



Cole Point Association Board Meeting

December 7, 2025

Agenda & Minutes

Meeting Called to Order at 5:05 PM

Attendance:

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

Board Meeting Agenda and Minutes

1. **Bill Made a Motion** and Koa seconded the motion to approve the meeting minutes from November 16th, 2025. **Motion approved unanimously.**

Overall Summary:

Nancy supplied multiple written draft documents for the board to review including equitable fees, history, road rules, and compliance documents. KeKoa added a map to the road rules document.

The board discussed financial matters including accounting transitions, loan status, and construction contract payments, with particular focus on resolving outstanding debts and certification requirements. They reviewed water fee structures and usage policies, including new rate adjustments and handling of specific member cases. The conversation ended with discussions about transitioning to QuickBooks Essential and obtaining necessary banking services to support the transition.

Summary Breakdown

Meeting Minutes Review and Updates

The meeting began with Nancy taking attendance and noting that Chuck was expected as a consultant but didn't make it. The group continued with a review of the November 16, 2025, meeting minutes. Bill made a motion to accept the minutes which was unanimously approved. Kekoa expressed a desire to transition to new templates in the future and Nancy stated we would change the templates at a future date.

Loan Status

Nancy then addressed the loan status, explaining we were waiting for a response from Gloria due to her company's recent leadership changes.

SAP Payment and Contract

The group also discussed SAP's request for payment, with Nancy noting SAP's dissatisfaction with the late payment and suggested charging us interest. Mike provided an update on the outstanding amount and the total owed to SAP along with a breakdown of funds in the bank earmarked for Cole Point Heights Road, CPA Main Road, and CPA water.

The meeting focused on reviewing a construction contract and discussing payment issues. They also addressed the need for an engineer's certification and pressure testing before making the final payment.

The group discussed paying SAP \$5,035 from the CPA water funds, while acknowledging a larger outstanding amount of approximately \$45,000 while waiting for loan approval. Kekoa suggests they request an official notice of completion and engineering certification before making further payments. The conversation ended with plans to draft a summary letter to the contractor outlining the requirements for completion and payment. Nancy will contact SAP to inform them of the \$5,035 payment and discuss interest charges.

They planned to forward the contractor's certification to Keenan at Gray and Osborne for verification, with Nancy promising to share all necessary documentation from SAP with Kekoa and Mike.

All-Association Meeting Planning Discussion

The board discussed plans for an upcoming all-association meeting on January 24th, which will focus on administrative oversights, well status, and residential hookups. The board agreed to hold a preparatory meeting on January 18th, with the goal of addressing community concerns and restoring trust through transparency. They also planned to clarify Chuck's involvement in a previous investigation regarding unmetered water usage at a member's property, with Nancy offering to contact Chuck for clarification. The group also discussed sending the history and equitable fees documents provided by Nancy before their upcoming meeting.

Water Fee Structure Discussion

The group discussed water fee changes, proposing a new base fee of \$30 per month plus a \$5 reserve fund fee, which would result in a total monthly charge of \$35 plus usage fees up from 26.75

In the event of a new loan, an additional loan payment of \$35 per month would also be billed. Mike noted that the engineers anticipate a 2% operating expense for the filtering system. Nancy added that the additional fees would help build a reserve fund for future maintenance needs, with the potential to accumulate up to \$35,000 over 10 years – enough to replace the pumps if necessary. The reserve fee would be accounted for separately from the base fee.

The board also agreed to update several water service documents, including changing the late payment fee to 1.5% monthly with a \$15 minimum penalty, and to address the road document fees again in a future meeting.

Water Conservation

The board decided to maintain the current water conservation program, despite the potential to have two wells, due to concerns about water quality and saltwater intrusion. The board also considered raising rates for heavy water users, with Mike suggesting increasing penalties for excessive water usage, though they did not make a final decision.

Water Usage Policy Updates

The board discussed two water usage cases: One with a temporary disability waiver with the board deciding to inform them that the circumstances granting a penalty waiver no longer exist so the temporary penalty fee waiver is revoked and they must pay the \$500 penalty fees going forward. The second to another member disputing their circumstances. The board decided to inform the member that CPA has agreed to apply their extra infrastructure fees to the overuse penalties to zero out their account, but future penalties still apply. CPA will also change the structure of their connection in the future, so they won't be paying the extra infrastructure fees.

QuickBooks Transition and Debit Card

Accounting Transition

The team discussed transitioning their accountings system. They also decided to continue working with Maria for the QuickBooks Essential transition, as she charges \$40 per hour and can access discounted pricing of around \$65-75 per month.

They noted that Maria, who previously helped with accounting, might not be available to continue to assist with the transition, which would likely require hiring a new accountant at a rate of \$125 per hour.

Mike reported using a free one month offer to upload the database from the old system to the new with Maria, but the system kept defaulting because they needed a debit or credit card to continue. The board agreed to pursue getting a debit card through their bank manager for QuickBooks payments, with Mike taking the lead on this task.

Bill Made a Motion and Koa seconded the motion to obtain a debit card and proceed with the QuickBooks transition **the motion was approved unanimously**

Action Items

- Nancy : Call SAP contractor to inform them board will send \$5,035 payment and accept their interest agreement for an 8% per annum on our delinquent balance. She will also request documentation of pressure testing for engineer and DOH review for certification.
- Nancy: Request SAP send pressure testing documentation and as-built drawings to share with Mike and Kekoa
- Mike: Forward pressure testing documentation to engineer (Keenan Farrar) for certification
- Mike: Combine meter readings for member 2 billing until new system is active.
- Mike: Obtain debit card for QuickBooks payment setup
- Mike: Continue QuickBooks transition with Maria
- Mike: Verify with Maria about QuickBooks discount pricing through her CPA account
- Nancy: Reserve Martha Smith room for January 24th member meeting
- Nancy: Send equitable water fees document after incorporating Kekoa's feedback
- Nancy: Send history documents to members before January 24th meeting
- Nancy: Schedule meeting for January 18th to prepare for member meeting
- Kekoa: Add map to road document when time allows
- Nancy: Write up changes to fees and circulate to board for approval
- Nancy: Update board on status of accountant for 990 filings
- Nancy: Prepare presentation for January 24th member meeting
- Nancy: Send comment form information to members for submitting questions for January 24th meeting
- Nancy: Write letter to a member informing them of the circumstances granting a penalty waver no longer exist so the temporary penalty fee waiver is revoked and they must pay \$500 fees going forward

- Nancy: Contact another member informing them CPA will apply their extra infrastructure fees to the overuse penalties to zero out their account, but future penalties still apply. CPA will also change the structure of their connection in the future, so they won't be paying the extra infrastructure fees.
- Nancy: Review overuse accounts to ensure proper billing going forward
- Nancy: Write up summary of meeting minutes and prepare agenda for next meeting
- Nancy: Review and approve Kekoa's edits on equitable fees document
- Nancy: Update water fee document to clearly state only **new** members who haven't paid into the infrastructure must pay a System facilities fee to connect vs. current members who have paid all of their assessments into the infrastructure.
- Nancy: Update fee structure to \$30 base infrastructure fee, \$5 reserve, and \$35 loan fee and write up proposed fee changes for board review
- Nancy: Update CPA Water Service Standard Rules Doc fee change page to clearly state late payment fee terms
- Nancy: Update water service standard rules document to clearly state late payment fee is monthly at 1.5% with \$15 minimum

Meeting Adjourned at 7:46