

The mission of the Edelweiss Maintenance Commission is to maintain a peaceful, welcoming and safe community environment for all EMC property owners and guests.

Edelweiss Board Meeting Minutes

Feb 17th, 2026

7:03 pm to 8:00 pm

Board Members Present

Larry Hall, President	Ed Melvin, Member
Craig Bartholomew, Vice President	Ian Dickson, Member
Rhonda Tingley, Treasurer	Kathy Kirner, Member
Tom Kelley, Secretary	Alison Naney, Member
Steve Oien, Member	

Staff Members Present

Pitkin Thomas	Jordan Houze
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- I. Meeting call to order 7:03pm**
- II. Determination of Quorum**
- III. Approval of Agenda**
- IV. Approval of Board meeting minutes – Steve moves, Craig seconds Approved**
- V. EMC Membership Forum –**
 - **Introduction of Jordan, new maintenance manager**
- VI. For Presentation of Reports – (For a detailed summary, please see attached meeting summary)**
 - *Manager's Reports – Pitkin Thomas*
 - *No comments or questions*
 - *Treasurer's Report – Rhonda Tingley*
 - *Rhonda discussed transferring operations funds to capital funds as previously voted.*
 - *Rhonda updated split incomes into appropriate reserve accounts*
 - *Standing Committee Reports*
 - *Architectural Committee Report*
 - *Worked on ACC fee calculator*
 - *Worked on committee process improvements and an operations checklist*
 - *Request for committee report to include construction updates*
 - *Questions about site inspection from ACC*
 - *Finance Committee Report- Steve Oien*
 - *No meeting or report since last board meeting*

- *Firewise Committee Report – Sharon Cupp*
 - *Sharon provided updates on upcoming cleanup efforts, especially as related to Pine Beetles.*
 - *OK Conservation District may have money for grants for chipping and dumpsters. It's less money, but we weren't expecting anything.*
 - *There are questions about insurance being dropped. Can Firewise help in these efforts? Sharon has some resources. VIP insurance in Winthrop has been very helpful. Currently in WA state, being a Firewise community doesn't impact insurance. There are lobby efforts in place. Also, direct questions to the website.*
 - *Suggestions to add locations of hydrants to map*
- *Trails Team - Doug Swoish*
 - *Draft of Trail Team Charter developed.*
 - *First team meeting, discussed repairs, maintenance, and opportunities. Discussed interacting with Pete Speer RE trout in streams. Discussion of potential impacts to trail system.*
- *Water Committee – Larry Hall*
 - *No meeting since last board meeting.*
 - *Larry did contact an engineering firm who previously had audited what work needs doing on the system. They provided a list of needs, and he is socializing with Craig Hook and Jordan. Getting a quote to update the study and plan. This will be a planning year, and will be implemented next year.*
- *Roads Committee*
 - *Discussion on whether to plow or not plow FS 100. Survey has been developed, and there is a discussion as to when to send the survey.*
 - *Danny Karell provided commentary on the survey design*
 - *FS 100 should be an ongoing topic of conversation.*
 - *Questions about plowing Crabapple*
- *Ad Hoc – Fawn Creek Fish Team*
 - *Discussions about culverts and dams in support of the fish bearing creek. Pete is working on a proposal and project plan with Cascade Fisheries.*
 - ***Motion to work with Cascade Fisheries to develop a funding proposal and project plan. Larry moves, Craig seconds. Approved.***
- *Ad Hoc – Evacuation Committee*
 - *No report. Submitted a grant proposal for exit signage.*
- *Ad Hoc – Pool Committee*
 - *No report*

VII. Unfinished Business

- Josh Anderson. Proposed lot line adjustment. Josh will be covering all fees. Motion to approved proposed property line adjustment. **Larry moves, Rhonda seconds. Approved.**
- New WCIOA rules discussion. Discussion on costs to comply. Committees are advisory, and bring action to the board. Other than ACC, which acts on behalf on the board. ACC is compliant with new rules.

VIII. New Business

- Alison brought up the topic of Allen on FS 100, and his interaction Kevin's wife. This needs to be a continued topic of conversation. Request Roads Committee discuss FS 100 further.

IX. Final discussions

- None

X. Next meeting. No discussion of dates.

Meeting Adjourned 8:23 PM

Attachment:

Quick recap

The Edelweiss Board of Directors held their regular monthly meeting to review committee reports and discuss various community matters. Key topics included Jordan's update on road maintenance, Rhonda's treasurer's report regarding capital reserves and special assessments, and Sharon's Firewise committee report highlighting plans for spring tree chipping due to storm damage. The board approved a motion to engage Cascade Fisheries for a funding proposal regarding Fawn Creek improvements, and discussed a property line adjustment request from Josh Anderson that was approved. The meeting also covered updates from the Architectural Committee, Finance Committee, and Trails Team, with particular attention given to Forest Service Road 100 maintenance concerns and new state regulations for HOAs.

Summary

Committee Updates and New Manager

The meeting began with introductions, including a welcome to Jordan as the new operations manager. The group approved the previous meeting's minutes and discussed the treasurer's report, where Rhonda explained ongoing work to separate capital reserves and water funds. The architectural committee report, presented by Allison, highlighted updates to their approval process and a new 3% annual increase for inflation, with Pitkin noting they typically handle around two new homes and a few garages or sheds annually. The conversation ended with Sharon mentioning upcoming Firewise meetings, and Steve noting upcoming Finance Committee meetings scheduled for March 12th and April 13th.

Spring Cleanup and Funding Updates

The Firewise committee is preparing for a major spring cleanup to address storm damage, particularly focusing on removing fallen pine trees to prevent beetle infestations. They received news from the Okanagan Conservation District about potential funding for chipping operations, though it will be about a third of last year's amount. The committee is also working on revising their website to better organize information, and discussed insurance challenges faced by community members, with Sharon noting that while Washington state doesn't recognize their Firewise USA certification for insurance purposes, they are helping residents find alternative coverage through local providers like VIP in Winthrop.

Firewise and Trails Progress Update

The Firewise team discussed the challenge of managing pine trees and debris on private properties, considering options like hiring contractors or coordinating volunteers, though they acknowledged they cannot enter private land without permission. They plan to include information about pine bark beetle awareness in the upcoming newsletter and encourage residents to prepare their properties for chipping in spring by creating larger piles. The trails team, led by Douglas, reported progress on their draft charter and identified four key areas: repairs (focusing on eroded stairs and trail markers), maintenance (focusing on two meadows and Lot 74), opportunities (identified through plat reviews), and potential impacts from Fawn Creek trout findings, which could affect trail culverts and require further assessment with the Department of Fish and Wildlife.

Water System Planning and Updates

The meeting covered updates on several committees and projects. Douglas explained the connection between trails and reservoirs, clarifying that the intent is to keep the board informed about potential trail impacts. Larry reported on the Water Committee's work with Erlandson Engineering to analyze the current state and future needs of the water system, including prioritized capital improvement projects. The committee is planning for this year to develop a plan for implementing water system improvements next year. Ed highlighted the board's responsibility to ensure adequate water supply for development build-out. Steve inquired about Erlandson's assessment of the water system's fragility and costs for replacing

unaddressed water lines. Larry mentioned that Erlandson would provide cost estimates for recommended projects. The Roads Committee discussed the plowing of Fore Source Road 100, with a survey being developed to gather more information for future decision-making.

Road Survey Timing Decision

The board discussed a survey about road maintenance, with Ed Melvin and Larry agreeing that releasing it this season would be irrelevant due to current weather conditions and an existing three-year contract with Cascade Concrete. Daniel presented the survey's three dimensions - a simple count of opinions, intensity of feeling, and reasons for opinions - and offered to update it based on board feedback. Ed suggested adding a question about recreational use of the roads, while Larry proposed sending the survey back to the Roads Committee for further development as part of a broader data collection effort for next season's decision-making.

Road Maintenance and Contract Discussion

The board discussed concerns about road maintenance and plowing contracts, particularly regarding Fawn Creek Road. Pitkin clarified that while they have a right-of-way with the Forest Service, they are not obligated to maintain the road, and the current discussion was initiated by a contractor seeking to provide more efficient service during heavy snow. The board agreed that their primary responsibility is to the community, and while they should be neighborly, they have the authority to set contract terms. Alison raised questions about the survey's effectiveness and purpose, suggesting it might be more about informing the new contractor than making major changes to operations.

Road Plowing and Creek Restoration

The board discussed road plowing efficiency, with Larry noting they lack data to make an informed decision but are open to leaving things as-is. They agreed to return the issue to the Roads Committee to develop a plan including a survey, with Alison requesting a vote on the plan before board approval. Michael raised concerns about crabapple road plowing during heavy snow, and was directed to contact Jordan about addressing the issue. The board also reviewed an update from Pete Speer's ad hoc committee regarding Fawn Creek, which is recognized as a fish-bearing waterway, with the committee working on removing culverts and a dam with help from Cascade Fisheries.

Board Approves Property and Funding Plans

The board approved a motion to engage Cascade Fisheries for developing a funding proposal and project plan, with the understanding that any commitments would require board approval. Ed Melvin mentioned that the evacuation committee submitted a grant to DNR for emergency exit signage. The board approved Josh Anderson's proposal for a lot line adjustment, which involves moving a 40-foot swath of Edelweiss land to create a contiguous piece of property. Larry raised concerns about complying with new HOA rules, noting that the new law is three times larger than the previous one and could require significant legal fees for interpretation and revision.

Committee Compliance and Road Maintenance

The board discussed compliance with new committee requirements, determining that only committees authorized to act for the board need to follow the 14-day notice and meeting documentation rules. They agreed to continue publishing committee meeting notifications to increase community engagement, with Alison noting this could help recruit new volunteers. The group also addressed concerns about Forest Service Road 100, with Craig and Pitkin explaining that erosion issues were likely due to water runoff rather than car traffic, and Larry suggested the roads committee should investigate contractual requirements with the Forest Service regarding road maintenance.

Next steps

- Rhonda: Complete the transfer of funds between capital reserve and water accounts this week as identified during reconciliation.
- Rhonda: Manually calculate and allocate special assessment income into correct accounts this week.
- Larry: Follow up with Craig Cook (and copy Jordan) regarding the status and completion of water system capital improvement projects, and obtain an estimate from Erlandson Engineering for updating the water system study and prioritized project list.
- Roads Committee: Review and revise the Forest Service Road 100 survey as needed, including consideration of additional data points (e.g., usage by residents), and develop a plan for data gathering and decision-making regarding road plowing/maintenance; report back to the board with a recommendation.
- Michael: Contact Jordan regarding snowplow operations and guidance for snow piling near building site on Crabapple.
- Ad Hoc Fawn Creek Committee (Pete Speer et al.): Work with Cascade Fisheries to develop a funding proposal and project plan for culvert and dam modifications; report back to the board before any commitments or allocations of funds.
- EVAC Committee: Await outcome of DNR grant for exit signage and proceed with implementation if funded.
- Roads Committee: Investigate and propose a plan regarding maintenance and usage issues of Forest Service Road 100, including consultation with the Forest Service about contractual requirements and options for road maintenance.
- Water Committee: Add fire hydrants and high-output valves to the water system map for emergency reference.
- Alison/Architectural Committee: Include in future reports the number of new home, addition, and renovation projects processed for tracking construction activity.
- Firewise Committee: Revamp/revise the Firewise website to better organize information and improve usability for property owners and realtors.
- Pitkin: Continue sending out committee meeting notifications to the board and community as requested by committees, to support compliance and engagement.
- Architectural Committee: Update the ACC manual and process to ensure compliance with new 15-day response requirement if maintaining current decision-making structure.
- Larry/Roads Committee: Coordinate with Forest Service to better understand contractual requirements and maintenance options for Forest Service Road 100.