

## **MOUNTAIN SHADOWS HOA BOARD MEETING MINUTES**

**Date/Time:** December 11, 2018/10:00 am – 12:00 noon

**Location:** Garden Valley District Library Conference Room

**Meeting called by:** Scott Brown

**Board Members present:**

Scott Brown, President

Stacy Perryman, Vice-President

Ellen Bush, Secretary

Cherry VanCour, Treasurer

Thor Oden, Director

HOA Members present: Tony Rangus, Ralph Van Paepeghem, Ray VanCour, Don Thompson, Dale Bentley

Meeting Called to Order at 10:07 am by Scott Brown.

Approval of Agenda -Approved with two items of completed Old Business deleted (10:12am)

**NEW BUSINESS: (10:05-10:25)**

1. (Scott) Ellen will be taking on the Secretary position.
  - a) Body of work is big, especially with Phase 4 extra meetings. Thanks to Cherry for huge work to date and for helping with the transition.
  
2. (Scott) Dead trees at subdivision entrance. One on Lot 1. Second on other side of road.
  - a) Scott is happy to cut them down.
  - b) Thor recommends Scott talk to Lot 1 owner (Mike/Rosemary Koenig) before Scott removes any trees.
  - c) BOD unanimously approved Scott to remove the trees after getting approval from Lot 1 owner; and thanks him for volunteering.
  
3. (Cherry) Review Quickbooks Jobs related to water system opened/closed since last Board Meeting.
  - a) Cherry handed out 2 reports. Report 'MSHOA Job Status', dated from 5/1/18 through 12/11/18 (attached at the bottom of the Minutes) show start/end dates and a brief note regarding why the Job was opened. This report shows the work our volunteers have done or are currently working on with Water System. During this time frame there have been 30 Jobs open/closed.
  - b) The report titled 'Volunteer Time by Job Detail', dated from 5/1/18 through 12/11/18 (attached at the bottom of the Minutes) shows 228 hours donated by neighborhood volunteers. If we were billed for these hours at a going rate of about \$100 per hour

(even without travel time) it would represent 56% of our annual income just to cover what volunteers are doing. Ellen recommended a statement about the value of the volunteer work when this document is eventually posted within these minutes so homeowners can see the potential cost relief our volunteers contribute.

- c) Scott mentioned how the tracking of volunteer time highlights how low our current dues are at this time – the point being if we didn't have these volunteers doing all this work, we would need to increase our dues to cover our expenses.
  - d) Ellen related the value of the volunteer tracking document to enabling the tracking of the kind of work being done in relationship to our proposed preventative maintenance schedule.
  - e) Scott asked about estimated close times for Jobs still open. Cherry noted 8 Jobs are still open; she has contacted the leads and has updated the jobs with status. Cherry spoke to the tracking of 2 on-going Jobs. The volunteers utilize these 2 jobs to purchase small items, spare parts, etc. as needed.
4. (Thor) Request to post Water System Monthly Production Summary on website.
- a) Cherry shared her concern that this data may not be appropriate to post on the website and further these numbers aren't accurate. Stacy said she doesn't believe this is something that should be posted for the public.
  - b) Thor mentioned the numbers reading from the meter boxes is pretty accurate but the meter readings so far have been so inconsistent from the two wells causing false numbers.
  - c) Cherry suggests we move this back to the Water Advisory Committee to confirm its accuracy and for clarification regarding why it should be on the website. Scott, Stacy and Thor agreed.
  - d) Tony Rangus said this BOD directed this report to happen; Thor said we need the information but right now we have issue with the meter and flow reading. BOD agreed we have to get the meters working properly before we report out.
  - e) Cherry mentioned the request was to put the document on the website – Tony said we could put it on the website with the caveat that the information is not accurate. Stacy and Thor said it should not be on the website if it is incorrect.
  - f) Scott said task the Water Advisory Committee with deciding if it's something that should be on the website and figure out what needs to be fixed to make it correct. Cherry will take this item back to the Water System Advisory Committee for further conversation.
5. (Cherry) Allocation of Dues for 2019 and going forward.
- a) Cherry said there are 3 categories the HOA receives dues for and the amount spent for each category are reported on, in the Financial Reports: Operations, Water System and Road Maintenance. She would like to start allocating the funds from HOA dues to these 3 categories, starting with the 2019 dues.

- b) Cherry used the past 9 years annual financial reports to come up with percentages of the expenses with each category. On average, Operations spends 7%; Water System spends 43% and Road Maintenance spends 38%. We currently report on what was spent within each category, but allocating will also identify the funds received for each category.
- c) Cherry suggests going forward we allocate: 62.5% (\$300) for the water; 7.291% (\$35) for operations; road maintenance 30.208% (\$145). Cherry asked the BOD to approve starting this allocation of funds with the 2019 Annual Dues billing coming out in December. The Board voted and unanimously agreed to adopt this process going forward.
- d) Cherry stated at some point she wants to analyze the existing funds currently in the bank account for allocation, yet this will take time.
- e) Ray asked if the new billing would show homeowners the separation on their invoice so they will know where the money is going. Cherry answered yes. Invoices will go out soon (Dec 16<sup>th</sup>); due on Jan 15<sup>th</sup>. Invoices will be emailed (not mailed.)

OLD BUSINESS: (10:25-12:00)

6. (Cherry) Financial Report

- a) Financial Report document shows total income and expenses; Cherry noted the next six months will have more activity as Dues come in. Cherry will add allocations to divide out the income, based on our new allocation tracking system.
- b) There is a new account category for Phase 4 expenses. The funds to pay for Phase 4 expenses will come from existing funds (not funds that will be allocated starting with the 2019 Dues). Since there are existing non-allocated funds and the Phase 4 category is temporary, Cherry thought it best not to allocate a percentage of our dues to this category.
- c) Budget Overview shows income and expenses for this Budget year, 7/1/18 to date.
- d) Balance Sheets shows how much money we have in each account.
- e) Cherry would like to document in the Minutes that the Financial Reports will not be posted on the website, but members are welcome to request these directly from Cherry via email or via the 'Contact Us' tab on the website: <http://mtnshadowshoa.org/>
- f) Tony Rangus asked how much are the hourly rates for legal fees; Cherry answered – Our Attorney Steve Millemann is \$275 per hour and the Assistant is \$40 per hour.

7. (Stacy) Architectural Committee Report

- a) Approved Garage for Bentley, Lot 15 back in February
- b) Approved Garage for Denny, Lot 86 back in March
- c) Approved Garage for Prinkey, Lot 40 Blue Shadow in October
- d) Approved Garage for Scott Brown, our President on Lot 52 in October as well.

8. Update on Current Action Items

- a) Scott will reiterate the water fee structure via 3 venues: mail, email and the website (item 7.1.1 on 2/9/18 BOD meeting minutes). Completed: Water fee structure was mailed during the summer, addressed at the Annual Meeting and was placed on the website.
- b) Scott to purchase signs that identify the number to call if the red light is on and have the signs installed under each Booster Station's red light (original item 8.2 on 2/9/18 BOD meeting minutes and cost approved at 3/26/18 BOD meeting item 8.3.1) Completed: System works fairly well. Ellen would like to remind homeowners to call and not presume others have called. Scott recommends Cherry put a blurb on the invoices about the importance and process of using the number when the red light is on.
- c) Cherry will meet with the Water Committee to discuss a communication process (Bob's questions, item 3 under Water related questions within the 2/9/18 BOD meeting minutes). Cherry said the Water System Advisory Committee and Volunteers are working the process now and it's working fairly smoothly. Currently submissions come in via a Recommendation to Cherry, Cherry will ask clarifying questions (if necessary), send to the Board for review and approval. If approved, she creates a Job in QuickBooks and tracks until completion. Cherry would like to keep this Action Item on the agenda as she still needs to document the process in its entirety.
  - 1) **ACTION ITEM: Document a Recommendation Process for non-emergency Jobs (Bob's questions, item 3 under Water related questions within the 2/9/18 BOD Meeting Minutes).**
- d) Scott will report out on: Jim will clarify with Larry to resolve (this is regarding the cable across the access road to the wells) and Jim will ask Larry for the easement documentation (item 3.1.1 on 2/9/18 BOD meeting minutes). Completed: Jim Simple checked; cable was not locked so we have access as per easement.
- e) Scott will report out on: Jim will obtain a copy of the legal easement for the 5 acres the wells are on (item 3.1.2 on 2/9/18 BOD meeting minutes). Completed: Steering Committee is doing the follow up on this easement. Stacy mentioned the Quit Claim deed that was not recorded shows the two .23 acre (not the entire 5 acres.)
- f) Scott will report out on: Jim will locate a copy of the legal easement from the wells to the start of Mountain Shadows property (Bob's question, item 4 on 2/9/18 BOD meeting minutes). Completed: (Bortles Reciprocal Easement signed 10/1/1998, recorded 1/22/1999, Instrument #171802). The Steering Committee is doing a follow up on this easement.
- g) Scott will obtain a copy of the document that transfers ownership of the real and personal property of the water system to MSHOA (Bob's question, item 6 on 2/9/18 BOD meeting minutes). Completed: Steering Committee is working through this agenda item.
- h) Thor and/or Bob will bring estimates to the next BOD meeting for the Well Primary Power Improvement Recommendation from the Water Committee. BOD to review

estimates and any new information regarding the potential sale of phase 4/5 to help determine if we're at the point for the Board to vote on this recommendation (item 3.1.1 on 3/26/18 BOD meeting minutes).

- 1) Thor said this is in regard to the Rotary Phase Converter (RPC). This weekend a 40-amp fuse blew on the RPC and was replaced. This reinforces the need to act on improving the Well's Primary Power.
- 2) There was much conversation about making improvements from replacing the entire Primary Power system to a phased-in approach.
- 3) It was agreed there were 2 actions to be taken.

3.1 **ACTION ITEM:** Cherry to open an Emergency Job in QuickBooks to pull the pumps and have them serviced, Ray will be the Lead. As far as anyone can tell, the pumps have never been serviced. George Simpson recommends pulling/servicing every 2 years. The Board would like to get a recommendation from the company that pulls/services our pumps regarding this type of maintenance so we can determine how often the pumps should be pulled/serviced. Thor will obtain estimates. The Board unanimously approved \$5000 for the pumps to be pulled and serviced.

4.1 **ACTION ITEM:** Create a team to work on the potential replacement of the RPC with Variable Frequency Devices (VFDs) and the installation of an emergency backup. Members who were at the Meeting volunteered are Ray and Ralph VP; and Board Directors, Cherry and Thor. It was suggested to invite Bob S, Bob H and Joe H. Team will meet soon after the new year to review options and make recommendations, including a budget, to the Board for the improvements.

- i) (Cherry) Regarding the Preventative Maintenance (PM) Recommendation from the Water Committee - Cherry will attend the next Water Committee Meeting and work with the Committee regarding merging the Water Committee's PM schedule with George Simpson's PM schedule; collectively determine what functions the volunteers will perform and what functions will be hired out. Once this is completed Cherry and the Water Committee (or representative) will present the final PM schedule back to the Board to be voted on. (item 3.4.1 on the 3/26/18 BOD meeting minutes).
  - 1) Cherry referred to the PM Schedule document that Bob Seal prepared and submitted within the most recent Water System Advisory Committee Meeting. Due to the conversations regarding the Well Primary Power Improvements, Cherry wants to add to the PM Schedule, to pull and inspect the well pumps and rebuild, if necessary, on a regularly scheduled time frame, to be determined when the pumps are pulled/serviced.
  - 2) The idea is with this PM Schedule, Volunteers can identify tasks for their ability and interest, and remaining tasks will be hired out. Cherry recommends the Board approves the MSHOA Water System Preventative Maintenance Plan which include the pumps be pulled and inspected/serviced. BOD voted and

unanimously approved the MSHOA Water System Preventative Maintenance Plan.

- j) Scott to facilitate a conversation with the BOD to discuss and document a process that addresses how a member can submit a request to revise the CC&Rs. (item 9.1 on the 3/26/18 BOD meeting minutes). Completed: Scott said to use the 'Contact Us' form on the website for these types of requests. When these requests are received, the Board will assess the level of importance since changing the CC&R's requires 2/3 vote of homeowners.
- k) Cherry to create a Job in Quickbooks regarding BS2 WirePull for Transmitter. (Item on 5/1/18 BOD Meeting notes.) Completed: Cherry opened a Job in QuickBooks 5/7/18, work was completed and Job was closed 7/30/18.
- l) Cherry will work with Water Committee to adjust the wording on the Water Committee Purpose Statement. Once agreed upon, it will be posted on website. (Item 6.1 on 5/1/18 BOD Meeting notes.) Completed: The Water System Advisory Purpose Statement was posted to the website in May 2018.
- m) Cherry will open and close Jobs in Quickbooks for the shut-off valve on Lot 54 and the meter installation at Lot 44. (Item 8.1 on 5/1/18 BOD Meeting notes.) Completed: Cherry opened a Job in QuickBooks in May 2018, work was completed and Job was closed in June 2018.
- n) Scott will remove the faded sign near entrance to subdivision. Complete: Ralph VP will remove the old sign from the old post and take the new sign and put it on the old post.

#### PUBLIC COMMENT

Members wishing to comment on any agenda items may sign up at the meeting. Each speaker will be allotted 5 minutes for their comments.

- 9) Thor asked for clarification of the ACC process for obtaining approval, specifically why does the packet need to be mailed? Stacy clarified the reason for mailing the ACC packet is to document the date the items were received. The ACC has 10 days to respond regarding the completeness of the packet. Once the ACC receives a complete packet, the ACC has 30 days to review and respond with an approval or denial. U.S. mail is being used to be able to document the date the packet was submitted/received. According to the CCR's if the homeowner doesn't hear back after 30 days from complete submission, they can assume it was approved.
- 10) Ralph VP asked if we have a cap on the spending of legal fees related to Phase 4 sale. Ellen said we are capping funds as we go. It is not unlimited. We are approving as we go only for those items that need legal review.

MEETING ADJOURNED at 12:10 PM.

**Mountain Shadows HOA  
MSHOA Job Status  
May 1, 2018 to December 11, 2018**

Customer	Rep	Note	Job Status	Start Date	End Date
MSHOA - Internal: \$100 PRE-APPROVED ACCT	CV-	PURPOSE OF JOB: To purchase relays and other type of LOW DOLLAR com	In progress	05/14/2018	
MSHOA - Internal: A2018-BS1 Generator	RV-	SOW: 1) Repair generator. 2) Install a new 12 volt battery. 3) Set generator a	Closed	03/26/2018	08/23/2018
MSHOA - Internal: A2018-BS2 Generator	RV-	SOW: 1) Verify generator is operating properly & cycling automatically. 2) Ven	Closed	03/26/2018	08/23/2018
MSHOA - Internal: A2018-BS2 LowWaterShutOff	BH-	SOW: Remove the pressure driven low water shut off and replace with radio re	Closed	03/26/2018	05/21/2018
MSHOA - Internal: A2018-BS2 Wire Pull	TO-	SOW: Electrician to 'pull' one additional wire through the 250-300 feet of cond.	Closed	05/07/2018	07/30/2018
MSHOA - Internal: A2018-BS2, Pump 2	RV-	SOW: Booster Station #2, Pump #2 has a slow leak. Replace the seal with a :	Closed	08/19/2018	09/10/2018
MSHOA - Internal: A2018-BS2, Noisy Pump	RVP	SOW: One of the pumps in BS2 is making loud noises that could indicate ethic	Closed	05/25/2018	05/26/2018
MSHOA - Internal: A2018-BS3 Generator	RV-	SOW: 1) Clean out generator area to avoid fire danger. 2) Repair generator (a	In progress	03/26/2018	
MSHOA - Internal: A2018-BS3 LowWaterShutOff	BH-	SOW: 1) Install circuitry to couple low water fill valve with control system to ser	Closed	03/26/2018	05/18/2018
MSHOA - Internal: A2018-MAPPING	JS-	PURPOSE OF JOB: Document the distribution system mapping in phases 1 &	In progress	03/26/2018	
MSHOA - Internal: A2018-Meter Reading	JS-	PURPOSE OF JOB: To periodically read the water meters and these numbers	In progress	05/09/2018	
MSHOA - Internal: A2018-Meter, Lot 44	SB	SOW: Install new meter at Lot 44.	Closed	05/01/2018	06/21/2018
MSHOA - Internal: A2018-Meter, Lot 68	PS	SOW: Install meter at Lot 68.	Closed	08/01/2018	08/14/2018
MSHOA - Internal: A2018-Meter, Lot 86	PS	SOW: Install meter at Lot 86.	Closed	08/01/2018	08/14/2018
MSHOA - Internal: A2018-Meter Repair, Lot 37	JS-	SOW: Currently, at Lot 37, there is a broken meter and a duplicate meter in se	Closed	06/19/2018	08/15/2018
MSHOA - Internal: A2018-PM	CV-	PURPOSE OF JOB: Track and document all scheduled Preventative Maintena	In progress	06/01/2018	
MSHOA - Internal: A2018-Valve Leak, Lot 54	RVP	SOW: Repair shut off valve with a rebuild kit	Closed	05/01/2018	05/04/2018
MSHOA - Internal: A2018-Water Del, Lot 38	RVP	SOW Dig out and replace meter pit. T off underground water piping so Lot 38	Closed	09/10/2018	10/17/2018
MSHOA - Internal: A2018-WH1&2 Flow Meters	BH-	SOW: Clean flow meters for both Well House's 1 & 2.	Closed	05/07/2018	05/11/2018
MSHOA - Internal: A2018-WH1&2 Flow Meters-1	RVP	SOW: Flow meters for WH1 & WH2 are not consistently working properly. Cle	Closed	05/30/2018	05/15/2018
MSHOA - Internal: A2018-WH2 GATE VALVE	JS-	SOW: The gate valve in Well House #2 is cracked. Need to purchase and rep	Closed	02/23/2018	05/09/2018
MSHOA - Internal: ADDITIONAL WATER SYS ACT	CV-	PURPOSE OF JOB: To capture any MINOR non-PM and non-job specific wat	In progress	05/01/2018	
MSHOA - Internal: E 2018-BS1/BS2 Telemetry	RV-	SOW: The red light at BS2 is turning on intermittently. Trouble shoot to identify	In progress	06/03/2018	
MSHOA - Internal: E 2018-BS2 Pump 1	RVP	SOW: 7/19/18 Received an email via the emergency number. Pump 1 at BS2 i	Closed	07/19/2018	08/18/2018
MSHOA - Internal: E 2018-BS3 VFD Fault	BH-	SOW One of the VFD's at BS3 has faulted and is not working. Repair VFD.	Closed	11/18/2018	11/26/2018
MSHOA - Internal: E 2018-Leak, PRV2-3	RV-	SOW: Reported that manhole near Lot 30 is filled with water. Pump out manho	Closed	05/14/2018	05/23/2018
MSHOA - Internal: E 2018-Leak2, PRV 2-3	RV-	SOW: Reported that manhole near Lot 30 is filled with water. Pump out manho	Closed	08/29/2018	08/29/2018
MSHOA - Internal: E 2018-PRV2-1/2 (PRV-5)	RVP	SOW - Manhole between Lots 35 & 36 has been reported as leaking. Identify #	Closed	11/20/2018	11/28/2018
MSHOA - Internal: E 2018-Rotary Phase Converter Fai	RV-	SOW: Rotary Phase Converter Failure. Identify failure, fix and validate Rotary	In progress	12/09/2018	
MSHOA - Internal: E 2018-Valve Leak, Lot 60	RVP	SOW: Valve leak causing geysier. Identify cause and repair.	Closed	03/06/2018	05/09/2018

12/10/18

### Mountain Shadows HOA Volunteer Time by Job Detail May 1, 2018 through December 11, 2018

	Date	Name	Billing status	Duration
<b>MSHOA - Internal:A2018-B\$1 Generator</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	08/20/2018	Ray VanCour - Volunteer	Not Billable	1:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				1:00
<b>Total MSHOA - Internal:A2018-B\$1 Generator</b>				
<b>MSHOA - Internal:A2018-B\$2 Generator</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	08/20/2018	Ray VanCour - Volunteer	Not Billable	1:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				1:00
<b>Total MSHOA - Internal:A2018-B\$2 Generator</b>				
<b>MSHOA - Internal:A2018-B\$2 Low Water ShutOff</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/14/2018	Bob Hammond - Volunteer	Not Billable	4:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				4:00
<b>Total MSHOA - Internal:A2018-B\$2 LowWaterShutOff</b>				
<b>MSHOA - Internal:A2018-B\$2 WirePull</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	06/04/2018	Bob Hammond - Volunteer	Not Billable	2:00
	07/19/2018	Bob Hammond - Volunteer	Not Billable	6:00
	07/20/2018	Bob Hammond - Volunteer	Not Billable	6:00
	07/22/2018	Bob Hammond - Volunteer	Not Billable	3:00
	07/22/2018	Ralph Van Paepeghem - Volunteer	Not Billable	2:00
	07/26/2018	Bob Hammond - Volunteer	Not Billable	1:00
	07/26/2018	Thor Oden - Volunteer	Not Billable	3:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				23:00
<b>Total MSHOA - Internal:A2018-B\$2 WirePull</b>				
<b>MSHOA - Internal:A2018-B\$2, Pump2</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	08/17/2018	Ray VanCour - Volunteer	Not Billable	0:30
Total WTR SYS - 1 HR-VOLUNTEER-LBR				0:30
<b>Total MSHOA - Internal:A2018-B\$2, Pump2</b>				
<b>MSHOA - Internal:A2018-B\$2, Noisy Pump</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/25/2018	Ralph Van Paepeghem - Volunteer	Not Billable	5:00
	05/25/2018	Ray VanCour - Volunteer	Not Billable	0:15
	05/25/2018	Joe Hofstra - Volunteer	Not Billable	2:00
	05/26/2018	Ralph Van Paepeghem - Volunteer	Not Billable	2:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				9:15
<b>Total MSHOA - Internal:A2018-B\$2, Noisy Pump</b>				
<b>MSHOA - Internal:A2018-B\$3 Generator</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	08/20/2018	Ray VanCour - Volunteer	Not Billable	7:00
	08/23/2018	Ray VanCour - Volunteer	Not Billable	4:30
	08/24/2018	Ray VanCour - Volunteer	Not Billable	4:30
Total WTR SYS - 1 HR-VOLUNTEER-LBR				16:00
<b>Total MSHOA - Internal:A2018-B\$3 Generator</b>				
<b>MSHOA - Internal:A2018-B\$3 Low Water ShutOff</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/09/2018	Bob Hammond - Volunteer	Not Billable	4:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				4:00
<b>Total MSHOA - Internal:A2018-B\$3 LowWaterShutOff</b>				
<b>MSHOA - Internal:A2018-MAPPING</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/01/2018	Bob Hammond - Volunteer	Not Billable	2:00
	05/02/2018	Bob Hammond - Volunteer	Not Billable	2:00
	05/02/2018	Ralph Van Paepeghem - Volunteer	Not Billable	2:00
	05/03/2018	Bob Hammond - Volunteer	Not Billable	1:30
	05/03/2018	Bob Seal - Volunteer	Not Billable	1:30
Total WTR SYS - 1 HR-VOLUNTEER-LBR				9:00
<b>Total MSHOA - Internal:A2018-MAPPING</b>				

12/10/18

**Mountain Shadows HOA  
Volunteer Time by Job Detail  
May 1, 2018 through December 11, 2018**

	<u>Date</u>	<u>Name</u>	<u>Billing status</u>	<u>Duration</u>
<b>MSHOA - Internal:A2018-Meter Reading</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/09/2018	Ray VanCour - Volunteer	Not Billable	4:30
	05/09/2018	Jim Sipple - Volunteer	Not Billable	4:30
	06/13/2018	Ray VanCour - Volunteer	Not Billable	5:00
	06/13/2018	Jim Sipple - Volunteer	Not Billable	5:00
	07/18/2018	Jim Sipple - Volunteer	Not Billable	3:00
	07/18/2018	Ray VanCour - Volunteer	Not Billable	3:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				25:00
<b>Total MSHOA - Internal:A2018-Meter Reading</b>				
<b>MSHOA - Internal:A2018-Meter Repair, Lot 37</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	07/22/2018	Jim Sipple - Volunteer	Not Billable	2:30
	08/15/2018	Jim Sipple - Volunteer	Not Billable	3:30
	08/15/2018	Ralph Van Paepegthem - Volunteer	Not Billable	3:30
Total WTR SYS - 1 HR-VOLUNTEER-LBR				9:30
<b>Total MSHOA - Internal:A2018-Meter Repair, Lot 37</b>				
<b>MSHOA - Internal:A2018-PM</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	06/04/2018	Bob Seal - Volunteer	Not Billable	2:00
	06/04/2018	Ralph Van Paepegthem - Volunteer	Not Billable	2:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				4:00
<b>Total MSHOA - Internal:A2018-PM</b>				
<b>MSHOA - Internal:A2018-Water Del, Lot 38</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	10/20/2018	Ralph Van Paepegthem - Volunteer	Not Billable	3:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				3:00
<b>No item assigned</b>				
	10/20/2018	Bob Hammond - Volunteer	Not Billable	3:00
Total No item assigned				3:00
<b>Total MSHOA - Internal:A2018-Water Del, Lot 38</b>				
<b>MSHOA - Internal:A2018-WH1&amp;2 Flow Meters</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/09/2018	Ralph Van Paepegthem - Volunteer	Not Billable	2:30
Total WTR SYS - 1 HR-VOLUNTEER-LBR				2:30
<b>Total MSHOA - Internal:A2018-WH1&amp;2 Flow Meters</b>				
<b>MSHOA - Internal:A2018-WH2 GATE VALVE</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/09/2018	Ralph Van Paepegthem - Volunteer	Not Billable	2:30
Total WTR SYS - 1 HR-VOLUNTEER-LBR				2:30
<b>No item assigned</b>				
	05/09/2018	Bob Hammond - Volunteer	Not Billable	1:30
Total No item assigned				1:30
<b>Total MSHOA - Internal:A2018-WH2 GATE VALVE</b>				
<b>MSHOA - Internal:ADDITIONAL WATER SYS ACTIVITIES</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/04/2018	Ralph Van Paepegthem - Volunteer	Not Billable	8:00
	05/04/2018	Joe Hofstra - Volunteer	Not Billable	3:00
	05/04/2018	Bob Hammond - Volunteer	Not Billable	8:00
	05/07/2018	Bob Hammond - Volunteer	Not Billable	8:00
	05/08/2018	Bob Hammond - Volunteer	Not Billable	8:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				35:00
<b>Total MSHOA - Internal:ADDITIONAL WATER SYS ACTIVITIES</b>				
<b>MSHOA - Internal:E2018-B\$1/B\$2 Telemetry</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	06/11/2018	Bob Hammond - Volunteer	Not Billable	4:00
	06/11/2018	Ray VanCour - Volunteer	Not Billable	4:00
	06/12/2018	Ray VanCour - Volunteer	Not Billable	3:00
	06/12/2018	Bob Hammond - Volunteer	Not Billable	3:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				14:00
<b>Total MSHOA - Internal:E2018-B\$1/BS2 Telemetry</b>				

12/10/18

**Mountain Shadows HOA  
Volunteer Time by Job Detail  
May 1, 2018 through December 11, 2018**

	<u>Date</u>	<u>Name</u>	<u>Billing Status</u>	<u>Duration</u>
<b>MSHOA - Internal E2018-BS2 Pump 1</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	07/19/2018	Ralph Van Paeppegem - Volunteer	Not Billable	2:00
	07/20/2018	Ralph Van Paeppegem - Volunteer	Not Billable	8:00
	07/22/2018	Ralph Van Paeppegem - Volunteer	Not Billable	2:30
	08/17/2018	Ray VanCour - Volunteer	Not Billable	4:00
	08/18/2018	Ray VanCour - Volunteer	Not Billable	5:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				21:30
<b>Total MSHOA - Internal:E2018-BS2 Pump 1</b>				
<b>21:30</b>				
<b>MSHOA - Internal E2018-BS3 VFD Fault</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	11/18/2018	Ray VanCour - Volunteer	Not Billable	4:00
	11/18/2018	Bob Hammond - Volunteer	Not Billable	4:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				8:00
<b>Total MSHOA - Internal:E2018-BS3 VFD Fault</b>				
<b>8:00</b>				
<b>MSHOA - Internal E2018-Leak, PRV2-3</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	05/23/2018	Ralph Van Paeppegem - Volunteer	Not Billable	6:30
	05/23/2018	Ray VanCour - Volunteer	Not Billable	6:30
Total WTR SYS - 1 HR-VOLUNTEER-LBR				13:00
<b>Total MSHOA - Internal:E2018-Leak, PRV2-3</b>				
<b>13:00</b>				
<b>MSHOA - Internal E2018-Leak2, PRV 2-3</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	08/29/2018	Ray VanCour - Volunteer	Not Billable	2:00
	08/29/2018	Ralph Van Paeppegem - Volunteer	Not Billable	2:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				4:00
<b>Total MSHOA - Internal:E2018-Leak2, PRV 2-3</b>				
<b>4:00</b>				
<b>MSHOA - Internal E2018-PRV2-1/2 (PRV-5)</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	11/27/2018	Bob Hammond - Volunteer	Not Billable	1:30
	11/27/2018	Ralph Van Paeppegem - Volunteer	Not Billable	1:30
	12/01/2018	Bob Hammond - Volunteer	Not Billable	7:00
Total WTR SYS - 1 HR-VOLUNTEER-LBR				10:00
<b>Total MSHOA - Internal:E2018-PRV2-1/2 (PRV-5)</b>				
<b>10:00</b>				
<b>MSHOA - Internal E2018-RotaryPhaseConverterFailure</b>				
<b>WTR SY \$ - 1 HR-VOLUNTEER-LBR</b>				
	12/09/2018	Ray VanCour - Volunteer	Not Billable	2:30
	12/10/2018	Ray VanCour - Volunteer	Not Billable	1:30
Total WTR SYS - 1 HR-VOLUNTEER-LBR				4:00
<b>Total MSHOA - Internal:E2018-RotaryPhaseConverterFailure</b>				
<b>4:00</b>				
<b>Total Hours</b>				<b>228:15</b>