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Mill River Property Owners Association

Board of Directors Meeting
August 10th, 2026 at 5:00pm
Coeur d'Alene Library, Jameson Room and Via Zoom

MEETING MINUTES – OPEN SESSION

Call to Order The meeting was called to order at 5:03p.m. and a quorum was established. In attendance was Denise Davis, Diane Minkner, Stephen Prince, Mike Philips and Ed Scott; Board members, and Samantha Ruby of Northwest Communities (NWC). Seven (7) members were also in attendance.

Old Business

Previous Meeting Minutes were reviewed from November 13th, 2025 (open session). Diane made a motion to approve the minutes as written, Ed seconded and motion unanimously carried.

Financial Report Samantha presented the financial report. As of June 30, 2026 the operating account balance was $113,276.38 and the reserve account balance was $84,492.68 for all classes. The Balance Sheet by Class was reviewed. The current net income for all classes is $104,976.37.

Decisions made via email

Samantha reported that some decisions were made outside of a meeting and approval was conducted via email which include:

- October 9th, 2025 – Email subject "Check run 10/9", deficit of $10,693.00 in operating account, Board approved taking a loan from reserves
- October 21st, 2025 – Board approved deficit loan of $50,000.00 from reserve to operating to be repaid in 2 years
- Purchase of park picnic table $1,280.00 – Master reserve expense
- Install of picnic table $1,950.00 – Master reserve expense
- Concrete grinding at park pavers and path $1,900.00 – Master reserve expense
- Landscape Maintenance agreements with RootsUp
- 2 denials for short-term rentals
- Architectural Review decisions
- Park trash bag dispenser and installation

New Business

Lighting at the park was discussed via e-mail and Samantha solicited quotes for various items. A scope of work was created and distributed and three quotes were received. After discussion, Ed made a motion to approve the quote from Voltsmith Electric for $1,600.00 to re-wire the volleyball court lights, replace burnt out bulbs in the pavilion, replace the photocell that controls both the pavilion and walkway bollard

lights, and install an in-line switch to control the volleyball court lights. Denise seconded and motion unanimously carried.

A resident, Levi Snyder volunteered to assist with the volleyball net at the park. Samantha explained that she connected Levi with Leslie Thistle who has been the volunteer putting up the net and taking it down. Levi reported that he purchased hardware for the net and he does not expect reimbursement. The Board thanked him for his time, funds and effort to make these improvements.

Pest control at the park was discussed via email and Samantha solicited quotes for various items. It was reported that the alleged wasp nest near the volleyball court was no longer an issue, so the Board decided to table this decision and bring it back up if the issue arises again.

A repair item that was not on the distributed agenda was damage to a mailbox stand on Shoreview Lane. These stands are owned by the association. RootsUp advised that they caused this damage and would pay for the repairs once we coordinated it. Samantha solicited quotes for the removal of the bent stand, fabrication and paint of a new stand, installation and one new mailbox. One quote has been received and another is pending. This decision can be made via email.

Landscape maintenance was discussed. The Board had previously discussed soliciting bids for maintenance in 2027, but then had in depth discussions with RootsUp and unanimously agreed that a change is not necessary. RootsUp worked with the Board to scale back the scope of work for 2026 and their cost was within budget. Ed stepped into the role as landscape liaison and plans to meet with RootsUp again soon to dial in the maintenance agreements for 2027.

Sidewalk trip hazards were discussed. In response to fellow HOA members' concerns for safety, the Board sent notices to comply to homeowners regarding needed repairs to sidewalks adjacent to their properties. The Board drafted an informational flyer about sidewalks in the community and it was distributed via email.

Potential dates for the Annual Meeting were discussed. The Board agreed that October 26th, 2026 at 5pm at the Coeur d'Alene Library would be best. Samantha will secure the reservation and draft the meeting documents.

A resident on Woodhaven Loop had reported their concern for safety and issues with the public accessing properties from the walking paths. Denise recommended lighting of the pathways. Mike reported that he recalls reviewing pricing to add gates to the pathways in the past and the cost was 40-50 thousand dollars. The Board will discuss these possibilities further.

Samantha presented a list of projects listed in the reserve study for 2026, 2027 and 2028 noting what was deferred in 2026. The Board will review the projects and decide what to include in the 2027 budget prior to the budget meeting with Kristine at Northwest Communities.

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Open Forum

Chet advised that he has volleyballs he wants to donate and would drop them off at Northwest Communities.

Todd advised that there are many low-hanging branches on trees in River Life as well as a pile from someone who cut branches but did not clean them up. Denise and Ed will help with removal.

A sinkhole issue was discussed that is on the walking path on the West side of Grand Mill Lane. Samantha advised that she asked a contractor to take a look, and will follow up with him after the meeting and look into other options for an evaluation of the issue and repair.

Joan reported that she had seen other homeowners on Shoreview Lane cutting the shrubs back in the median on Shoreview Lane. Denise advised that the Board learned that this parcel is not owned by the association but the association had been maintaining the shrubs. Due to budget limitations, the pruning of those shrubs was removed from the scope of work for this season. Denise recommended Joan ask the City of Coeur d'Alene if she could prune the shrubs on the parcel since they are the owner.

There was discussion about sidewalk trip hazards. Mike P offered to provide contact information of suitable contractors to owners who may need assistance in remedying a hazard.

With no other business to discuss, Denise made a motion to adjourn open session at 6:28p.m. and the motion unanimously carried. The Board went into Executive Session at 6:33pm. The Board exited and adjourned the meeting at 6:53p.m.

Approved September 22nd, 2026