in dues. Discussion was had around budget adjustments, changes were made and R. Whitson will have the final draft to the office by Sunday.
 - R. Cayen moves to approve the proposed budget totalling \$92,800.00 to go before the assembly at the Annual Meeting; M. Altona seconds, motion passed with a vote of 3 to 1.
- **Firewise:** R. Cayen has been working with Firewise on the chipping events and being prepared for wildfires in our area, she suggested having Jenny Coe from Firewise give a talk at the Annual Meeting about what can and can't be done to make your area fire safe.
- **Spring Cleaning:** Funding has been secured for another chipping event in the spring, somewhere around Earth Day in April. Planning for other items to be picked up

Homeowner's Forum:

- Concern was expressed about a neighbors dead limbs piled in their yard and trees in the greenbelt.

Executive Session: Entered into as of 8:48PM to discuss the open maintenance position.

- The board exited executive session at 9:15PM, no decisions were made.

Meeting Closed at 9:15PM

Approved as written here, at the November 18th meeting.

Peaceful Valley Country Club Special Meeting

November 8th, 2019 • 4PM

Roll Call: A.Davis, R.Whitson, M.Altona, R.Cayen

Additions, Deletions & Changes: none.

New Business:

- Discuss and Decide: Peaceful Valley Maintenance: The board received two applications. Discussion was had regarding the qualifications of both applicants.
 - The board reviewed and revised previously listed requirements of the position and discussed new additions to the contract, such as: weekly site inspections and a requirement that tasks are to be handled in a timely manner, per direction.
 - Compensation was discussed and decided on, mileage will be reimbursed at federal per diem rates.
 - M.Altona moved to hire, Collin Reynolds, a licensed and bonded independent contractor, for Peaceful Valley's maintenance needs; A.Davis seconded the motion. No further discussion was needed, motion passed with three votes in favor and one abstention.

Executive Session: N/A

Meeting Closed at 4:21PM

Approved at December 17th Regular Meeting.

Peaceful Valley Country Club Regular Meeting

11/19/19 • 7:01PM

Roll Call: R.Whitson, A.Davis, M.Altona and R.Cayen

Additions, Deletions & Changes: Maintenance Agreement (Old Business), Special meeting minutes tabled, under new business: New board member

Minutes: *R.Whitson moved to approve the minutes, A. Davis raised questions over discussion topics thought to be missing from the minutes, discussion was had, M.Altona seconded; motion passes with three in favor, one opposed.*

Reports:

- Treasurer: Read. R.Whitson motions to approve the October Check Register, M. Altona seconded; motion passed unanimously.
- Manager: Read.
- Committees:
 - Roads: Did not meet.
 - Facilities/Clubhouse: Did not meet.
 - Youth Committee: Did not meet.
 - Events Committee: Had a successful Halloween event of roughly 75 people. Event committee will now be led by volunteer Kelly Hart, and they are in the works for a Roaring 20's themed New Years Eve party. K.Hart will also operate the facebook page, there was discussion about whether or not to allow comments on the Facebook Group page.
 - Looking in to raffles, concessions and pre-sale tickets to raise funds.
 - R.Whitson motions for a budget not-to-exceed \$800 for the New Years Eve party, R.Cayen seconded; motion passed unanimously.
 - R.Whitson moves to approve the purchase of a popcorn machine to be used at multiple events, R.Cayen moves to expand the motion to include a water cooler and energy efficient curtains not to exceed \$400.00 total, M.Altona seconds; the motion passed unanimously.
 - R.Cayen presented the idea of joining Costco. R.Whitson moves to acquire an executive Costco membership for a one year trial basis, M.Altona seconds; motion passed unanimously.
 - Safety Committee: Did not meet. **Community volunteers are needed for this committee- if there are interested parties, they can email peacefulvalleycc@gmail.com to sign up.**
 - Bylaws Committee: Did not meet. **Community volunteers are needed for this committee- if there are interested parties, they can email peacefulvalleycc@gmail.com to sign up.**

Old Business:

- DNR volunteers: (to be moved under Safety Committee in the future) December 18th, walk throughs to make up a forest management plan. Discussion was had about what this walk-through will actually entail. **Volunteers to help are still needed.**
- Newsletter: DNR, winter preparedness, event update, facebook page, respectful of our contractors, sewing classes.
- Mobile Deposit review: K.Vogel gave an overview of concerns regarding mobile-depositing, expressing that she is happy to continue with bulk depositing but can move forward with mobile deposit at the will of the board. R.Cayen would like to research this more as well and is tabled until the December meeting.
- Merchant Services Options table review: K.Vogel prepared a table reviewing merchant services options, the board discussed them. R.Whitson and K.Vogel will pursue answers regarding contract lengths, penalties and fees before a Special Meeting scheduled for Sunday, November 24th at 10:30AM to make a decision with all the information.
- Sewer/GFC Discussion: The water district made an offer of a payment plan over 15 years at 1% interest, costing roughly \$13,500 total. An additional ~\$5,000 installation cost, and a \$50/month sewer bill. This topic can be revisited in the future but the board will need to move forward with work on the septic. A.Davis will revisit the estimates she collected to be sure they are still good for December's meeting.
- Maintenance Agreement: The board reviewed copies of the drafted contract, no issues were found. R.Cayen will be the main contact for the new maintenance person, sending on tasks CC'ing the office on it.
 - The new maintenance person is compiling a list of necessary items needed.
 - R.Whitson will follow up with previous maintenance regarding the light repair need at the DIV1 entrance and see about purchasing tools.

New Business:

- Kelly Hart has submitted a letter of interest to serve as an appointed board member. M.Altona motions to appoint Kelly Hart to the Peaceful Valley Board of Directors, R.Cayen seconded; motion passed with three in favor and one abstention.
- Community Outreach/Communication: Covered under other topics.
- Office Contract: Needs to be expanded to include expectations and responsibilities more clearly before the December meeting.
- Annual Meeting review: A.Davis expressed concerns regarding potentially misleading and/or incorrect statements made by the parliamentarian during the meeting, A.Davis will compile the statements in question for the rest of the board to discuss at the December's meeting.
 - Board Position Assignments: R.Cayen nominates R.Whitson to serve as Treasurer, M.Altona seconds; motion passed unanimously. R.Cayen nominates Amber Davis to serve as Vice President, R.Whitson seconds; motion passed unanimously. M.Altona nominates Rebecca Cayen to serve as the President,

A.Davis seconds; motion passed unanimously. R.Whitson nominates Mellonie Altona to serve as the Secretary, A.Davis seconds; motion passed unanimously.

Homeowner's Forum: N/A

Executive Session: N/A

Meeting Closed at 9PM

Approved at December 17th Regular Meeting.

Peaceful Valley Country Club Special Meeting

December 3rd, 2019 • 6:07PM

Roll Call: R.Whitson, A.Davis, M.Altona, K.Hart. R.Cayen present as of 6:19PM.

Old Business:

- Merchant Services: K.Vogel spoke with Matt Stone from Worldpay who responded to concerns regarding *R.Cayen motions to move forward with WorldPay and a \$2.00 convenience fee, M.Altona seconded; motion passed unanimously.*
- Maintenance and Building Improvement Purchases: R.Cayen reviewed the maintenance purchasing list. Following review, R.Cayen motioned to approve the purchasing of maintenance and office supplies not to exceed \$500, M.Altona seconded; motion passed unanimously.
 - There were concerns about purchasing both pavement and gravel, after discussion about heat-sealing and potholes on the dirt road it was determined that minimal asphalt will be purchased to test heat sealing. K.Vogel will ask Balfour Village about re-grading the lower parking lot and Clubhouse driveway.
 - K.Vogel presented salt-options from Hardware Sales. K.Vogel will price out costs of de-icer from other places.
 - R.Cayen suggested using metal-posts going forward for downed road signs.
 - There was discussion about reflectors for the entrances.
 - The idea of purchasing a large television for the Clubhouse to support events and meetings. *M.Altona motioned to purchase the largest smart television possible not to exceed \$500, R.Cayen seconded; discussion was had- K.Vogel will price out deals with consideration to warranties and what that covers, sending the options to the board; motion passed with three in favor, one against and one absent.*
- Septic Options: A.Davis received a bid for \$475 from Burk Septic to pump Peaceful Valley's septic tank (assuming it is 1000 gallon). The company that dug up and assessed the tank to begin with said it was easy to find, and left uncovered; however, it has not been located and may be beneath the downed wood pile from Balfour Village; it is being investigated and R.Cayen will reach out Balfour Village regarding location of the septic. Brooks Construction is compiling a bid for all work quoted by All Around Septic who quoted it for \$719.
- Furnace Options: The three bids received were reviewed. *R.Cayen motions to proceed with the quote from Barron Heating, M.Altona seconded; motion passed unanimously.*
- Tree Discussion: R.Whitson and Peaceful Valley's attorney will formulate a response to the letter the attorney received regarding a group of trees in Division 1.
 - K.Vogel will contact PSE and Asplundh regarding the big tree on the corner of Peaceful Valley Drive and Flair Valley Drive.
- Balfour Village emailed request: Discussion was had. R.Cayen will take photos of the section of Balfour Valley Drive. *R.Cayen motions to approve the request from Balfour Village, M.Altona seconded; motion passed unanimously.*

Meeting Closed at 7:25PM

Approved at December 17th Regular Meeting.

Peaceful Valley Country Club Regular Meeting

12/17/19 • 7PM

Roll Call: A.Davis, R.Whitson, M.Altona, K.Hart, R.Cayen

Additions, Deletions & Changes: *none*

Minutes: *R.Whitson moved to approve November 19th Regular meeting, M.Altona seconded; motion passed unanimously.*

R.Whitson moved to approve November 8th Special meeting minutes, M.Altona seconded; motion passed unanimously.

R.Whitson moved to approve December 3rd Special Meeting minutes, M.Altona seconded; motion passed with four in favor, and one abstention.

Reports:

- Treasurer: Read. *R.Whitson motions to approve the November Check Voucher, K.Hart seconded; discussion was had about the light at the entrance on Division 1 that we're still paying for; motion passed unanimously.*
- Manager's: Introduced new reporting sheet for tracking ease, M.Altona had a follow up question regarding a complaint she turned in.
- Committees:
 - Roads: Bids were received from Grey and Osbourne and Wilson Engineering. The committee reviewed them and have made/are making appointments to meet with the engineers to verify the scope of work before making a recommendation for the board to consider. These are estimates to provide an objective expert's opinion regarding the priority we need to repair Peaceful Valley roads as well as giving us an estimate of the annual cost of damage repair for road use agreements.
 - Facilities/Clubhouse: did not meet.
 - Youth: Met to decorate the clubhouse for Christmas.
 - Events:
 - Now lead by K.Hart, who will also be taking the lead with the facebook group.
 - New Years Eve party (**costumes encouraged!**) is coming up, food still needs to be purchased. There will be more events and fundraisers that benefit the community as well as fund the covering of the pool room floor, while the dues increase can be put toward other projects like road repairs.
 - Christmas Light Contest and sewing classes are also happening.
 - Fundraising through concessions, dip contests, raffles etc to cover improvements to clubhouse, as so far the vast majority of improvements have been donations.
 - As of right now PVCC events are open to Peaceful residents and their guests.

- Safety: *did not meet*. R.Cayen is walking the greenbelts with a DNR representative to make a plan for fire safety and open us up to potential funding. **Community volunteers are needed for this committee- if there are interested parties, they can email peacefulvalleycc@gmail.com to sign up.**
- Bylaws Committee: Did not meet. **Community volunteers are needed for this committee- if there are interested parties, they can email peacefulvalleycc@gmail.com to sign up.**
 - After some discussion, A.Davis agreed to head this committee for the time being, R.Whitson will join her as his time allows.

Old Business:

- Merchant Services Update: The contract was signed, and everything is on track for us to be able to accept credit/debit cards in-office, over the phone and on the website by the new year. Waiting for a call to schedule set up.
- Building Improvements: K.Vogel asked for clarification on some purchases *R.Cayen motioned to purchase a food warmer not to exceed \$50, K.Hart seconded, motion passed four in favor, one against*. M.Altona brought up needing new toilet paper holders and A.Davis also requested filters for the bathroom.
- Septic Update: No update. R.Cayen reached out to Blair Murray to see if he knew where it was located, he doesn't know, but will tell us if he locates it. A community member offered to help with a metal detector.
- Balfour Village proposal: When Peaceful Valley responded to *A.Davis motions to purchase 5 cubic yards of gravel to fill the potholes until Cowden re-grades and lays a new level of gravel*.
- Tree Update (legal and PSE): K.Vogel met with Danielle from Asplundh to look at the two trees within PSE purview. With the large tree on the corner of Flair and Peaceful Valley Drive, she stated the tree was in good health and that cutting the branches up to the top would create a wind sail issue; the small tree off of clear Valley Drive is not high priority, but they will cut it away from line it is on. Danielle will give K.Vogel the contact information for a close-line certified tree removal company, as well as provide a bid from Asplundh (not PSE). A.Davis will get a bid as well.

New Business:

- Frontier Issues: Phone line and internet have not been working for the last two days, K.Vogel is meeting with a worker from Frontier to assess the issue and make repairs on Wednesday, also pursuing quotes from Comcast as an alternative.
- Review Event Closing Procedure/Document: There was an event that left a mess and left the building prone. The board discussed the changes made to the document by R.Cayen to avoid the same issues. *A.Davis motioned to use the document with the*

changes discussed, K.Hart seconded; Motion passed with four in favor and one against.
This is a working document.

- Clarify Lien Process (Amount Deadlines): K.Vogel will put together a list of age receivables for the board to review to set the lien-appropriate debt level. K.Vogel will also draft a letter to all members owing, explaining that process and outlining the options available to help pay off their debt.
- Water Leak: There is currently a leak, Z & Z Contracting submitted a quote to dig up the pipes and make the repairs. *R.Cayen motioned to move forward with the bid from Z&Z Contracting, M.Altona seconded*; discussion was had about the cost and the vague language used to describe the quoted work, motion as worded was dropped.
 - *M.Altona motions for the facilities committee, spear headed by M.Altona, to have the water leak repaired as soon as possible, not to exceed \$1,500.00; R.Whitson seconded; motion passed unanimously.*

Homeowner's Forum:

- A homeowner has a contractor suggestion and will put him in contact with M.Altona as soon as possible.
- Homeowner expressed the urgency of getting the Division 1 entrance light fixed as soon as possible.

Executive Session: Executive Session ended at 10:28PM. Office Contract was discussed, no decisions were made.

- R.Whitson motioned to have a special meeting on december 27th at 5PM to review the newly revised office contract, R.Cayen seconded; motion passed unanimously.

Meeting Closed at 10:30PM

Approved unanimously as written, at the regular meeting on 1/21/2020.

Peaceful Valley Country Club Special Meeting

December 27th, 2019 • 5PM

Roll Call: Amber Davis, Mellonnie Altona, Rebecca Caysen, Richard Whitson

Additions, Deletions & Changes: N/A

Old Business:

- Discussion of Office Manager's Contract was had. Agreed upon changes were made.
 - R. Cayen moved to approve the contract written as discussed, A.Davis seconded; motion passed unanimously.

Meeting Ended at 5:40PM

Approved unanimously as written, at the regular meeting on 1/21/2020.