

MOUNTAIN SHADOWS HOA BOARD MEETING MINUTES

Date/Time: October 7, 2020/9:00 AM – 11:00 AM

Location: Alan's patio

Meeting called by: Don Thompson

Board Members present:

Alan Seeger, Vice-President

Ellen Bush, Secretary/Treasurer

Thor Oden, Director

Bob Hammond, Director

Board Members absent:

Don Thompson

HOA Members present: Jamie Seeger (note taker), Ralph Van Paepeghem, Cherry VanCour

Meeting Called to Order at 9:11 am by Alan Seeger.

Approval of Minutes of Regular Meeting 9/2/2020 – Approved unanimously.

Approval of Agenda – Ellen noted that Don had planned to defer the Preventive Maintenance item until next Meeting. Agenda as amended – Approved unanimously.

NEW BUSINESS

1. (Don) Preventive Maintenance:

Deferred to next meeting at Don's request

2. (Thor) Update on emergency egress:

Thor presented easement document between Pine Grove subdivision and MSD through the five acres (where the Well Houses are located). Ellen noted that document does not refer to "emergency". Thor requested that MSHOA draft a letter acknowledging this easement and requesting emergency egress for MSHOA.

Bob moved to accept the "*Description of Access Easement Adjacent To Proposed Pine Grove Subdivision*" document and that Thor's attorney prepare a draft of a document for MSHOA. Ellen-second. Approved unanimously.

OLD BUSINESS:

3. Update on Current Action Items:

a. (Thor) Update on swab job:

Thor reported that after the cleaning/swab job, Well #2 is still pumping out 23 gal/minute. Water has gone down 36 feet. Clayton will re-install the pump, add sounding tube, spools and throttle down. Bob noted need to place tarp over open well house to protect from rain. Alan will get Castle Mountain Homes to complete repair of Well House #2 building when well work is completed.

Thor left the meeting.

4. (Ellen) Financial Report – including Proposal for Financial Health Analysis:

The Budget Overview report shows a deficit budget; road repair budget was decreased at 8/5/20 meeting due to partial payment made 6/29/20; road maintenance is already at 100% with \$10,000 balance (vote at 9/2/20 BOD Meeting to pay 2/1/21). The Balance sheet indicates CD-0021 cashed out and there needs to be a policy to replace the funds.

The Amount vs Actual by Job report lists mail box and well house repair jobs, yet these items were not budgeted as they were not anticipated.

The Job Status report lists two vaults that need checking for leaks and should be checked before winter. Ralph V noted these vaults may contain that ground water and doesn't necessarily mean there's a leak. Ralph V will check and report back.

Ellen noted the importance of reviewing the Financial Reports within Board Meetings, even though the Board receives these reports before the meeting. A summary of the review needs to be included within the Minutes.

5. Proposal for Financial Health Analysis:

Ellen summarized the discussion from the last meeting resulting from the cash flow deficit encountered that led to the cashing out of CD-0021. The Board had agreed that a financial health analysis is needed in order to determine required funds going forward.

Proposal includes Committee of homeowners working with identified CPA to make recommendations to the Board. Bob objected to use of CPA and believes a committee can make recommendations. Discussion around information needed for analysis: criteria for "healthy" HOA, water system reserve recommendation (20% of value?), etc. Ellen explained her expectations for limited role of CPA in analyzing numbers. Bob noted importance of Committee in identifying what issues drive the numbers. Agreed to start work with Committee and seek outside help as needed.

Ellen shared names of possible members she has approached and are interested: Toni MacGregor, Billie DaVolt, Chris Clark, Bill Klevenberg. Don to ask Keith Fletcher. Bob noted importance of technology savvy member(s). Cherry will serve as resource for reports. Harry will continue to serve as resource with framing the SOW. Bob will serve as resource and prepare list of information needed. Alan will assist with research.

Bob moved to create a committee containing homeowners to review the financial health of the Association and to make recommendation(s) on how to move forward. Ellen-second. Approved unanimously.

6. (Alan) Architectural Committee Report:

Lot 71-Coldani has asked about putting in access road soon. Does not have complete site plan. Bob noted approval and site plan not needed for access road only.

7. Update on Current Action Items:

a. (Ellen) Procedure and Process for Secretary/Treasurer and Finance Manager:

Ellen stated that Bob had requested additional boxes be added to the flow chart to embed communication back to those who requested work to be done/job(s) to be opened. Cherry would like to use Excel format. Alan and Bob will update after edits are done.

b. (Don) Emergency Communication:

Deferred as Don absent

c. (Alan) Update on well house repair:

Castle Mountain Homes will complete well house 2 repair after pump is put back.

d. (Bob) Update on mailboxes:

Bob will use his tractor to dig for concrete pads on both sides of present boxes.

e. (Ellen) Meter reading:

Ellen reported that the final meter reading for the year had been completed by Ralph Van Paepeghem and Darryl Denny on October 1. Discussion around process.

f. (Don) Update on Phase 4 and Discussion of input from homeowners:

Deferred as Don absent. Ellen noted the number and quality of the responses from homeowners. There were 22 responses representing 31 lots. These 22 responses does not include the Board of Directors.

PUBLIC COMMENT:

Ralph Van Paepeghem noted that Lot 3 has been purchased by Ralph Pond.

MEETING ADJOURNED at 10:40 AM.