

**THE MILL RIVER PROPERTY OWNER'S ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**February 28, 2018, Wednesday, 4:00pm**

**LOCATION: Association Services, Inc.**

**3<sup>rd</sup> Floor Conference Room – 1110 Park Place, Coeur d'Alene, ID**

**MEETING MINUTES**

**Attendees:**

**Board of Directors:**

Dave Barclift - President  
Michael Quinn – Vice President  
George Silva – Secretary  
Jim Helgeson – Treasurer (conference call)  
Jeremy Voeller – Sergeant at Arms

**Association Services, Inc.**

Laura W. White – ASI

**Edgewater Neighborhood Board:**

Jim Stafford

**River Life Neighborhood Board:**

Ron Haxton

**Summer Walk Neighborhood Board:**

Terry Grutta  
Skip Lincoln

**Call Meeting to Order:**

The Vice President, Michael Quinn called the meeting to order at 4:04 p.m. and a quorum was established. President, Dave Barclift arrived at 4:10pm

**Review/Approve Board Meeting Minutes:**

Terry Grutta made a motion to approve the 10/18/17, Meeting Minutes and 11/1/17 Special Meeting Minutes as presented. George Silva seconded the motion. Motion passed by all.

**Financial Reports:**

Laura White (ASI) presented the December end of year 2017 Financials. The balance in the Operating Account is \$49,857.20 and the balance in the Reserve Fund account is \$73,106.03 with a total Operating and Reserve amount of \$122,963.23. The total expense paid out of the operating account in December 2017 is \$7,379.35. The Board approved via email to move \$13,000.00 from the Operating Account into the Reserve Account on 12/31/17.

The current year to date financials for January, 2018, were also presented. The balance in the Operating Account is \$83,197.93 and the balance in the Reserve Fund account is \$88,338.27 with a total Operating and Reserve amount of \$177,536.20. The total expense paid out of the

operating account in January 2018 is \$3,419.37. George Silva requested that a report be run to understand the history on the electricity costs to the Association. Past Due accounts were presented and it was agreed to wait at this time to see if payment is received shortly. Michael made a motion to accept the financial reports; Dave seconded the motion. All in favor. Motion passed.

### **Neighborhood Board Reports:**

River Life – Ron Haxton reported that there are a few lots approved for building. One exterior change application was approved for exterior painting prior to the sale of the home but the sale was not finalized. Ron reported the snow removal in his community has been unacceptable and would like a better accountability system to withhold payment from the vendor when not completing the expectations cited in the contract. It is his understanding that the HOA management company should hold that responsibility.

Edgewater – Jim Stafford reported that the special assessment and assessment increase has brought the Edgewater community financial obligations to the Master Association current. Jim requested that the following items be communicated:

- He be present to walk the Edgewater neighborhood with any newly selected or potential vendors;
- He would like to see a better accounting for the costs of maintaining the private park in 2018.

Summer Walk – Terry Grutta said the snow plowing was being completed sufficiently in his neighborhood. Skip Lincoln submitted his resignation from the Neighborhood Board due to personal medical issues. The Board accepted the resignation and wish Skip the best.

### **Old Business:**

Liability Insurance – After researching the liability insurance coverage, it was determined that the Association is under insured for the private part and additional build out. The Board approved via email an additional premium cost of \$206.00 to American Hallmark Insurance.

3281 Roughsawn – claim – A Small Claims Judgment was made in favor of the plaintiff on 12/5/17 for \$5,144.00. The judgment was presented to the Directors and Officers insurance adjuster for payment and was approved. The owner was sent a check on 12/7/17.

3282 Roughsawn – All trees will be inspected by a professional arborist in 2018. After a report is submitted by the professional tree expert the tree posts on the common area swale tree will be discussed.

### **New Business:**

2017 Expense Matrix – ASI presented a more user friendly matrix to understand allocated expenses for financials and the geographic location of these expenses. This will be completed in 2018 as invoices arrive for payment processing. The matrix will be added and distributed with the monthly financial reports.

HOA Log – ASI presented a drafted Management Report showing when email, phone or personal contact is made with a member of the Association. The Board accepted the format. The Management report will be added and distributed with the monthly financial reports.

Financial Audit – George Silva made a motion to obtain two (2) quotes with a full Scope of Work from a third party professional CPA firm to complete a full audit of the Association financial records for the year 2017. One of the firms will be the same CPA firm that completes the Association’s taxes. Terry seconded the motion. All approved. Motion passed.

Dave Barclift left the meeting at 5:07pm. The meeting continued with a quorum present.

Board Contact Person - Dave Barclift wanted the opportunity presented for a Board Member to be the contact person for a specific area within the HOA such as a contact person for irrigation repairs, landscape maintenance or snow removal. If there are no volunteers, Dave will take over that task for the Association.

2018 Landscape Contracts – 3 Scope of Work

The common area maintenance is broken down into three (3) categories; Landscape Maintenance, Irrigation Maintenance and Tree Maintenance for each specific area, Edgewater, Private Park and Master Common Area. Currently one (1) quote has been received from Roots Up. Dave will meet with the other three (3) potential vendors to walk the different communities so the vendor will understand the expectations before submitting a bid.

Geese Waste Removal - The Scope of Work for Primal Pest Control to complete the eagle drone flying to detour geese from entering the private park was presented. The Board is not interested at this time to contract these services. The 2017 assessments were increased to provide a large budgeted amount to combat this problem. At this time, the geese waste removal will be completed by the landscape maintenance company and community volunteers. ASI will look at other alternatives as well.

2018 Projects – The Board is in agreement that quotes shall be obtained for the 2018 Reserve expenditures for the installation of 10 trees, volleyball area sand replacement, paint the private park fence and refurbish bark in the planter beds

Private Park Summerization – The private park restroom plumbing will be operative and the restroom will be cleaned two (2) weeks before Memorial Day, approximately on May 14, 2018.

**Executive Session:**

There was no reason to go into executive session.

**Adjournment:**

With no further business to discuss, the meeting adjourned at 5:45 pm.

*Respectfully submitted by Association Services, Inc.*