

MOUNTAIN SHADOWS HOA BOARD MEETING MINUTES

Date/Time: May 1, 2018 / 12:00 PM – 3:15 PM

Location: Garden Valley Library Conference Room

Meeting called by: Scott Brown

Board Members Present:

Scott Brown, President

Stacy Perryman, Vice President

Cherry VanCour, Treasurer/Secretary

Ellen Bush, Board of Director (present via phone)

Others Present: Christine Clark (note taker), George Simpson (Water Master), Larry Hellhake (Developer), Bob Hammond, Ralph VanPaepeghem, Bob Seal, Harry Tumanjan, Dale Bentley, Jim Sipple and Al Webster

Meeting opened by Scott Brown at 12:03 PM

Approval of Agenda: Stacy Perryman motioned to approve and Cherry VanCour second.

NEW BUSINESS:

1. **George Simpson will talk about water issues:** George notified the Board that the Environmental Protection Agency (EPA) is adding more compliance on the Department of Environmental Quality (DEQ) as a result of the lead problems in Flint, Michigan. DEQ is requiring lead to be tested twice as much.

Mountain Shadows water distribution system has passed all tests, there is a trace of copper (within range) yet no lead. In addition to testing the water distribution system, tests from within the home is required. If the water being tested comes from a faucet that contains lead, the lead within the faucet can leach into the water and cause a hit, meaning we failed the test. If we fail the test we must retest until it tests clean. DEQ also requires the retest to be taken from the same location.

DEQ will notify the home owner of the failed test. Since we know the water distribution system has passed the test, if there is a failed test from within the home, the lead is more than likely coming from the home owner's faucet. Faucets made in the USA does not contain lead yet faucets made in China or other countries *may* contain lead. If the same faucet is retested, chances are good we will fail the retest. Failed retests will send red flags to DEQ (especially with a 2nd failed test) and we want to keep this to a minimum.

Under this circumstance the safest resolution is for the home owner is to replace their lead faucet with a lead-free faucet, then a retest can be performed. However, if the homeowner chooses not to do this, the conversation lead to two options.

- (1) Treat the entire water distribution system. This is the most expensive, invasive and least desired option.

- (2) Swap out the homeowner's lead faucet for a (Board purchased) lead-free faucet, perform the retest and then swap the faucet's back. Swapping out the faucets twice will cause additional expense when performing the retest. This is not desired either.

It was decided to table this conversation and reconvene if we find ourselves in the situation where a homeowner refuses to replace their lead faucet with a lead-free faucet.

2. **Larry Hellhake will provide updates on Phase 4 & 5:** The potential sale of Phase 4 & 5 continues to move forward yet is still under contract. The potential Buyers, the Roman Catholic Diocese, plan to build a retreat center with a commercial kitchen that could house 50 couples and then two or three 400 square foot retreat houses in the Northwest corner. This will be a year-round facility with 4 to 5 full time priests or brothers.

Access to the retreat center will be from Banks-Lowman Road (by the red gate). The road will be paved, possibly chip seal. The development does not want access through Phase 3. There may be an emergency access from the top cul-de-sac, currently a dirt road and will remain a dirt road. Idaho Power and water lines may be cut into this dirt road. Mountain Shadows HOA will not be responsible for Phase 4 & 5 road maintenance, this includes snow maintenance. At some point the MSHOA will need to decide if they want Phase 4 & 5 to be part of MSHOA and how that would look. If not, the only relationship between Phase 4 & 5 and the MSHOA will be with the water.

The project will follow DEQ, EPA and Health Department recommendations. There will be a new well/building that will be connected to the existing MSHOA water. Larry recommended adding another storage tank to Phase 4 for fire protection. The 3rd well and storage tank will be financed by the potential Buyers. The potential Buyers will make a proposal for use of water – probably around 50 gallons of water per room plus 15 gallons for the kitchen, per day. The new well would allow more than enough for this type of proposal and allow MSHOA to have an abundance of water. The Buyers will be asking for a fixed cost for the amount of water used – may be in the neighborhood of \$3,500.00 annually.

Larry will look into if the HOA must pay income tax on water billed to the Buyers, if they're not part of the MSHOA.

The sewer will be a dual system. The main system will handle gray water (water from sinks). There will be another system to handle toilet water. The design will be forthcoming and will be submitted in the application.

The Developers are not interested in keeping the 5 acres the wells are on after Phase 4 & 5 are sold. They may sell or deed the 5 acres yet will work on this after Larry works through other issues.

3. **Cherry to list out and provide status on all open Jobs in QuickBooks:** Cherry worked with Bob Hammond when entering the Backup Generators for Booster Stations Jobs (approved at the 3/26/18 BOD meeting). It was decided to separate this 1 Job into 5 Jobs to keep the Generator work separate from the Shut Off Valve work and to separate each Booster Station. This will provide a more comprehensive way of analyzing information later. After this was complete, there are currently 8 Jobs in QuickBooks:

1. A2018-BS1 Generator: Ray VanCour is the Lead and will try to have completed by 7/1/18.
 2. A2018-BS2 Generator: Ray VanCour is the Lead and will try to have completed by 7/1/18.
 3. A2018-BS2 LowWaterShutOff: Bob Hammond is the Lead and will try to have completed by 5/4/18.
 4. A2018-BS3 Generator: Ray VanCour is the Lead and will try to have completed by 7/1/18.
 5. A2018-BS3 LowWaterShutOff: Bob Hammond is the Lead and will try to have completed by 5/4/18.
 6. A2018 Mapping: Jim Sipple is the Lead and will try to have completed by 7/31/18.
 7. A2018-WH2 Gate Valve: Jim Sipple is the Lead and will have completed ASAP (probably by end of next week, weather permitting).
 8. E2018-ValveLeak, Lot 60: Joe Hofstra is the Lead and completed this work 4/30/18 (due to timing, total hours have not been calculated and Job is not closed yet).
4. **Stacy – Facelift for the entrance of our subdivision:** Stacy asked if there was an appetite for updating the entrance of our subdivision. There was conversation around how the fountain pool is operable and holds water (at least last time looked) yet the rocks that allow the water to flow to the pool has many cracks and much of the water flows through the cracks onto the ground before reaching the pool. If we were to start the fountain up again, these cracks would need to be filled in. There is a concern regarding the cost to run the pump (increased Idaho Power bill).

Another option is to fill the pool with rocks, strategically placed so it looks intended and no longer looks as if it's a broken fountain.

There was talk about the lighting. The current lighting is solar powered and provides minimal lighting to the subdivision sign. Would we like a non-solar powered over head light that would light up the subdivision sign better?

There appears to be a desire to clean up and beautify the entrance to the subdivision. Stacy will get estimates for fixing the rocks, bringing in rocks, lighting options, review past costs, etc.

4.1 ACTION ITEM/OWNER: Stacy will obtain prior costs and obtain estimates for updating the entrance to our subdivision.

5. **Water Committee Recommendation:** Cherry brought forward a Water Committee Recommended sent to her by Bob Hammond. The abridged version is:

The backup generation for Booster Station 2 (BS2) does not provide power to the tank level switches and transmitter. All works efficiently as long as there is power; however, if there is a power outage, the tank level transmitter will not have power and cease to function. When the tank level transmitter stops working, it tells the system that the top water tanks are empty and the BS2 pump will be turned off (this is a safeguard so the pump doesn't continue working and burn up, if there isn't any water). At this point, water will be shut off to some Members. When the system see's the top water tanks as empty, the BS1 pump will send water from the center

tank to the top tanks until the center tank runs dry or the power comes back on thus allowing the BS2 transmitter to start working again. In the meantime, the center tank will continue to fill the top tank eventually spilling water out the top tank overflow.

The fix is to have an electrician pull wire and rewire the power to the tank level switches and transmitter so they are powered by the BS2 generator. An estimate has not been obtained but Bob's educated guess is between \$750 - \$1000.

Cherry motioned to approve up to \$1,200.00, this will allow a little wiggle room for the cost and help cover any costs for surprises that often arise when doing a project of this nature. Scott Brown second. Motion passed.

5.1 ACTION ITEM/OWNER: (Regarding BS2, WirePullForTransmitter) Cherry to create a Job in QuickBooks to clearly identify the Scope of Work and to track all progress, associated costs and volunteer labor.

6. **Water Committee Purpose Statement (for the website):** Bob Hammond provided Cherry with a Water Committee Purpose Statement, to be posted on our Mountain Shadows website (<http://mtnshadowshoa.org/>). Cherry thought there needed to be small revisions before posting. Scott motioned for Cherry to work with the Water Committee to make the adjustment, once agreed upon, post it to the website. Stacy second. Motion passed.

6.1 ACTION ITEM/OWNER: Cherry will work with the Water Committee to adjust the wording, once agreed upon will have it posted to the website.

7. **Reminder for the Annual Meeting:** Cherry wanted within the Minutes to remind Members of our Annual Meeting on June 9th, 10:00 AM at the Senior Center. There was concern regarding if the Senior Center was large enough for the amount of people who may attend, especially with Granny's, the business located next door, encroaching into the Senior Center – clothing racks, etc. The Annual Meeting in 2017 was held at the Senior Center and it was a tight fit. There are more Members this year, therefore we may have more people attend.

7.1 ACTION ITEM/OWNER: Scott will visit the Senior Center to see if he believes this is a location that will comfortably accommodate the Membership during our Annual Meeting. If not, he will find another location to meet.

8. **Validation of approvals and amounts for the Water Committee to work on:** Cherry has recently been provided 3 items the Water Committee plans to work on. She could not find the approvals in prior Minutes and wanted to validate these items were previously approved (and any known status). If there were previously approved, determine if it's appropriate to open Jobs in QuickBooks.

- Shut off valve at Lot 54, needs a rebuild kit. This was previously approved and was recently completed, 4/30/18.
- Meter installation at Lot 44. This was previously approved and Scott is currently getting a quote.
- PRV at the end of Summerwind is leaking. This has been looked at a couple of times yet no leak was found. There may still be a problem or it may just be poor drainage.

This issue will continue to be watched yet it was decided no Job will be opened in QuickBooks.

8.1 ACTION ITEM/OWNER: Cherry will open and close a Job in QuickBooks to clearly identify the Scope of Work and track volunteer labor and associated costs for the Shut off valve at Lot 54. Cherry will open a Job in QuickBooks to clearly identify the Scope of Work and track all progress, associated costs and volunteer labor for the meter installation at Lot 44.

9. **Presenting George Simpson (Water Master) contract to sign:** Scott presented the final version of the Water Master Contract for George and the BOD to sign. Scott motioned to approve, Stacy second. Motion passed.

OLD BUSINESS

10. **Financial Report:** Cherry reviewed the Balance Sheet Report, Budget Overview Report and Financial Report. These reports are not included within the minutes as they are considered confidential, for MSHOA members only. The minutes are posted on our website which is public. If a member would like a copy of any of these reports, you can contact the Treasurer, Cherry VanCour, via our 'Contact Us' tab on our Mountain Shadows website.

<http://mtnshadowshoa.org/>

11. **Architectural Review Report:** Stacy met twice since our last meeting. The Denny's were approved for a garage and home.

12. **Update on Current Action Items:**

12.1 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): 3/26/18 (item 8.2) Scott reported he has restructured the Water Fee paperwork and will be sent out after full approval of the Board via the 3 venues. Once billing starts, members who have an overage bill will receive their bill via mail and/or email. 5/1/18 Scott provided a document that presents an overview of the water fee structure and will continue working on it.

12.1.1 ACTION ITEM: Scott – to remain on agenda until complete.

12.2 Scott to purchase signs that identifies 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): 3/26/18 (item 8.3) The price for the signs is \$72.00 (\$24ea x 3 signs). Scott Brown motioned to approve and Ellen Bush second. Motion Passed. 5/1/18 Scott presented how the sign would look and the cost will be slightly lower than originally thought. He will order the signs and solicit help from Members with the installation.

12.2.1 ACTION ITEM: Scott – to remain on the agenda until complete.

12.3 Cherry will meet with the Water Committee to discuss a formal communication process (Bob's questions, item 3 under Water related questions within the 2/9/18 BOD meeting minutes): 3/26/18 Due to timing issues, Cherry wasn't able to meet with the Water Committee. 5/1/18 Cherry met with the Water Committee on 4/27/18 and have changed the term 'communication process' to the 'Water Committee Non-Emergency Recommendation Process'. This process is still being worked on and will take more time to

finalize. The Water Committee and Cherry are using the current Jobs to work through what works best for both Water Committee and BOD – how recommendations are submitted, approval process, who obtains estimates, who will be the Lead, utilize volunteers or hire out, etc.

12.3.1 ACTION ITEM: Cherry – to remain on the agenda until complete.

12.4 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): 3/26/18 Jim Sipple has emailed Larry with no reply yet. 5/1/18 Jim provided easements to the Board and Scott needs to go through them to make sure he has all easements.

12.4.1 ACTION ITEM: Scott – to remain on the agenda until complete.

12.5 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): 3/26/18 Jim Sipple has emailed Larry with no reply yet. 5/1/18 Jim provided easements to the Board and Scott needs to go through them to make sure he has all easements.

12.5.1 ACTION ITEM: Scott – to remain on the agenda until complete.

12.6 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): 3/26/18 Jim Sipple has emailed Larry with no reply yet. 5/1/18 Jim provided easements to the Board and Scott needs to go through them to make sure he has all easements.

12.6.1 ACTION ITEM: Scott – to remain on the agenda until complete.

12.7 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): 3/26/18 Jim Sipple has emailed Larry with no reply yet. 5/1/18 Jim provided easements to the Board and Scott needs to go through them to make sure he has all easements.

12.7.1 ACTION ITEM: Scott – to remain on the agenda until complete.

12.8 Stacy will continue working on the Water Policy draft and bring the revision to the next BOD meeting to review (item 2.1 on 3/26/18 BOD meeting minutes): Stacy provided the suggested Water Policy. Scott motioned to approve and post it to the website. Cherry second, Ellen abstained (Ellen did not have the copy in front of her). Motioned passed.

12.9 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): 5/1/18 The estimates were requested by Bob Hammond on 4/19/18. The estimates were requested from Gem Pump, Challenger and Burgess Pump. Bob asked for the estimates by May 15th. So far only one company has come out to take a look. No estimates have come in yet.

12.9.1 ACTION ITEM: Thor/Bob – to remain on the agenda until complete.

- 12.10** Cherry to create a Job in QuickBooks to clearly identify the Scope of Work and to track all progress, associated cost and volunteer labor for the Distribution System Mapping (item 3.2.1 on 3/26/18 BOD meeting minutes): 5/1/18 Job 'A2018-Mapping' was entered in QuickBooks and Cherry is currently tracking.
- 12.11** Cherry to create a Job in QuickBooks to clearly identify the Scope of Work and to track all progress, associated cost and volunteer labor for the Backup Generators for Booster Stations Recommendation from the Water Committee (item 3.3.1 on the 3/26/18 BOD meeting minutes). 5/1/18 This one recommendation was split amongst 5 Jobs: 'A2018-BS1 Generator', 'A2018-BS2 Generator', 'A2018-BS3 Generator', 'A2018-BS2 LowWaterShutOff' and 'A2018-BS2 LowWaterShutOff' and Cherry is currently tracking.
- 12.12** Cherry will attend the next Water Committee Meeting and work with the Committee regarding merging the Water Committee's Preventative Maintenance (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 a Water Committee 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). 5/1/18 Cherry met with the Water Committee on 4/27/18 and it was determined the Mapping of the Water System (Job 'A2018-Mapping') must be complete before working on the PM schedule. It's too difficult to try and create a PM when we don't physically know where all of the entry points are (valves, man holes, etc. – some are covered by the chip seal) among other things. Once the Mapping is complete we can start the PM process.
- 12.12.1 ACTION ITEM:** Cherry – to remain on the agenda until complete.
- 12.13** 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, Public Comment): 5/1/18 The BOD meeting was long and it got so late in the day, Chris (who spoke originally to this issue), said it was fine if we tabled this conversation for the next BOD meeting.
- 12.13.1 ACTION ITEM:** Scott – to remain on the agenda until complete.

Public Comment:

13. Al Webster talked about the two signs as you come into the subdivision. He asked if we should take the second sign down since it's so faded.
- 13.1 ACTION ITEM:** Scott – will remove the sign.
14. Al Webster suggest we put up the 'Private Property' signs (used during the eclipse last year) during the weekend of the ATV/UTV Stampede, June 29 through July 1. Scott agreed.

Adjourned at 3:15 PM