



Cole Point Association Board Meeting

January 18, 2026

Agenda & Minutes

Meeting called to order at 5:10 PM Via Zoom

Attendance:

Board members: Nancy Kvinge, Mike Carver, William Petschl, and Kekoa Anderson. Entire Board is in attendance.

Board Meeting Agenda and Minutes

Board Mtg Minutes

Mike made a Motion and Koa seconded the motion to accept the Board Mtg minutes from December 17th and January 5th as stated. Minutes were accepted and approved unanimously. Motion passed

Meeting summary

Quick recap

The board meeting focused on reviewing and discussing various financial and administrative matters, including water fees, equitable assessments, and documentation requirements for vendors and contractors. The group addressed infrastructure improvements, road maintenance fees, and water system upgrades, while also discussing strategies to improve community communication and transparency. The board agreed on several action items for the special member meeting presentation, policy reviews, and sharing financial statements quarterly.

Next steps

- [Kekoa: Update the edits the group discussed for the policies and letter drafts Nancy provided](#)
- [Kekoa: Send the updated drafts to Nancy](#)
- [Nancy: Send PowerPoint presentation to Kekoa for him to integrate his slides](#)
- [Mike: Review and potentially update accounting/QuickBooks section for PowerPoint](#)
- [Mike: Send email to SAP requesting W-9](#)
- [Nancy: Combine the water standard rules draft document with the letter to membership about fee increases.](#)
- [Mike: Obtain debit card for association account](#)

- [Mike: Pay Nancy for Secretary of State filing](#)
- [Nancy: Update road rules draft document to reflect \\$200 main road fee increase from \\$150.00 to \\$200.00 effective January 2027](#)
- [Mike: Prepare comments for financial statements presentation section](#)
- [Mike: Bring a few hard copies of financial statements for meeting](#)
- [Mike: Add computerized 1099/W-9 tracking process for future vendors](#)
- [Nancy: Schedule special meeting for new connection policies and equitable fees](#)
- [Mike: Set calendar reminder for monthly interest payments if loan not received](#)

Summary

Membership Meeting Slides

Nancy and Kekoa reviewed their Power Point slides for the membership meeting with the group. Mike will work on his presentation slides.

Water Fees and Assessment Discussion

The board discussed several key topics including water fees, equitable assessments, administrative matters, draft policies and new policies such as the possible availability for 13 new connections, connections to the new infrastructure, and new current owner connections. The group agreed on a tentative list of documents to attach to the special membership meeting on January 31st, while keeping more complex legal language policies for future review with another membership meeting.

Financial and Administrative Updates

Nancy reported that the NRWA loan status is still waiting for approval and is expected before the membership meeting on the 31st. The board discussed their current challenges, including insufficient funding. The group discussed outstanding payments and documentation needs for SAP. Mike reported that as of January 18th, the aging accounts exceeding 90 days is \$15,500 outstanding, including special levies. The team also reviewed upcoming financial presentations and agreed to distribute P&L statements and balance sheets ahead of the meeting, though they decided not to share detailed aging reports due to privacy concerns. Nancy led a discussion on Forms 1099 and W-9 informing the group that as of 2026 the IRS raised the reporting threshold from \$600 per year to \$2,000 per year for sole proprietors. Koa shared some of his W-9's with the group. The group also discussed the contract with the accounting firm doing the work to regain tax-exempt status.

Cole Point Road Fee Decision

The board discussed and agreed to maintain the current \$150 annual fee for Cole Point Heights Road, reversing a previous suggestion to reduce it to \$75. They agreed instead to raise the Cole Point main road to

\$200 effective January 2027, because the Cole Point main road account was low on funds and the higher funds in Cole Point Heights Road account was earmarked for necessary repairs.

Koa made a Motion and Mike seconded the motion to increase the Cole Point Main Road yearly fee to \$200.00 effective January 2027 Motion passed unanimously

Water Updates

Nancy asked if the water has ever been tested for PFAS, which the group agreed to add to the list of future items.

Nancy also shared a letter she received from Northwest Water Systems and the group decided to review the new consumer confidence report distribution process, which Northwest Water Systems says they will handle at \$3.50 per copy. The distribution process will be discussed sometime after the Special Membership Meeting.

Board Meeting Procedures

The Board agreed to begin sharing financial statements quarterly to provide better financial oversight, especially given the current infrastructure and assessment challenges.

The Board discussed creating a policy about holding quarterly open board meetings. The need to work out logistics is already on our future policy list. The group also discussed having another special meeting to address new connection policies and equitable fee guidance.

The next Board meeting will be on January 25th, which will be a PowerPoint run-through. Nancy expressed gratitude for the team's hard work and commitment to improving the organization.

Meeting adjourned at 9:06 PM