

Board of Directors Meeting  
February 20, 1:30 pm  
17 Meadow Lark Green

- ❖ Call Meeting to Order: The meeting was called to order at 1:36 pm. The following members were in attendance: Dave Rossi, Deb Drayton, Courtney Kenady and Michael Mosher via phone. Jennifer McAtamney was also in attendance. Courtney had to leave at 3:15 pm.
- ❖ Approval of BOD Minutes for December meeting & Retreat
  - M/S/P: Dave/Courtney – 4-0
- ❖ Conversation with snow removal people:
  - We thanked Jason Chermosky from coming and have a better understanding of what it takes to clear the neighborhood each year.
  - Mark Swanson was unable to attend and will not be bidding on the contract for the neighborhood again next year. He will complete this contract for this year.
- ❖ Finance
  - Approve bills and sign checks: Approved.
  - Review & approve finance budget to actual:
    - M/S/P: Deb/Courtney – 4-0
- ❖ HOA Hot Issues:
  - Faulkner Permit with the forest service how to proceed.
    - We will share info with the neighborhood as it becomes available. The HOA board can take a stance with any public comment etc... Tabled until we hear more.
    - Poop Loop - any updates on possible plans
      - We are going to take out the receptacles and only provide the bags supported and filled by volunteers. Jen will ask Brian Hume to take those down.
    - Bus stop: updates on the bus stop. From Mosh: There is not any room at the top of the neighborhood. They are looking at bringing the bus into the neighborhood using Bridge and Logan. If the board is supportive of exploring this we can start doing outreach to the affected neighbors. The board is supportive of reaching out to the neighborhood.
    - Nick Truitt - DRC Issue with the window that was installed. Nick has been notified that his window has to be treated to be made opaque. The DRC continues to work with him on this issue. We will update you if we need additional action by the board.
    - Rodeo Dr Improvements: Courtney presented the 4 concepts with initial draft budgets that they will be presenting to the neighborhood.
- ❖ Enforcement Issues:
  - Delinquent Dues: Collection priorities, amnesty program and additional thoughts on this.
    - Deb & Jen proposed creating an amnesty program. This will allow board to waive late fees and interest if dues are paid up or there is a signed payment plan by June 1. Following that time late fees and interest will be enforced following our payment terms. Deb also proposed that Jennifer attend a webinar detailing best practices for HOA Collections.
    - Motion to approve the proposed program and Jennifer attending the class
      - M/S/P: Courtney/Deb – 4-0
  - Payment agreement for Kirkhoff
    - The board agreed to the terms provided. Bill will be the first recipient of the payment plan after review by board and WBHT.
- ❖ Budget Decisions:

- 2013 Budget for adoption
  - The draft budget was presented based on last year's level of services This budget provides only minimal contribution to reserves. This is a concern for the board. They requested that Jennifer present a new budget eliminating 10K from landscaping, as well as budget dollars allocated to storage and events. They directed the events dollars to be put back into landscaping and moving the \$10K from Landscaping and 9 month of storage costs into landscaping. When completed Jennifer will post on Google Groups for the Board's final adoption.
- ❖ Policy Decisions:
  - Plan for creating new enforcement procedures
    - Mosh & Jennifer will work on this using the rules and decs as a foundation. We will present to the board, have legal review and finally present at Oct meeting for Adoption in March of 2014.
  - Final Board Comments: none
- ❖ Meeting Adjournment:.3:46 Pm
  - M/S/P: Dave/Deb – 3-0

**December 6<sup>th</sup> 2012**  
**Board of Directors Meeting Minutes**

- ❖ *Call Meeting to Order: The meeting was called to order at: 1:38 pm. The following members were in attendance: Deb Drayton, Courtney Kenady, Michael Mosher, Dave Rossi. David O'Neil was unable to attend. Welcome to the board Dave! Our next meeting is scheduled for the 6<sup>th</sup> of February.*
- ❖ *Approval of BOD Minutes for 10/3/2012*
  - *M/S/P: Courtney/Deb – 4-0*
- ❖ *Finance*
  - *Approve bills and sign checks: Approved.*
  - *Review finance budget to actual:*
    - *M/S/P: approved*
- ❖ *HOA Hot Issues:*
  - *Board of Directors Retreat Discussion*
    - *With Dave joining the board would you like to hold another brainstorming session meeting that is in place or in addition to our current schedule? We are going to schedule a special meeting for January 9<sup>th</sup>, 2012 1:30 pm.*
  - *Faulkner Permit with the forest service how to proceed.*
    - *We will share info with the neighborhood as it becomes available. The HOA board can take a stance with any public comment etc... Still waiting on action here. Tabled until we hear more.*
  - *Neighborhood Communication – can we do it better and more? This will come along with these efforts. We want to continue to work getting people to facebook. Thoughts on this??? Can we add Jennifer's contact info to the facebook page so people can contact her directly for action oriented items. This year we used the following methods to reach out: email, facebook, surveys etc. Also let's keep thinking about this some more. Any thoughts on this after our recent meeting? Not at this time.*
  - *Neighborhood election: thoughts or feedback on this? 25% of the neighborhood voted. We do not understand why we saw such a low turn out. Many things could be factors, apathy, happy homeowners, timing, mid year election. Stick with this for now. We could try and do more email blasts. We also*

*observed that most 23% of the votes were cast within one week. The next election can be shorter in duration.*

❖ *Enforcement Issues: Any issues pending out there? None at this time.*

❖ *Budget Decisions:*

➤ *Bus stop: This note contains all the board conversations on the bus stop over time. We met with Public Works and they are putting together specifications for the bus stop. This seems to be a subdivision responsibility not the HOA but we can help to facilitate it. – Mosh will have an update on this. David met with Brian Lorch regarding the use of open space. After this meeting the area will need to be redesigned on HOA property that is not being platted. As a result of the amount of work that needs to be done it is unlikely that it will happen this year (2011). Courtney will follow up with David and James P to continue this work. Any updates on the land use issues. We will continue this until we have some resolution – The bus is on the town's master plan. It needs to be included in the neighborhood. This has been moved up the chain and now David & Jeff Huntley (County attorney) and the BOCC are discussing the possible use of open space for the bus stop. Depending on the result of that discussion we will resolve where the bus stop will be able to be located. Meeting is scheduled on Friday 6/8/2012 to discuss this. Any updates on this topic? Summer of 2012 - The BOCC wanted David to clean up the ponds as a public benefit for providing the bus stop. Following that meeting David and Courtney are now looking at a possible location on forest service land! In late summer Courtney met with Scott Reid and they discussed the forest service idea and the possibility of a land exchange idea. Courtney approached the forest service and they replied that they are not interested in any land exchange so this is a dead end. Beginning in the fall there are also conversations with Town Council and the County Commissioners to see if there are other options. Courtney and Mosh and going to continue to work on facilitating this.*

➤ *2013 Budget Suggestions – I am working with Leslie Fischer who volunteered to help to take a first look at budget. Are there changes you would like to see?*

- *Consider weed mitigation, legal fees for updating rules, policies, etc.*
- *Poop dispensers – how to pay for.?*
- *Someday the HOA will need to take on the Winter Solstice Party*
- *We will continue the beautification day. Do we need to up the budget? Let's look at using Mark's dump truck..*
- *We are not looking putting aside minimal amount of reserves again this year. Based on this realistically we need to look at an increase of dues in 2014.*
- *Deb suggested that we give people a menu of options for looking at this. We will be introducing this during our March meeting to begin the dialogue and look at options.*

❖ *Policy Decisions:*

➤ *Plan for creating new enforcement procedures, update rules, records policies and more...*

*Jennifer would also like to look closely at our enforcement procedures and make sure they are clear and address the different situations we are encountering and for those that can be left to interpretation we create standards with examples and photos to clear up any questions. She would also like to add a section of the Homeowner manual to elaborate on this. – We will want to discuss a plan to do this at our December meeting.*

*Mosh will look at google groups during this time too.*

*Final Board Comments: We are going to try and establish some better ways of getting communications out and make sure that all people have weighed in if there is an issue that the board must deal with.*

❖ *Meeting Adjournment: 3:42 pm.*

➤ *Mosh/Courtney – 4-0*

Board of Directors Retreat

Meeting Minutes

January 16, 2013

- *Google groups - quick tutorial and discussion of why we are using it.*
  - *We want all of our board communications to be consolidated in one area so we are in compliance with all state laws.*
  - *After a great group effort everyone is logged on and it seems to be working. We know we will have some growing pains as we implement this but look forward to having discussions consolidated in one place.*
- *Meeting minutes format – after an extensive discussion we decided to move to a more formal format for minutes with actions taken, votes recorded and if needed a summary agreed on summary of the topic discussed.*
- *Reflection on what we do well and what we can improve - goal setting regarding opportunities for improvement*
  - *What do we do well...*
    - *Design Review committee and process*
    - *HOA Manual*
    - *Managing and reporting on the finances and contracts.*
    - *We do parties well.*
    - *Our email communication!*
  - *What we can improve on*
    - *New homeowners who are resale's... how can we get them into the fold.*
      - *We can add section to the Google group to post new neighbors information there and then board members can bring them a one page welcome to help them find everything. Jennifer will put together a list of things that should be included in this and send it out for everyone.*
    - *We can do parties better...the neighborhood beautification was a success for the it's inaugural year but we hope for broader participation.*
    - *Improving the guest parking situation – let's keep thinking on this one. There are no easy answers.*
    - *Generate more enthusiasm for our neighborhood meetings and gatherings.*
    - *Pretty email news letter*
      - *Monthly newsletters – Dave will create template*
      - *Urgent Communications*
    - *External maintenance.*
      - *We believe this is a challenge and something we can do better. Our rules and standards are not as tight as we would like. This should all be tightened up during our review of the rules. One thing we want to implement this spring is to use the DRC process to make sure that they are current in their dues, have no violations or other maintenance issues. Approved projects should be reviewed and any other maintenance items would be required to be addressed at the same time for final DRC approval of the project. The board should have a joint meeting with the DRC too discuss this and other items regarding their role. As part of our Maintenance Review let's schedule a walk through in early spring so*

*we will be able to let them know what issues are and be able to invite them to the beautification day so they can take care of it with materials provided by the HOA. We will also schedule a second walk through in early fall to check on work completed and any follow up needed.*

- *Budget/Finance - come up with a plan to approach 2013 - 2014 budget process*
  - *Start a finance committee to review and look at 2014 budgets. This committee would be able to then work together on a plan and present the choices etc at the October meeting to gain feedback. The board would then finalize the budget for the traditional March adoption.*
  - *Have this committee look at a service levels, bids, etc to help*
  - *Look at an annual cost of living monthly dues increase to be incorporated into the future structure.*
- *Rodeo beautification*
  - *This project was suggested at the fall meeting. Multiple quotes were given, and there was also scope creep on the project. Even the bare minimum quote was in the \$9000 range. This project represents 20% of our annual maintenance budget. This was too expensive especially for an area that was un-irrigated and potentially being ripped up for the future use of that property. We will need to revisit, this as we know more about what is happening on this property. The board would like David to meet his commitment regarding holding a focus group on the future of this piece of land.*
- *Rules, policy, etc*
  - *We need another committee to work on this revamp. Again we can kick this off at our March meeting. Look for neighbors who are interested in participating and then get the work done and then give it to legal to be finalized.*
- *Poop dilemma –*
  - *One suggestion was to take the waste buckets away and just provide bags and see how that goes. If that does not work we can revisit. We could also move to only one receptacle container next to the public road to get it picked up on the Town's open space circuit. This trail connection is a huge portal to Town and County public open space. Dave is going to write up a description on the issues and Mosh will present it to open space and trails. If that does not produce an effective solution we will move to the suggestion above.*
- *Egan - Basketball hoop issue.*
  - *The hoop was in the snow stack easement for snow and it was damaged while it was placed there. There were two contractors in the alley with plows. One is AllPhase and one is from Majestic. Neither contractor has taken responsibility for damaging the hoop. The consensus was that the board should not pay for the damaged hoop.*
- *Delinquent Dues – Deb will address Bill's situation and then we need to address our delinquent dues policies.*