

MOUNTAIN SHADOWS HOA BOARD MEETING MINUTES

Date/Time: November 4, 2020/11:00 AM – 12:00 PM

Location: Alan's patio

Meeting called by: Alan Seeger

Board Members present:

Alan Seeger, Vice-President

Ellen Bush, Secretary/Treasurer

Thor Oden, Director

Bob Hammond, Director

Board Members absent:

Don Thompson, President absent.

HOA Members present: Cherry VanCour, Finance Manager; Jamie Seeger, note-taker; Ralph VanPaepeghem

Meeting Called to Order at 11:01 am by Alan Seeger, Vice-President.

Approval of Minutes – Approved unanimously.

Approval of Agenda – Approval unanimously.

NEW BUSINESS:

1. (Don) Preventive Maintenance:

Deferred due to Don's absence.

OLD BUSINESS:

2. (Ellen) Financial Report:

Ellen noted the reports as previously sent electronically to the Board: Finance Report, Budget Overview, Balance Sheet, MSHOA Job Status, Volunteer Time by Job, Approved Amount vs Actual by Job.

Ellen noted the only large outstanding expense is the Swab Job.

Cherry noted the 2 Vault Jobs had been completed. Board approved inactivating these jobs in QuickBooks.

3. (Alan) Architectural Committee Report:

No current activity.

4. Update on Current Action Items:

a. (Ellen) Update on Financial Health Analysis Committee:

Bob H. suggested adding Ralph to the Committee as he had shown interest in the work by submitting a proposal for a special road assessment. Ellen noted the Committee will also be

looking at general operating needs and savings accounts. Ralph stated he would be glad to be on the Committee.

Ellen stated that all invited members to date have accepted to serve. Bob H. and Alan volunteered to serve on the Committee as well.

Bob H. recommended that an invitation be sent to all HOA members. Thor-second. Approved-3. Abstain-1.

b. (Thor) Update on emergency egress:

Close to signing. Larry is ok with it. The road has already been cut. Currently waiting on attorneys before submitting emergency egress to the Board.

c. (Thor) Update on swab job:

Job (A2020-WH2 Vibration Swab, Thor is the Lead) is completed. The pump has been re-installed and Well House 2 is ready for repairs. Cherry noted she has not received any invoices for this job yet.

Cherry noted the check from the insurance company has been received and deposited for the repairs of Well House 2 (job: O2020-WH2, Bldg Repair, Fallen Tree, Alan is the Lead). This check represents the cost of the repairs for Well House 2 minus the \$1000 deductible. Thor will contact Castle Mountain Homes to complete the repairs.

Regarding job A2019-WH1&2 Flow Meters (Bob S is the Lead), Bob H. noted the new pipe is ¼" too long. The original pipe was re-installed in Well House 2. Tony Rangus is working on a solution for the new pipe.

d. (Bob) Update on mailboxes:

The new parcel box for packages has been installed. Bob H. submitted bill(s) totaling \$1914, lower than expected due to volunteer labor. The second parcel box, for Individual mail boxes, are due to arrive this coming Friday. Alan and Ralph to assist Bob H. with the installation.

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

Ellen stated that revisions discussed at last meeting had been completed. Bob H. stated that he did not agree, and that he still had issues with the Flow Chart.

Bob H. moved to add to #1 "or contact Board member". Thor-second. Approved unanimously.

Bob recommended that #6 and #10 be amended to state that Secretary/Treasurer informs parties regarding disapproval and/or completion of project.

Alan moved to approve document with recommended amendments to #6 and #10. Thor-second. Approved-3. Abstain-1.

Alan noted that this document containing the Procedure and Process for Secretary/Treasurer and Finance Manager including the flow chart is internal to the Board. Bob H. noted evaluation will follow after implementation.

f. (Ellen) October Meter reading:

Ellen stated that all invoices from August had been resolved.

Ellen noted Darryl and Linda Denny have been volunteering to meter read, thanks to Ralph's 'recruiting'. Perhaps next year, Linda will take on communication with Jim.

Ellen asked for approval to invoice October meter reading overages. Board Directors agreed to invoice.

g. (Don) Emergency Communication:

Deferred due to Don's absence.

h. (Don) Update on Phase 4:

Alan noted there is a meeting scheduled with Bishop Peter on November 17, 2020. Board will meet in Executive Session prior to prepare.

PUBLIC COMMENT: None

MEETING ADJOURNED at 11:50 AM.

EXECUTIVE SESSION – Board met briefly to discuss plans/logistics for meeting with Bishop Peter.

MSHOA JOB FLOW CHART
 (approved at the 11/4/2020 BOD Meeting)

