



## Cole Point Association Board Meeting

April 19, 2026  
Meeting Agenda & Minutes

Meeting Called to Order 7:05 PM

### Attendance:

Board members: Nancy Kvinge, William Petschl, Kekoa Anderson, and Betty Bennett.

- Approve meeting notes of 3/27/2026

Betty made a Motion and seconded the motion to approve the Board Mtg minutes from March 27th, 2026, as written. The minutes were accepted unanimously with Nancy, Bill, Koa, and Betty all voting to approve. Motion passed.

The following is a Zoom transcript of CPA Board meeting on April 19, 2026.

## Key Outcomes

The board addressed critical water system repairs, insurance requirements, and developed preliminary policies for 13 new water connections. Well 1 repair and water main flushing are scheduled with Northwest Water Systems, pending final dates. The association confirmed cyber insurance coverage since 2012 and established multi-factor authentication requirements. A framework was created defining site plan requirements for new connections based on Cole Point Heights HOA CCRs.

## Decisions Made

- **Site Plan Requirements:** Adopted Cole Point Heights CCRs as framework requiring detached single-family dwellings with minimum 1,000 square feet living space for water connections.
- **Connection Eligibility:** Members must have accounts receivable current within 60 days to qualify for new connections.
- **Filter Sales:** Declined to promote [REDACTED] services to avoid conflict of interest as well as not our role as a Board of Directors.
- **SAM.org Registration:** Deferred re-registration until non-profit status is reinstated, as it requires non-profit classification.
- **Tax Preparation:** Will hire Tay Wells/Upsal Dawson to file initial Department of Revenue ruling (\$250) and first excise tax returns (\$600), then use lower-cost bookkeeper for subsequent filings.

## Water System Updates

- **Well 1 Repair:** Swaging company completed manufacturing lining and should be scheduling the repair soon.
- **Water Main:** Flush scheduled.
- **Interconnect Planning:** Meeting scheduled with Russ Porter on Wednesday to design interconnect plan and obtain contractor referrals.
- **Meter Boxes:** Need to purchase 6 medium-duty and 2 heavy-duty meter boxes from H.D. Fowler using \$1,600 credit to store and residential plumber install during meter swap and line connections.
- **System Status:** Undeclared water use (leaks) increased from 20% (2022) to 84% (2026), indicating widespread pipe joint failures across aging system.

## Insurance & Cybersecurity

- **Cyber Insurance:** Association has maintained cyber insurance since 2012 (previously undisclosed); policy costs ~\$675 annually and covers email hijacking, ransomware, and data breaches.
- **Multi-Factor Authentication:** Insurance company now requires MFA for all personnel with sensitive data access, including board members and contractors with access to sensitive information.
- **Liability Coverage:** Renewed at same price as previous policy; generator value verification pending for coverage update

## ● Tax & Financial Compliance

- **Non-Profit Status:** Still awaiting IRS reinstatement decision; estimated 10% chance of denial.
- **Department of Revenue:** Even if reinstated, association could owe \$11,000 in back taxes for last 4 years; seeking DOR ruling to separate water and road fees to stay under \$24,000 threshold.
- **Sales Tax:** Northwest Water Systems does not charge sales tax for testing, they pay the sales tax to the lab.

## New Connection Policy Framework

- **Capacity:** 13 connections available after successful Well 1 repair and 12 months negative coliform testing; additional 17 connections possible after filtration system installation.
- **Requirements Established:**
  - Approved site development plan showing residential structure need for water 3132
  - Minimum 1,000 square feet living space (per Coal Point Heights CCRs) 5
  - No basements, tents, garages, or outbuildings as primary residences 5
  - Accounts receivable current within 60 days 6
  - Applies to developed and undeveloped properties equally 7
- **Process Development:** Board will survey community interest, gather feedback at May 2nd membership meeting, and develop allocation process (potentially lottery-based) over next 18 months.

## Membership Status

- **Declination Letters:** Sent certified letters to 5 property owners declining membership/water service; 3 of 5 signed for receipt.
- **Retail Service Area:** Confirmed 28 current connections; 30 total properties (13+17) eligible for future connections within RSA 3738

## Membership Meeting

Review and discuss Nancy's Power Point slides. Betty recommended adding a slide to clarify future connections.

## Pending Confirmation

- **Well 1 Installation Date:** Awaiting final schedule from Pacific Northwest Wells
- **Interconnect Contractors:** Awaiting referrals from SAP and Northwest Water Systems.
- **IRS Reinstatement:** Decision pending; determines tax liability and future exemption eligibility.
- **DOR Ruling:** Tay Wells will file ruling request to separate water/road fees for tax threshold purposes (post-tax season).
- **CIP Payments:** Several Capital Improvement Plan payments delayed due to mail forwarding issues from old address; expect completion by midweek.

## Action Items

- **Bill:** to Order 6 medium-duty and 2 heavy-duty meter boxes from H.D. Fowler; update financial slide numbers when final CIP payments received.
- **Nancy:** Call NW Water service for interconnect referrals; bind insurance policy; send community email about heavy equipment safety during well work; create screenshot of CCRs for membership presentation.
- **Bill:** Add Betty and Koa as QuickBooks Online users.
- **Nancy:** Update Google Drive access for Betty (switch to Gmail) and add Koa once Gmail account created.
- **Koa:** Create Gmail account for secure board communications and Google Drive access.
- **Koa:** Prepare interconnect slides for next board meeting based on Wednesday Russ Porter meeting.
- **All Board Members:** Set up multi-factor authentication on accounts with sensitive data access

## Next Meeting

- **Date:** Next Sunday, April 27, 2026, at 7:00 PM (one week before membership meeting).
- **Agenda:** Review Koa's interconnect presentation slides following Wednesday engineer meeting.
  
- **Membership Meeting:** May 2nd 2026 at 10:00 AM; board members requested to arrive by 9:00 AM for setup.
  
- **Meeting adjourned at 9:15 PM**