

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

**Date/Time:** August 5, 2020/9:00 am – 11:00 am

**Location:** Alan's patio

**Meeting called by:** Don Thompson

**Board Members present:**

Don Thompson, President (9:55 am)

Alan Seeger, Vice-President

Ellen Bush, Secretary/Treasurer

Thor Oden, Director

Bob Hammond, Director

HOA Members present: Cherry VanCour, Chris Clark (notetaker), Ralph Van Paeppegem

Meeting Called to Order at 9:03 am by Alan Seeger.

Approval of Agenda – Bob moved to approve agenda. Thor- Second. Approved unanimously.

Approval of Minutes: May 5, 2020 and July 18, 2020. Bob moved to approve. Second-Thor. Approved unanimously.

**NEW BUSINESS: (9:05)**

**1. (Bob) Need for new cluster of mailboxes:**

The Post Office indicates that we are out of mailboxes and parcel boxes at the entrance of the subdivision. They suggest that we need to purchase one mailbox unit and would like us to have 2 additional parcel boxes, all from a Postal approved CBU dealer. They approximated the cost for a new set (CBEs) at \$1400. The Postal Service provides the parcel boxes at no cost to the HOA. Each requires 8" concrete slab, etc. Bob moved to purchase the new mailboxes up to \$1400 plus level the ground/pour concrete slabs (approximately 3 yards) for the new CBEs and parcel boxes plus additional for future needs. Second-Thor. Approved unanimously. Bob to follow up on action.

**2. (Ellen) Process and Procedure for Treasurer and Financial Manager:**

Ellen presented plan for Treasurer working with Finance Manager. She noted that the CCRs do not require that the Secretary/Treasurer be a single person. This Procedure allows for members to serve as Treasurer without necessarily being experienced in managing QuickBooks (QB). Bob made some clarification/deletions to the text.

Bob reviewed the flow chart he had prepared as a visual depiction of the process for opening jobs in QB. He explained why he preferred the wording of "any Member defines need for the job", which allows the job to be opened in QB while funding/approval stills stays with the Board. Once Board approves, the job moves forward. Cherry expressed concern that the Board should receive requests and direct Finance Manager to open jobs in QB. Alan suggests that the first box be changed to "Member goes to a Board Member." Last box: add "Board notifies Finance Manager to close and/or

inactivate". Suggestion to add "Pending" box to flow chart and QB for open jobs not yet assigned a lead or budget. Thor moved to accept flow chart with changes and bring edited Process to next meeting. Second- Alan. Approved unanimously

**3. (Don) Email to HOA:**

Don was not yet in attendance. Ellen reported that he is interested in communicating with the Membership in an email format.

**OLD BUSINESS: (9:30)**

**4. (Ellen) Financial Report**

Ellen distributed Financial reports. She asked the Board if they would prefer receiving the reports by email prior to the meetings. The Board unanimously agreed. It was requested that Cherry will pull reports through the last day of prior month for the monthly Board meetings. Cherry agreed.

- Budget review: Ellen asked that the Board take note of the Road Maintenance line item. Paving job was partially paid before the end of the last fiscal year. Suggests reduction in budget item in the 20-21 fiscal year since half was already paid.
  - Ellen moved to reduce \$26,000 to \$14,000 under Road Maintenance. Bob- second. Approved unanimously.
  - Ellen moved that the Board approve the annual Budget at the first or second meeting/within 60 days of the Annual Meeting. Alan-Second. Approved unanimously.
  - Ellen moved to approve 2020-2021 budget. Bob-Second. Approved unanimously.
  - Bob moved that the Board receive financial reports prior to the meetings with notes from the Treasurer that highlights possible concerns. Alan-Second. Approved unanimously.
- Job Status Report: Ellen explained that Cherry will be working to merge Job Status report and the Approved Amount vs Actual by Job. Cherry identified two jobs that show her as the lead. She requested that she be removed as the lead. Alan suggests that if the jobs have to do with Water, the Board liaison for the Water Committee should be the place holder. Some of the jobs could go to a pending list with no rep/lead.
  - Bob moved to have this report and accompanying narrative sent to the Board at the same time as the Treasurer's report; Alan-Second. Approved unanimously.
- Volunteer Time by Job detail: Ellen then distributed the volunteer hours list for July showing 11 volunteer hours completed.
- Financial report
- Balance-Allocation Report

**5. (Alan) Architectural Committee Report**

The ACC met August 1 for their first meeting. Dean Lange had asked if he could build his shop building before the home. Decided that they would be allowed to pour both his foundations at the same time, starting their one-year timeline. Plans to begin building in April, 2021.

## 6. Update on Current Action Items

- **(Thor) Road repair update:** Thor talked many times with owner of Steele Paving, Ricky Steele. Thor had asked to go out together and re-measure the work. The owner never did schedule. Steele Paving submitted a bill that exceeded the estimate. Thor feels we should pay the amount budgeted since we gave them ample opportunities to come and measure/address the concerns of the scope of work. Cherry stated that the original agreement/estimate did not specify a maximum total. Don will write a letter and send to Board for review that will delineate the Board's issues. Thor, Alan and Don will meet on Saturday 8/8 to measure the completed work in order to compare the total square feet with the total listed on the invoice.
  - Thor moved to pay the remaining amount that had been approved (\$14,000) with a letter stating that the bill exceeds the original scope of work (\$10,000). Bob-second. Approved unanimously.

After the measurements are completed and letter sent, this will return to the Board for additional action if necessary.

- **(Ellen) Road repair projections:** Ellen presented a spreadsheet to the Board giving various options for generating additional funds to pay for a future chip-seal project. Bob noted that using a cost of \$218,000, for this project, is rather unrealistic because it is based on today's costs. Also, if we assess now for 15 years in the future, we are paying for things many of us won't be here to use. It would be difficult to sell that type of assessment to the Members. Don voiced a concern about designating all the additional funds (whether it is an assessment, an increase in dues, or both) to Roads. He asked what happens if there is something catastrophic and "all eggs are in one basket." It was agreed that the designations would simply be a placeholder designation. In a catastrophe, all funds are available. Don suggested getting an accurate idea of linear foot of streets plus cost per square foot. Thor would like to put a 20% increase in dues on the next agenda.
- **(Thor) Update on swab job (A2020-WH2 vibration/swab):** Swab estimate had been approved at previous meeting (7/18), for \$11, 890.00 plus up to 20% for prep work and sound tube for a total amount of \$14,268. Estimate for prep work subsequently received in the amount of \$2,312.96.

Once the pump is pulled, if we see that we need a new pump, it would have to be approved on an emergency basis. Thor will schedule.

- **(Ellen) Meter reading - summer reading:** Thanks to Ralph Van Paeppegem and Darryl & Linda Denny, the reading was just completed. Board needs to communicate with Jim to see if he is still willing to input information. Don will scan info and send on to Jim.

- **(Don) Phase 4 update-Diocese response:** No response from Diocese. Don suggests that we wait another 2 weeks, follow with another letter with a more direct request to respond. Bob stated that there are essentially two areas of discussion: water and roads. Bob stated that he would contact Larry to see if he can help encourage communication. It is possible that the Diocese has found a water source. This may encourage the Diocese to simply vacate their need to be part of the HOA.

**PUBLIC COMMENT:** Ralph asks that the Board be aware that as a Member, he hopes that the Diocese does not think that they can use our roads.

**ADJOURNMENT OF GENERAL MEETING:** Bob moved to adjourn. Ellen-second. Approved unanimously.

Mountain Shadows HOA  
MSHOA Job Status  
Aug 5, 2020

Customer	Rep	Note	Job Status	Start Date	End Date
MSHOA - Internal					
MSHOA - Internal:A2018-M APPING	JS-	PURPOSE OF JOB: Document the distribution system mapping in phases 1 & 2 (see attached recommendation): PHASE 1: 1) Determine actual system layout. 2) Verify distribution system matches drawings, document location and use of every major component; ...	In progress	03/26/2018	
MSHOA - Internal:A2019-Vault 3SR-011	CV-	SOW Vault 3SR-011 is flooded. Need to pump, inspect for leaks and repair if necessary	In progress	08/01/2019	
MSHOA - Internal:A2019-Vault 3WP-004	CV-	SOW Vault is flooded, inspect for leaks and repair if necessary	In progress	09/23/2019	
MSHOA - Internal:A2020-M eter Reading	CV-	PURPOSE OF JOB: To periodically read the water meters and these numbers will help identify water usage and potential leaks. Job was approved at the 12/2/2019 BOD meeting.	In progress	01/01/2020	
MSHOA - Internal:A2020-PM	CV-	PURPOSE OF JOB: Track and document all scheduled Preventative Maintenance. This is an on-going Job. This job was approved at the 12/2/2019 BOD meeting.	In progress	01/01/2020	
MSHOA - Internal:E2018-BS1/BS2 Telemetry	RV-	SOW The red light at BS2 is turning on intermittently. Trouble shoot to identify the issue and a fix.	In progress	06/03/2018	
MSHOA - Internal:A2019-WH 1&2 Flow Meter Test	BS-	SOW Test the flow meters at both Well House 1 & 2 to validate if reading accurately. Send the 'junk' that collects at the diversion pipe and send for analysis.	In progress	06/18/2019	
MSHOA - Internal:A2020-\$100 Preapproved Acct	CV-	PURPOSE OF JOB: To purchase relays and other type of LOW DOLLAR components - misc type parts that are often needed during repairs. To allow flexibility for volunteers to purchase low dollar items while repairing without having to go through the proces...	In progress	01/01/2020	
MSHOA - Internal:A2020-M eter, Lot 17	AW-	SOW Install meter at Lot 17	In progress	07/23/2020	
MSHOA - Internal:A2020-M eter, Lot 18	AS-	SOW Install meter at lot 18	In progress	08/02/2020	
MSHOA - Internal:A2020-Additional Water Sys Activities	CV-	PURPOSE OF JOB: To capture any MINOR, non-PM and non-job specific water system related activities. This job is on-going. This job was approved at the 12/2/2019 BOD meeting.	In progress	01/01/2020	
MSHOA - Internal:A2019-WH 1&2 Flow Meters	BS-	SOW Flow Meters for both WH1 & WH2 are not reading correctly. Replace meters or find alternative way to document water flow.	In progress	05/04/2019	
MSHOA - Internal:R2019/2020 Snow Removal	CV-	SOW: To capture all Snow Removal activities & costs for budget fiscal year 2019-2020	In progress	07/01/2019	08/02/2020
MSHOA - Internal:R2020/2021 Snow Removal	CV-	SOW: To capture all Snow Removal activities & costs for budget fiscal year 2020-2021	In progress	08/02/2020	
MSHOA - Internal:A2020-WH2 Vibration/Swab	TO-	SOW WH2 pump is vibrating, potential drop in water level. Identify solutions and fix.	In progress	05/08/2020	
MSHOA - Internal:R2019/2020 Road Maintenance	CV-	SOW To capture all Road Repair data for Fiscal Budget Year 2019/2020	In progress	07/01/2019	

Mountain Shadows HOA  
Volunteer Time by Job Detail  
July 2020

	Date	Name	Duration	Notes
<b>MSHOA - Internal:A2020-Meter, Lot 17</b>				
<b>WTR SYS - 1 HR-VOLUNTEER-LBR</b>				
	07/23/2020	Thor Oden - Volunteer	1:00	
	07/23/2020	Alan Seeger - Volunteer	1:00	
	07/24/2020	Thor Oden - Volunteer	1:00	
	07/24/2020	Alan Seeger - Volunteer	1:00	
		<b>Total WTR SYS - 1 HR-VOLUNTEER-LBR</b>	<b>4:00</b>	
<b>Total MSHOA - Internal:A2020-Meter, Lot 17 4:00</b>				
<b>MSHOA - Internal:R2019/2020 Road Maintenance</b>				
<b>ROAD MAINT - 1 HR-VOLUNTEER-LBR</b>				
	07/11/2020	Tom Borda-Volunteer	2:00	Entrance
	07/21/2020	Ellen Bush - Volunteer	2:00	Entrance
	07/21/2020	Cherry VanCour - Volunteer	2:00	Entrance
	07/27/2020	Daryl Denny - Volunteer	1:00	Entrance
		<b>Total ROAD MAINT - 1 HR-VOLUNTEER-LBR</b>	<b>7:00</b>	
<b>Total MSHOA - Internal:R2019/2020 Road Maintenance 7:00</b>				
<b>TOTAL</b>			<b>11:00</b>	