

MOUNTAIN SHADOWS HOA BOARD MEETING MINUTES

Date/Time: February 27, 2019/12:00 pm – 2:00 pm

Location: Garden Valley District Library Conference Room

Meeting called by: Scott Brown

Board Members present:

Scott Brown, President

Stacy Perryman, Vice-President

Ellen Bush, Secretary

Cherry VanCour, Treasurer

Thor Oden, Director

HOA Members present:

Jim Sipple, Joe Hofstra, Bob Hammond, Don Thompson, Cindy Thompson

Meeting Called to Order at 12:12 pm by Scott Brown.

Approval of Agenda – Cherry added an allotment of time to each item of the agenda.

NEW BUSINESS:

1. (George Simpson, Water Master) Adopting a Cross Connection Control Policy
George was not able to make it. **This item will remain on Agenda for next Meeting.**

2. (Cherry) Snow removal clarification
 - a) In response to a member's question regarding snow plow route in subdivision, Cherry met with Paul to clarify.
 - b) Current practice: higher elevation at 4" or more, but lower elevation at less than 4", only plow Blue Shadows, up to White Pine, and Shadow Ridge
 - c) Suggestion: add Summerwind when higher elevation is plowed. Cherry will talk to Paul.

3. (Cherry) Water System Advisory Committee Meter Reading recommendation
 - a) Committee recommends 8 readings: monthly-April to November as weather allows.
 - b) Committee considers minimum as 4 readings: April, July, September, November.
 - c) Discussion around requirement to do meter readings at wellheads. Meters at wellheads do not provide reliable readings. If accurate, could minimize individual lot readings. Cherry will add this item to the next WSAC Agenda to seek a recommendation to present to the BOD.
 - d) Cherry made a motion to conduct meter readings four times a year on individual meters. Stacy seconded the motion. The motion passed unanimously.
 - e) Cherry noted there are four volunteers to do meter readings: Ralph Van Papaeghem, Joe Hofstra, Ellen Bush, Don Thompson.
 - f) Jim has prepared a tutorial document to train volunteers. A training session will be scheduled. Jim will accompany volunteers for first reading.

4. (Stacy) Date for MSHOA Annual Meeting

- a) Suggested date – June 8, 2019.

Action Item: Scott will check with Senior Center for availability.

OLD BUSINESS:

5. (Cherry) Financial Report

- a) Financial Report (Actual Income & Expenses Budget Year to Date).
b) Budget Overview (Actual Income and Expenses Compared to Budget).
c) Balance Sheet (Monthly totals for all accounts).
d) Copies available for members upon request.

6. (Stacy) Architectural Committee Report

- a) Updates since last BOD meeting:
i. Approved new home build for Watkins, Lot 44, Feb. 2019.
ii. Approved garage build for Dirk & Johanna Prinkey, Lot 40, Oct. 2018.
iii. Approved garage build for Scott Brown, Lot 52, Oct. 2018.
iv. Set up meeting with current ACC (2 new members) for March 15th to discuss additional protocol and procedures not currently outlined in the CCR's and discuss any changes majority recommend.
- b) Three documents to enter into the record
i. February 19, 2018 protocol document
ii. ACC Step Action Cover Page
iii. CCR's - Article VII – Architectural Control
- c) Discussion around information flow from committees to BOD. ACC plans to 'read out' results of March 15 protocol updates to the board at the next BOD meeting.

7. (Cherry) Review Quickbooks Jobs related to water system opened/closed since last BOD Meeting 12/11/18 and Volunteer time

- a) Cherry plans to close Jobs A2018 – Meter Reading and A2018-PM and open new Jobs as A2019-Meter Reading and A2019-PM. Will promote year-to-year comparisons.
b) Cherry noted two Emergency Jobs that were opened and closed at the end of 2018.
c) Cherry noted 8.5 hours of Volunteer Time since last BOD Meeting.

8. Update on Current Action Items

- a) ACTION ITEM: (Cherry) 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). Cherry is still working on process for non-emergency Jobs. She noted that it has been good to have time to keep working on it as Jobs are in process.
- b) ACTION ITEM: Create a team to work on the potential replacement of the RPC with Variable Frequency Devices (VFDs) and the installation of an emergency backup. Members

who were at the Meeting volunteered are Ray and Ralph VP; and Board Directors, Cherry and Thor. It was suggested to invite Bob S, Bob H and Joe H. Team will meet soon after the new year to review options and make recommendations, including a budget, to the Board for the improvements. ((Item 8(h)(3)4.1 under 'Update on Current Action Items' 12/11/18 BOD Meeting Minutes.))

- i. Cherry presented the Recommendation from WSAC to accept the bid from Gem Pump to replace the pumps and motors for both Well Houses, replace the Rotary Phase Converter with Variable Frequency Drives (VFD's), and new controls as well as a transfer switch for when a generator is purchased, and an interface between the controls and VFDs. The total estimate is \$17,450 - \$19,450.
 - ii. Questions were raised around replacement of pumps and motors instead of servicing them. It was recommended by Gem Pump due to age of equipment, they should be replaced instead of serviced.
 - iii. Question was raised as to whether the Recommendation is to implement the entire proposal now. Cherry said Yes.
 - iv. Question was raised about total amount of Recommendation in relation to the Budget. Cherry noted the Water Income for the current fiscal year. Cherry also noted unallocated assets from previous years.
 - v. Thor made a motion to accept the bid at \$19,450. Scott seconded the motion. Ellen asked if bid includes wellhead meter or generator. Does not include. The motion was approved unanimously.
 - vi. Cherry thanked the WSAC for their work on this Recommendation – especially, Thor, Bob H, Jim, and Ray.
- c) ACTION ITEM: Cherry to open an Emergency Job in QuickBooks to pull the pumps and have them serviced, Ray will be the Lead. As far as anyone can tell, the pumps have never been serviced. George Simpson recommends pulling/servicing every 2 years. The Board would like to get a recommendation from the company that pulls/services our pumps regarding this type of maintenance so we can determine how often the pumps should be pulled/serviced. Thor will obtain estimates. The Board unanimously approved \$5000 for the pumps to be pulled and serviced. ((item 8(h)(3)3.1 under 'Update on Current Action Items' 12/11/18 BOD Meeting Minutes.))
- i. Cherry opened Job E2018-WellPumpService. Based on the current Recommendation and Approval, the pumps and motors will be replaced and not serviced. This Job will be closed with no action taken.

PUBLIC COMMENT

1. Bob H noted the edges of the road will need attention due to the snow. Bob also noted connection boxes getting damaged as they stick up in the road and get caught by snow plow.

2. Don asked about process for follow up with road damage caused by construction vehicles. Stacy noted ACC process includes road damage responsibility as part of Acknowledgment of Owner Responsibility and Liability Associated with Construction document.
3. Thor noted the discovery of a potential leak in the wells or possible underground spring about 200-300 feet from cul-de-sac at end of Summerwind. After snow season, need to isolate the potential problem.
4. Cindy asked about dead tress visible from Banks-Lowman Road. Discussion continued about various sites of dead trees, some on Forest Service land. Scott will work with Brian Ellis to post information collated by Jim regarding beetle infestations. Cindy will follow up with forest and vegetation resources.

MEETING ADJOURNED at 1:50 PM.



February 19, 2018

Step 1 was added because we had an ACC member giving out manually printed older versions of the checklist to homeowners causing them to have to re-submit on correct form

As a member of the Architectural Control Committee, I understand the newly updated ACC Action process for homeowners to obtain approval and I agree to follow the protocol outlined in the ACC Step Action Checklist. This includes:

Step 2 & 3 were added because we had member of ACC accepting incomplete packets (several) causing ACC Chair to go back to homeowner and ask for missing items after being told their packet was complete. The issue of "wood tone" versus "earth tone" was also a problem.

1. Directing homeowners to the MSHOA website for the most current documentation (The Mountain Shadows Home Construction Checklist.)
2. Directing homeowners to MAIL in their packets (for postmark) or to make an appointment to hand deliver them to a Co-Chair (currently, Ellen Bush or Stacy Perryman) or the MSHOA President (currently, Scott Brown) ONLY. No other members of the ACC should be accepting completed packets from homeowners. This is because once accepting receipt of the completed packet from the homeowner, the 7-day timeline in which the Committee must approve or send back the packet begins.
3. I understand a meeting will be held during the 7-day receipt period for ALL members of the ACC to accept and approve the submitted packet or determine what is deficient and return the packet to the homeowner listing those deficiencies. Majority vote determines what gets recommended to the Board but ALL ACC members votes must be recorded.
4. I understand that if the submitted packet is approved by ALL members of the ACC (circled and initialed in writing by each member on the ACC Step Action Cover Page – step 4) then the approved packet must be submitted to the MSHOA President for final approval (step 5 on the ACC Step Action Cover Page.)
5. I understand once MSHOA President approves, the ACC Co-Chair will notify the lot owner in writing by EMAIL their packet is approved or indicate in writing what changes must be made for approval. This will be done within 30 days of completed packet submission or by default, homeowners request is automatically approved.

Step 4 was added because we had a member on the ACC taking homeowners door to door to obtain verbal approval from the "majority" without obtaining votes from ALL members of the ACC. Those members that were not asked to review the packets wanted to ensure their votes were considered.

I understand that if I do not follow the established process going forward, I may be removed from serving on the Architectural Control Committee.

Signed:

Signature	Date
Ellen Bush <i>phone</i>	2/19/2018
Stacy Perryman	2/19/2018
Ralph VanPaepeghem	2-19-2018
Christine Clark <i>phone</i>	
Linda Ruppel	2/19/2018
Al Webster	2/19/2018

Step 5 was added to ensure the agreed upon protocol was followed (requiring the BOD President to sign off on each ACC approved packet) and to keep the BOD informed of any issues facing the ACC as they occurred so they could provide support.

ACC Step Action Cover Page			
Step Number:	Architectural Control Committee Action:	ACC Member Name:	Date:
1	ACC Chairperson received packet from Lot Owner by US Post Office		Date packet Received: _____ NOTE: From this date, the ACC has 7 days to officially accept receipt of the completed packet or notify the Lot Owner of any missing items.
<p><i>Revise to match verbiage in addendum signed by ACC members 2/19/18 – "ACC Chairperson or HOA President received packet from Lot Owner by US Post Office." Post mark necessary to document received date to solve for homeowners leaving packets on porches in inclement weather & while members out of town for extended periods (7-day acceptance commitment in CCR's)</i></p>			
2	Designated ACC member reviewed packet for completion: Packet marked "complete" or Lot Owner notified of any deficiencies by EMAIL	<p><i>Revise to match verbiage in addendum signed by ACC members 2/19/18- "ALL ACC members reviewed packet for completion:" NOTE: This step was added because ACC member was allowing homeowners to leave packets with him (started 7-day commitment to respond with deficiencies) but not informing other ACC members until the time had elapsed. Then ACC Chair was having to inform homeowners packet was not complete greater than 7 days not meeting commitment in CCR's</i></p>	Packet Confirmed as Received Complete Date: _____ OR Lot Owner Emailed any Deficiencies on date below: _____
3	ACC Chairperson schedule review meeting with all ACC members NOTE: Notify all ACC members by EMAIL of 3 meeting choices		Meeting Date Set for: _____ NOTE: Meeting must be held within 30 days of packet confirmed as received complete date
4	ACC Reviews completed packet at meeting. Each ACC member indicates if they approve or do not approve. Majority vote determines what will be recommended to the Board. Co-Chair presents Committee recommendation to MSHOA Board President for ultimate approval.		Ellen Bush, Co-Chair Stacy Perryman, Co-Chair Ralph Van Paeppeghem Christine Clark Mark Berkenbile Bob Hammond
<p><i>This step was added outside CCR's by ACC 2/2018 to solve for issues where ACC members did not agree on "appearance of wood tones" versus "earth tones." Wanted HOA President to provide ultimate approval</i></p>			
5	Completed packet presented by Co-Chair to MSHOA Board President		MSHOA Board President Signed off (signature and date): _____
6	Next Steps: Upon MSHOA Board approval, ACC member notifies Lot Owner in writing by EMAIL their packet is approved or indicates what changes must be made for approval.	<p><i>Email templates were created 2/2018 to provide consistency with approvals (in writing) to solve for issue of ACC member verbally giving approval to homeowners</i></p>	Email Notification sent to Lot Owner: _____ NOTE: Must be within 30 days of competed packet submission
7	Any Follow Up Steps taken with Lot Owner		

**Mountain Shadows HOA
MSHOA Job Status
February 26, 2019**

<u>Customer</u>	<u>Rep</u>	<u>Note</u>	<u>Job Status</u>	<u>Start Date</u>	<u>End Date</u>
MSHOA - Internal:\$100 PRE-APPROVED ACCT	CV-	PURPOSE OF JOB: To purchase relays and other type of LOW D	In progress	05/14/2018	
MSHOA - Internal:A2018-BS3 Generator	RV-	SOW: 1) Clean out generator area to avoid fire danger. 2) Repair	In progress	03/26/2018	
MSHOA - Internal:A2018-MAPPING	JS-	PURPOSE OF JOB: Document the distribution system mapping in	In progress	03/26/2018	
MSHOA - Internal:A2018-Meter Reading	JS-	PURPOSE OF JOB: To periodically read the water meters and the	In progress	05/09/2018	
MSHOA - Internal:A2018-PM	CV-	PURPOSE OF JOB: Track and document all scheduled Preventati	In progress	06/01/2018	
MSHOA - Internal:A2018-WellPumpPwrUgrade	RV-	SOW: Provide options to replace/upgrade the variable frequency dr	In progress	12/11/2018	
MSHOA - Internal:ADDITIONAL WATER SYS ACT	CV-	PURPOSE OF JOB: To capture any MINOR non-PM and non-job s	In progress	05/01/2018	
MSHOA - Internal:E 2018-BS1/BS2 Telemetry	RV-	SOW: The red light at BS2 is turning on intermittently. Trouble sho	In progress	06/03/2018	
MSHOA - Internal:E 2018-BS3 VFD Fault	BH-	SOW One of the VFD's at BS3 has faulted and is not working. Rep	Closed	11/18/2018	11/26/2018
MSHOA - Internal:E 2018-RotaryPhaseConverterFai	RV-	SOW: Rotary Phase Converter Failure. Identify failure, fix and valic	Closed	12/09/2018	12/11/2018
MSHOA - Internal:E 2018-WellPumpService	RV-	SOW: Pull out and service both well pumps.	In progress	12/11/2018	
MSHOA - Internal:E 2019-WH1 Receiver	RV-	SOW BS1 Red Light is on. Well 1 receiver is not working.	In progress	02/13/2019	

02/26/19

**Mountain Shadows HOA
Volunteer Time by Job Detail
December 12, 2018 through February 27, 2019**

<u>Date</u>	<u>Name</u>	<u>Billing Status</u>	<u>Duration</u>	<u>Notes</u>
MSHOA - Internal:E2019-WH1 Receiver				
WTR SYS - 1 HR-VOLUNTEER-LBR				
02/13/2019	Ray VanCour - Volunteer	Not Billable	1:00	
02/13/2019	Thor Oden - Volunteer	Not Billable	1:00	
02/13/2019	Cherry VanCour - Volunteer	Not Billable	1:00	
02/14/2019	Ray VanCour - Volunteer	Not Billable	0:30	
02/15/2019	Ray VanCour - Volunteer	Not Billable	0:30	
02/16/2019	Ray VanCour - Volunteer	Not Billable	0:30	
02/17/2019	Ray VanCour - Volunteer	Not Billable	2:00	
02/17/2019	Bob Hammond - Volunteer	Not Billable	2:00	
Total WTR SYS - 1 HR-VOLUNTEER-LBR			8:30	
Total MSHOA - Internal:E2019-WH1 Receiver			8:30	
TOTAL			8:30	