

# THE MILL RIVER PROPERTY OWNER'S ASSOCIATION

## BOARD OF DIRECTORS MEETING

March 27, 2019, 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  
Jim Helgeson – Treasurer (conferenced in)  
Jeremy Voeller – Sergeant at Arms

#### **Association Services, Inc.**

Laura W. White – ASI

#### **Absent Board Members:**

John Tompkins – Vice President  
Michael Quinn - Secretary

#### **Edgewater Neighborhood Board:**

Jim Stafford

#### **River Life Neighborhood Board:**

Dan Panther

### **Call Meeting to Order:**

The President, Dave Barclift called the meeting to order at 4:07 p.m. and a quorum was established.

### **Review/Approve Board Meeting Minutes:**

Dan Panther made a motion to approve the 10/04/18 and 10/25/18 Meeting Minutes and Jim Stafford seconded the motion. Motion passed by all.

### **Financial Reports:**

Laura White (ASI) presented the February 2019 Financials which had been emailed to the Board previously. The balance in the Operating Account is \$102,996.95 and the balance in the Reserve Fund account is \$121,911.47 with a total Operating and Reserve amount of \$224,908.42. The total expense paid out of the operating account in February, 2019 is \$6,776.00. Jim Helgeson made a motion to accept the February 2019 Financial reports and Dan seconded it. Motion passed by all.

### **Neighborhood Board Reports:**

River Life – Dan Panther reported that there are four (4) lots left to be built out. Most of the exterior change applications for River Life have been for exterior paint colors. It is recommended to hold off doing any private road resurfacing at this time. The snow removal process was adequate.

Edgewater – An exterior change has been completed at 4673 Mill River Court without the submission of an application. The owners will be contacted with a 1<sup>st</sup> non-compliance notice. Water Wizards has been contacted to disconnect the common area irrigation in the swale areas at

4678 and 4658 Mill River Court as the owners will be responsible to now irrigate that area. ASI will check and send written information to the Board on why the Balance Sheet as of December 31, 2018, does not have a zero balance. Edgewater is currently working to approve the submitted building plans for one lot.

Summer Walk – There was not any new information to provide to the Board on the crosswalk, parking status or resolution. These topics will be tabled until the next Board Meeting. Snow removal was adequate.

**Old Business:**

Pathway lifting – There are areas along the common area asphalt pathways that are lifting. Asphalt vendors will be contacted and Dave Barclift will walk the area with the vendor to discuss repairs.

GrandMill Entrance landscaping – The City of CdA's landscape company repairing the landscaping at the front entrance to the community at GrandMill will be contacted to obtain the status and time frame for completion of repairs.

Electrical at Park – LED change out – ASI will have their maintenance facilities go out to the private park and remove one of the light bulbs and then obtain pricing for LED replacement. The quote will be submitted to the Board for approval to complete the job.

Financial Audit Status – The Forensic Examination for the Mill River POA's accounting records from 1/1/16 to 1/31/16 has been completed. The final conclusion is that the accounting appears to be in order and accurately recorded in QuickBooks. A written report and policy procedure will be obtained from ASI's accounting department and distributed to the Board of Directors for their information.

**New Business:**

2019 Landscape Maintenance – The Scope of Work for Edgewater, Private Park and Mill River Master were discussed and finalized to be forwarded to Jasper and Sons for quote. Water Wizards will complete the yearly irrigation turn on, back flow testing and winterization. Jasper and Sons will regulate and adjust the watering throughout the season.

Reserve Study – revision – A Reserve Specialist will be contacted to provide a quote to update the current Mill River POA Reserve study.

Rental Contracts with Owners – A letter will be sent to all known owners using their lot as rental income property reminding them of the rental policies and regulations within the CC&R's.

2019 Spring Projects – Once the Reserve Study is revised, the Board will have information to decide on necessary projects. At this time, a quote will be obtained to replace the private park volleyball white sand. A tree specialist vendor will be contacted to provide a 3-5 year plan to preserve and maintain the trees within the community.

**Executive Session:**

A letter will be sent to one delinquent account.

**Adjournment:**

The meeting adjourned at 5:38pm

*Respectfully submitted by Association Services, Inc.*

Approved