

MOUNTAIN SHADOWS HOA BOARD MEETING MINUTES

Date/Time: April 30, 2019 / 12:30 – 2:30

Location: Garden Valley District Library Conference Room

Meeting called by: Ellen Bush

Board Members present:

Stacy Perryman, Vice-President

Ellen Bush, Secretary

Cherry VanCour, Treasurer

Thor Oden, Director

HOA Members present: Ralph Van Paepeghem and guest George Simpson (Water Master)

Meeting Called to Order at 12:37 pm by Ellen Bush

Approval of Agenda – was approved

NEW BUSINESS: (12:35-1:55)

1. (George Simpson, Water Master) Adopting a Cross Connect Control Policy (CCC Policy):
  - a. Per the CC&R's (Article 3.3d), "No Member shall connect any equipment or device to the water supply system (even within the Lot or residence building of such Member) which has any potential or possibility of introducing water or any foreign substance into the water supply system. If any Member desires to connect such equipment or device, it shall be done only with the prior written approval of the Association and use of connection control or backflow prevention devices approved by the Association". What this means is, any lot that has a sprinkler system and/or any other devise (i.e. fountain) connected to the water system must have a backflow-prevention devise. In addition, DEQ requires the Association to have a CCC Policy and requires Mountain Shadows residents to install approved backflow-prevention devices or assemblies wherever deemed appropriate. George created and presented a CCC Policy for Mountain Shadows Subdivision.
  - b. Within the CCC Policy (Section 1.2) "Mountain Shadows shall be responsible for the protection of its public potable water distribution system from contamination or pollution due to the backflow of contaminants or pollutants. Mountain Shadows residents will install approved backflow-prevention devices or assemblies wherever deemed appropriate in order to be in compliance with IDAPA 58.01.08.552.6 and UPC 603." Section 3.2.6 speaks to a required certified field test upon the installation of the backflow device and at least once per year thereafter. The Member must provide the results of the certified test to the Association and also the Member must bear the cost of these certified tests.
  - c. Since we currently do not have a list of Lots that have sprinkler systems and/or any other devise (i.e. fountain) that is connected to the Mountain Shadows water system, there will be a survey form created that will be sent out to all Members to create our baseline of how many sprinkler systems/devises are within our subdivision and if a backflow-prevention device is installed.

- d. Ellen moved and Thor seconded a motion to adopt the required Cross Connection Control Policy. This document has been added to the website under the Water System Tab – Water Related Information.
2. (Thor Oden) Recommendations for weed spraying, cleaning culverts, road repairs:
  - a. Thor recommends using Round Up for the grass on the side of the road and 2-4-D for trees and broadleaf weeds in the ditches.
  - b. Thor noted that roads are not graded correctly causing water to run under chip seal.
  - c. Thor is getting bids for grading the edges of the road, grates for the culverts and spraying.
3. (Cherry) Preventive Maintenance (PM) Processes for our Water System:
  - a. The Water System Advisory Committee (WSAC) has met to discuss and start working through our PM's. Bob Hammond has volunteered to document processes for each of the PM tasks. This important information will provide instruction regarding how to perform each PM task as well as assist with designating workers (volunteers, or when necessary, hired labor).
4. (Cherry) 2 Flow Meters and 2 House Meters estimates:
  - a. Both flow meters (one at each well) are not working correctly and need to be replaced. Gem Pump submitted an incomplete estimate, Gem Pump will re-submit.
  - b. We currently do not have any house meters in stock and should have at least 2 in stock. The price of House meters is a little less than \$200.00. The Board unanimously approved the amount of \$383.27 to purchase two house meters and replacement as needed to keep two in stock.
5. (Stacy/Cherry) report on HOA Taxes:
  - a. In the tax preparation process, it was noted that non-members (off-site users) are not exempt from taxes. Taxes were paid for four users at \$63.04 federal and \$14.55 state.
6. (Cherry) Allocating unallocated funds between Road Maintenance and Water System for Budgetary Purposes:
  - a. Cherry presented a spreadsheet showing Account Balances through 4/30/19. Currently the majority of the allocation of income in Quickbooks is in Operations. Cherry recommends these allocation percentages within Quickbooks be revised to be more aligned with the decision made in our 12/18/19 Board Meeting to allocate percentages of Membership Dues/Income to Road Maintenance (38%), Water System (43%) and Operations (7%).
7. (Thor) (Added to Agenda) Volunteers Needed:
  - a. Thor has identified that the well houses need to be painted. Thor is asking for volunteers to paint and do minimal repairs. Cherry noted that only a few volunteers participate regularly. It would be beneficial to recruit additional volunteers.

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

8. (Cherry) Financial Report:

- a. Cherry presented the Financial Report, noting that unbudgeted expenses for the water system will more than likely exceed the budget by approximately \$20,000, mainly due to the \$19,450.00 upgrades to our water system approved at the 2/27/19 Board Meeting.
  - b. Cherry will re-categorize the Legal expenses for Phase 4 into Operations.
  - c. The Financials will not be included within the Minutes yet any Member can request them via the 'Contact Us' tab of our website: <http://mtnshadowshoa.org/contact-us/>
9. (Ellen) Architectural Committee Report:
- a. Ellen reported that packets for Home Construction for Nick and Ramona Schoonover were approved.
  - b. The Committee has proposed revisions to its documents and the website tab for the ACC. These will be submitted as soon as the drafts are complete.
10. (Cherry) Review Quickbooks Jobs related to Water System open/closed since last BOD Meeting 2/27/19 and Volunteer Time:
- a. Cherry noted since our last meeting on 2/27/19, 2 jobs have been closed, 3 jobs opened and 11 jobs are currently open/active in QuickBooks.
  - b. Cumulative volunteer time since our last meeting is at least 27 hours.
11. Update on Current Action Items (Cherry) ACTION ITEM:
- a. 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
    - i. Cherry reported this item is still being worked on.
  - b. (Scott) ACTION ITEM: Scott will check with Senior Center for HOA Annual Meeting availability
    - i. Cherry reported that the reservation has been paid.

PUBLIC COMMENT

12. Ralph noted that three postal boxes remain available. A new bank of boxes may cost in the range of \$1,000.
13. Ralph noted that Alan Seeger has submitted his name as a candidate for the BOD. He further reported that Tammie Hedges will be available to help with secretarial duties after August.
  - a. Cherry reported to date two Members have submitted their names for BOD – Alan Seeger and Ralph Pond. Two have submitted for the ACC – Ralph Van Paepeghem and Chris Clark.
14. Thor asked if the BOD had received any response from attorney regarding Phase 4.
  - a. Cherry confirmed nothing received to date.

MEETING ADJOURNED at 2:30 PM.

**Mountain Shadows HOA  
MSHOA Job Status  
April 30, 2019**

Customer	Rep	Note	Job Status	Estimate Total	Start Date	End Date
MSHOA - Internal:\$100 PRE-APPROVED ACCT	CV-	PURPOSE OF JOB: To purchase relays and other type of LOW DOLLAR components - misc type parts that are often needed for repairs. To allow flexibility for volunteers to purchase low dollar items while repairing without having to go through the process o...	In progress	\$75.90	05/14/2018	
MSHOA - Internal:A2018-BS3 Generator	RV-	SOW: 1) Clean out generator area to avoid fire danger. 2) Repair generator (apparent starter problem). 3) Install new 12 volt battery. 4) Verify generator cycles automatically. 5) Verify generator operates the pump control system and low water fill...	In progress	\$350.00	03/26/2018	
MSHOA - Internal:A2018-MAPPING	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:A2018-WellPumpPwrUpgrade	TO-	SOW: Provide options to replace/upgrade the variable frequency drive power system for the wells.	In progress	\$19,450.00	12/11/2018	
MSHOA - Internal:A2019-LocateWaterConn, Lot 38	RVP	SOW Locate the water connection for Lot 38.			04/24/2019	
MSHOA - Internal:A2019-Meter Reading	CV-	PURPOSE OF JOB: To periodically read the water meters and these numbers will help identify water usage and potential leaks.	In progress		01/01/2019	
MSHOA - Internal:A2019-PM	CV-	PURPOSE OF JOB: Track and document all scheduled Preventative Maintenance. This is an on-going Job. This Job was approved during the 2/27/19 BOD meeting (Minutes reflect this approval) for \$0.00.	In progress		01/01/2019	
MSHOA - Internal: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.	In progress		05/01/2018	
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:E2018-WellPumpService	RV-	SOW: Pull out and service both well pumps.	Closed		12/11/2018	02/27/2019
MSHOA - Internal:E2019-MeterRepair, Lot 86	CV-	SOW Meter for Lot 86 is cracked, leaking water and needs to be fixed.	In progress		04/24/2019	
MSHOA - Internal:E2019-WH1 Receiver	RV-	SOW BS1 Red Light is on. Well 1 receiver is not working.	Closed		02/13/2019	03/20/2019
MSHOA - Internal:E2019-WH1/BS1 Telemetry	RV-	SOW: Transmitter at BS1 is not transmitting to WH1 consistently.	In progress		03/22/2019	
<b>TOTAL OUTSTANDING APPROVED AMOUNT:</b>				<b>\$19,875.90</b>		