



## Cole Point Association Board Meeting

November 16th, 2025

Agenda & Minutes

Meeting Called to Order at 4:00 PM

### Attendance:

Board members: Nancy Kvinge, Mike Carver, Bill Petschl, and Kekoa Anderson

### Board Meeting Agenda and Minutes

1. **Motion** to approve the meeting minutes from November 9<sup>th</sup>, 2025 **Motion approved.**

### Summary:

After the board reviewed and approved the previous meeting minutes, Nancy shared information on multiple conversations she had with a new well-swaging contractor, the DOH, a professional engineer, and a local well contractor who was coming out on Monday to video the entire well #1 casing from top to bottom for evaluation and decision-making purposes. The entire board discussed the information at length, deciding on further investigation and pursuing estimates concerning this new method of casing repairs. The board also discussed financial and operational matters including a transition of the desktop version of QuickBooks to an Online version of QuickBooks essential plan. The board also discussed the need to review old policies and to write new policies necessary for upcoming infrastructure changes, water connections, communications, a comprehensive maintenance plan, review the by-laws, the need for more oversight and a more professional board. Nancy inquired about federal tax filings.

### Action Items:

- Nancy: Write a Well and Association history including fee history and circulate to board for review.
- Mike: Check with QuickBooks Coach about migrating to QuickBooks Online Essential plan, including costs and migration requirements.
- Mike: Research and report on nonprofit corporation status and any required tax filings
- Mike: Bring to next meeting details on how many months members have gone over water usage limits in last 3 years
- Nancy: Invite Chuck to next meeting to discuss current written policies.
- Nancy: Send environmental study to other board members and upload to Google Docs
- Nancy: Print, sign and return environmental study to the loan administrator.

- Nancy: Contact some Cole Point Heights members to coordinate with another member about plumber selection.
- Koa: Write up maintenance/operations plan draft for next meeting
- Kekoa: Share other HOA administrative templates from his other HOA members with Nancy to help update our administrative paperwork systems.
- Nancy: meet with Water Contractor at 8:50 am tomorrow regarding well evaluation Koa and Bill will attend as well.
- Mike: Order 6 medium and 2 heavy duty vault covers when we are ready to connect to wells.
- Bill: Look into pricing for well hookups.
- Nancy: will instruct web manager to update document names on website for clarity (water fees, conservation policy/fees, road fees) after we write a new road policy document for website too.
- Nancy: Send new future additional water connection memo to membership.
- Mike: Look into amounts and process for filing judgments (not liens) for delinquent accounts
- Cole: Move to next week's agenda to write, review, and update policies for road, water, delinquencies, and water connections and fees.

### **Well Repairs and Infrastructure Planning**

Nancy discussed a meeting with PNW, who will inspect the well tomorrow to determine the necessary repairs. The group considered the swaging process, which involves inserting a new stainless-steel casing inside the old one. Depending on the results of the video inspection the board will be able to determine whether swaging stainless steel is a better long-term solution than the resin lining for the continued health of the well. The DOH gave tentative approval of the of the swaging process but will review the swaging system before giving final approval.

### **Water System Pump Approval Update**

Nancy discussed updates on the water system. In her conversations with DOH and engineering they both verbally approved using a single high-efficiency pump for well #1 instead of two less efficient pumps which could be installed without needing construction documents.

### **QuickBooks Web Migration Discussion**

The group discussed transitioning to web-based QuickBooks Essentials, which would automate billing, handle payments, and provide cloud storage. They explored the possibility of working with a QuickBooks coach to facilitate migration. They also briefly touched on small claims court judgments and water usage policies.

### **Infrastructure Maintenance Plan Development**

The group discussed infrastructure maintenance costs and agreed to develop a detailed operation and maintenance plan, with Kekoa emphasizing the need for regular maintenance and a reserve fund for future repairs.

### **Policies**

The group discussed the need to review, possibly change, and/or write new policies and fee schedules such as the CPA Water Service Standard Rules doc to include the

\$35.00 amount for loan repayment if the loan is approved, and review late payment fees as well as a maintenance reserve fee and accounting fee. The board also discussed writing a CPA Road Service Standard rules document. These discussions needed further research and the board agreed to revisit these topics at the next meeting.

The Board scheduled their next meeting for December 7th at 5 PM.