



# NORTHWEST COMMUNITIES LLC

9407 N Government Way, Ste 9

PO Box 2612

Hayden, Idaho 83835

Office: (208) 518-1131

Mill River Property Owners Association

Board of Directors Meeting

Tuesday January 10<sup>th</sup>, 2023 at 4:00pm

CDA Public Library – Gozzer Room

## MEETING MINUTES – OPEN SESSION

**Call to Order** The meeting was called to order at 4:02pm and a quorum was established. In attendance was Bobbie Dannenbrink, Ed Scott, Kathleen Rogers, and Marc D’Andreas; Board members, Jim Stafford and Mike Phillips; Neighborhood Board members, Leslie Thistle, homeowner, and Samantha Ruby and Kristine Banister of Northwest Communities (NWC).

**Previous Meeting Minutes** were reviewed from meeting October 11<sup>th</sup>, 2022. Ed made a motion to approve the minutes as written, Marc seconded and motion unanimously carried.

**Neighborhood Reports were discussed.** There was nothing to report from Summer Walk or River Life. Jim provided an update for Edgewater. Currently there is one owner in non-compliance due to making property improvements without prior approval. NWC is working with the owner and hopefully the issue is resolved soon.

**The landscape committee report** was provided by Kathleen. Kathleen, Bobbie and Paula are members of the landscape committee. An onsite walk was completed in November with the landscape maintenance contractor to identify dead shrubs for removal and a future price estimate for the job. Another call for volunteers for the committee will be included in the Winter newsletter.

**The financial report** was provided by Kristine of NWC.

Prior to the meeting Jim proposed an amendment to the Master budget and special assessment based on Section 5.06g of the Mill River 3<sup>rd</sup> Addition CCRs stating that Edgewater members are not responsible for any common area maintenance expense outside of Edgewater. After discussion, Bobbie made a motion for NWC to amend Edgewater member’s invoices for the special assessment, and provide refunds to those who have paid, based on 5.06g of the 3<sup>rd</sup> Addition CCRs; Ed seconded and motion unanimously carried.

Kristine presented the November financial reports. The Balance sheet as of November 30<sup>th</sup> was presented. The total assets equal total liabilities and equity of \$194,195.86. The year-to-date Income and Expense by Class on an accrual basis was presented as of November 30<sup>th</sup>. The Master income received was \$72,800.00 and operating expenses paid YTD were \$88,778.01 leaving a net loss of \$15,978.01. Edgewater income received was \$25,935.00 and operating expenses paid YTD were \$17,276.02 leaving a net income of \$8,658.98. The River Life income received was \$15,370.00 and operating expenses paid YTD were \$3,473.53 leaving a net income of \$11,896.47. The Summer Walk income received was \$6,536.00 and operating expenses paid YTD were \$3,133.71 leaving a net income of \$7,014.29. There was a concrete work expense paid by the Master association totaling \$3,750.00.



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Kristine also presented a report describing the end of year financial position of the association from 2014 to 2021. The association as a whole has experienced a net loss in 2015, 2016, 2017, 2020 and 2021. The association as a whole has experienced varying years of landscape maintenance expenses and irrigation repairs averaging \$6,620 per year. The goal for 2023 is to allocate any possible reserve expenses as well as track the budget monthly to ensure a healthy financial position and avoid future special assessments.

### **Old business was discussed.**

**Landscape maintenance** 2023 landscape maintenance proposals were reviewed at the previous meeting and further discussion was held via email.

The Edgewater landscape maintenance proposal from RootsUp was accepted unanimously via email on October 28<sup>th</sup>.

The Mill River Park and Mill River Neighborhoods' landscape maintenance proposals from RootsUp were reviewed. Bobbie made a motion to accept both proposals; Kathleen seconded and motion unanimously carried.

**Streamlining the architectural review process was discussed.** NWC finalized the Architectural request form to include language from the CC&Rs as well as Mike's paint request template. After review, it was agreed that the form should be put into use for future architectural requests.

**Pot holes were discussed on the East pathway on Grand Mill Lane.** NWC presented the City of CDA Municipal Code 12.20.100 stating that abutting property owners are responsible for their sidewalks. Bobbie asked that NWC begin pathway and sidewalk maintenance requests in Spring.

**Damage to the private streets from TDS Fiber installation was discussed.** TDS has a local phone number for damage claims. Bobbie made a motion to table this until an inspection can be completed in the Spring and the damage can be logged properly. Marc seconded and the motion unanimously carried.

**The mailbox cover repair was discussed.** The original damage was in 2020 partially handled by Sentry. The cover is still noticeably bent. NWC obtained a repair price estimate. After discussion Marc made a motion to accept the proposal from Northwest Land and Construction. Kathleen seconded and motion unanimously carried. There was discussion of if a claim was ever opened by Sentry with Fedex for the damage, and NWC will look in the files. There was also discussion of future damaged boxes and covers, and it was agreed that the person who damaged the box will be ultimately responsible.

**The cinder block wall repair was discussed.** NWC provided an update on obtaining repair proposals. There is one proposal and two others pending. NWC has relayed this topic to the neighboring property owners; the Garagetown Storage Condominium Owners.



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**The Grand Mill commercial lots were discussed.** The seller and the potential buyer had further submittal and authority questions, and NWC will draft an email response for Board review to be sent no later than the following day.

**A hardscape project was recently approved** and NWC provided an update that the job is complete. The next step will be to install landscaping in the adjacent swale area.

**Landscape maintenance concerns were reported** from property owners adjacent to the Condominiums at Mill River. The concerns were relayed to Board member Marc who serves on the Condominium Owners at Mill River Board of Directors and the landscape committee. Marc reported that the Board will discuss it further at the meeting later in the week and asked Samantha to provide the email thread to him to have the information handy.

**The rocks at the sea wall were discussed.** NWC will obtain a repair bid from the same contractors providing cinder block wall repair bids.

### **New business was discussed.**

**2023 budgets** were reviewed at the previous meeting and further discussion was held via email. The Master 2023 budget and special assessment were unanimously approved via email on November 30<sup>th</sup>. The Edgewater 2023 budget was unanimously approved via email on November 23<sup>rd</sup>. The Summer Walk 2023 budget was unanimously approved via email on November 23<sup>rd</sup>. The River Life 2023 budget was unanimously approved via email on December 1<sup>st</sup>.

NWC completed invoicing for 2023 and provided a notice to all members with their invoice that described the increase in assessment and special assessment. Many members have already paid.

NWC will also work with Kathleen and Bobbie to further compile governing document language to create an easy budget calculation for future years and identify exact expense allocations.

**A proposal from Tree & Landscape Services LLC for emergency tree removal** due to wind damage in Summer Walk was unanimously approved via email on November 17<sup>th</sup>. Another proposal for a dead tree and a leaning tree in Edgewater was unanimously approved via email on November 17<sup>th</sup>. The emergency tree service is complete and the Edgewater service has been scheduled.

**Snow removal on the sidewalk coming into the community on the West side of Grand Mill Lane** was not in the scope of work. After reports of an unplowed sidewalk, RootsUp provided a price proposal to remove snow in the area for the remainder of the season. The proposal was unanimously approved via email on December 12<sup>th</sup>.

**Parking resolution 002 was reviewed.** The Board drafted it and unanimously agreed to approve it via email on November 23<sup>rd</sup>. NWC will finalize signatures on the resolution and create a letter to accompany a copy of the resolution to distribute to owners.



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**An email between Bobbie and the City of CDA streets department was presented.** After discussion, Bobbie will draft another response and get Board consensus before sending it. The Board holds a strong position that parking should not be allowed on Grand Mill Lane due to congestion and safety concerns.

**Two proposals from Vanguard Lock & Key were presented for issues at the park bathrooms' door handles.** The newly replaced handle needs a replacement battery pack and the other handle needs to be replaced. After discussion, Bobbie made a motion to accept both proposals. Ed seconded and motion unanimously carried.

Samantha presented the site visit report provided by NWC via email November 29<sup>th</sup>. The inspection discovered a leak in the backflow device in the park bathrooms' utility room and a crack in the cinder block wall of the room.

The leak was stopped requiring 2 visits from Fred's Plumbing and the Board unanimously approved the cost via email. A price proposal to repair the ball valve on the backflow device was presented. Marc made a motion to accept the proposal from Fred's Plumbing. Ed seconded and motion unanimously carried.

Samantha will ask contractors for proposals to repair the crack in the utility room wall.

**NWC compiled water usage history** prior to the meeting and provided the information to the Board via email. There is concern of a water leak in the Grand Mill medians. After discussion, NWC will find out who the owner is of the lift station in the median and communicate with them about a potential leak. Water usage will also be discussed with RootsUp for next landscape season.

The Board members entered into Executive Session at 6:31pm. The Board members exited Executive Session at 6:39pm.

There being no further business to come before the meeting, on motion duly made, seconded and unanimously carried, the meeting was adjourned.

Approved at the April 12, 2023 Board of Directors' Meeting