

THE MILL RIVER PROPERTY OWNER'S ASSOCIATION

BOARD OF DIRECTORS MEETING

June 11, 2018, Monday, 4:00pm

LOCATION: Association Services, Inc.

3rd Floor Conference Room – 1110 Park Place, Coeur d'Alene, ID

MEETING MINUTES

Attendees:

Board of Directors:

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

Association Services, Inc.

Laura W. White – ASI

Absent Board Member:

George Silva – Secretary

Edgewater Neighborhood Board:

Jim Stafford

River Life Neighborhood Board:

Ron Haxton

Summer Walk Neighborhood Board:

Jim Sheehan

Call Meeting to Order:

The President, Dave Barclift called the meeting to order at 4:02 p.m. and a quorum was established.

Review/Approve Board Meeting Minutes:

Jim Helgeson made a motion to approve the 2/28/18 Meeting Minutes and Jim Stafford seconded the motion. Motion passed by all. Jim Stafford made a motion to approve the 5/1/18 Edgewater Special Meeting Minutes as presented. Jeremy Voeller seconded the motion. Motion passed by all.

Financial Reports:

Laura White (ASI) presented the April 2018 Financials. The balance in the Operating Account is \$92,284.36 and the balance in the Reserve Fund account is \$94,267.54 with a total Operating and Reserve amount of \$186,951.90. The total expense paid out of the operating account in April 2018 is \$7,489.24. Past Due accounts were presented and it was agreed to record a lien on the delinquent account that is over 120 days past due. ASI will set up a meeting with Jim Helgeson and Dave Barclift to develop “cost centers” in the financial reports in order to better track

expenses for each community and area in the common area. A motion was made and seconded to accept the financial reports. All in favor. Motion passed.

Neighborhood Board Reports:

River Life – Ron Haxton reported that there are approximately five (5) houses being built and five (5) empty lots in the community.

Edgewater – Jim Stafford reported that there are two (2) houses being built side by side where the approved grading is pending. Jim would like to see a reduction in assessments for 2019. The Edgewater park area was over fertilized and then did not receive proper watering allowing the turf to burn and turn brown. ASI will let Jasper and Sons know not to mow the turf until it starts growing and gets green again. There was discussion on following up with the vendors for damages incurred. The Association has landscape and irrigation agreements rather than contracts with vendors. The Board decided that contracts will be implemented moving forward so that consequences for inadequate performance can be acted on and damages collected. Jim Stafford will meet with Dave and Terry/Water Wizards to discuss the irrigation. Jim Stafford requested that all Aspen suckers and possibly the Aspen trees be removed from the front entrance common area.

Summer Walk – Jim Sheehan had nothing new to report. Jim Helgeson asked for ASI to see what the procedure would be to obtain parking permits from the City of Coeur d’Alene for street parking at Shoreview and Riverway. Also, an additional “no parking” sign was installed. ASI will check to see what entity installed the sign. Dave asked that a street sweeper be scheduled once the final house has the landscaping completed.

Old Business:

3282 Roughsawn – There are tree posts on the swale tree at this address that were not installed by the Association. Any action to this matter is tabled unless there are homeowner complaints.

2018 Projects – Ten (10) trees will be planted by the Tree Medic upon recommendation. The volleyball sand will be power raked to see if the sand can be churned before new volleyball sand is purchased and installed. ASI can research to see about obtaining a quote for sand from a vendor in Lewiston if needed. The park fence painting will be scheduled and completed per the quote submitted by Partenfelder Painting. The bark refurbishing project is tabled at this time.

Financial Audit – The Board agreed that a “forensic” audit over a full financial statement audit would best serve the Association. One quote was submitted for \$155.00/hour with an estimated time base off average engagement of 10 hours. A second quote will be obtained and submitted for a Board decision.

Michael Quinn was disconnected from the conference call in at 5:20pm.

Jim Stafford and Ron Haxton left the meeting at 5:24pm.

New Business:

HOA Log – ASI presented the March-June Management Report. The Board would like to add sections stating the action needed, responsible party involved and the date completed to the reports.

Annual Members Meeting Date and Agenda – ASI reported that it would be cost effective and encourage larger attendance if the Mill River POA 2018 Annual Members Meeting was on the same date and at the same place as the Mill River Condo Association. The Board agreed to schedule the 2018 Mill River POA Annual Members Meeting for Thursday, July 26, 2018, at 5:00pm at the Hampton Inn. The Mill River Condo 2018 Annual Members Meeting will start afterwards. The Board approved the proposed Agenda for the Annual Meeting with the addition of communicating a maintenance policy for the exterior of the homes to the members. The Annual Members Meeting packet will be drafted and email approved before mailing.

Landscape Maintenance Report – All irrigation boxes and timers have been locked. Terry/Water Wizards will turn in a set of the keys to be stored at ASI. Water Wizards will prepare timer logs for watering and water usage per zone calculations. Jasper and Sons will prepare a fertilization log of time of install and product. ASI will draft vendor contracts for Board approval. Any irrigation repairs need pre-approval from the Board before completing the work.

Owner Maintenance – exterior and landscaping enforcement – This topic will be communicated to the members at the Annual Members Meeting.

Fourth of July Security at the Private Park – ASI will arrange for security to be at the private park from 7:00pm to 11:00 pm on July 4th.

Executive Session:

There was no reason to go into executive session.

Adjournment:

With no further business to discuss, the meeting adjourned at 6:06 pm.

Respectfully submitted by Association Services, Inc.