

MOUNTAIN SHADOWS HOA BOARD MEETING MINUTES

Date/Time: March 3, 2021/9:00 am – 10:00 am

Location: Virtual

Meeting called by: Alan Seeger

Board Members present:

Alan Seeger – President

Bob Hammond – Vice-President

Ellen Bush – Secretary/Treasurer

Thor Oden – Director

Bill Klevenberg – Director

HOA Members present: Jamie Seeger (notetaker), Ralph VanPaeppegem, Rich Ray, Dale Bentley, Joe Hofstra, Lance Price, Dean Lange

Meeting Called to Order at 9:05 am by Alan Seeger.

Approval of Minutes: Bob moved to approve the Minutes from Regular Meeting February 3, 2021. Bill-second. Approved-unanimously.

Approval of Agenda: Bill asked to amend agenda to add topic of Scope of Work and Timeline.

Bob moved to accept amendment. Alan-second. Approved-unanimously.

Ellen moved to approve Agenda as amended. Alan-second. Approved-unanimously.

Alan announced there would be an Executive Session following the Regular Meeting.

NEW BUSINESS:

1. (Ellen) 2021 Annual Meeting date/plan:

Ellen noted need to start planning for 2021 Annual Meeting. First item is to set a date.

Bill moved to set June 26, 2021 as potential date for planning. Bob-second. Approved-unanimously.

After discussion, Board agreed to pursue outdoor venue, either Weilmunster Park or the Starlight Theater. Ellen will research availability. Ellen suggested forming a recognized Planning Committee to help with Meeting preparation. There is considerable work with putting the Meeting together; good idea to enhance volunteer participation. Perhaps post call for volunteers on website.

OLD BUSINESS:

2. (Ellen) Financial Report:

Ellen shared the Financial reports via screen sharing by Bill for the benefit of HOA members participating.

- i. **Financial Report (Income/Expenses via month):** Ellen noted the \$10,000 final payment to Steele Paving was paid in February, leaving the remaining amount allocated to Road Maintenance as \$435.86. Future snow removal invoices,

easement vegetation control and road patching will put Road Maintenance Allocation in a deficit. Thor noted the total snow removal within this report does not include February (or January) plowing.

- ii. **Balance/Allocation Report:** Ellen noted fiscal year budget with calendar year income.
- iii. **Budget Overview Report:** Operations income is 270.38% over expected income and Operations expense is 467.92% over expected expenses. This is due to the insurance claim category (tree fell on Well House 2). There is still an outstanding amount of \$2153.09 that will be paid to CMH once the job is complete.
- iv. **MSHOA Approved Amt vs Actual by Job:** Ellen noted the next two reports specify details on projects, called Jobs. Approved Amount identifies financial side of projects.
- v. **MSHOA Job Status:** This report describes projects in progress. Ralph asked when outstanding \$1200 will be paid. Bill explained connection with invoicing.
- vi. **Volunteer Hours:** Important to track volunteer hours as part of financial report. The report shows 30.15 hours volunteer time outside of Board work.

Bill moved to approve Financial reports. Bob-second. Approved-unanimously.

a) (Bill) Budget Policy:

Bill presented draft of email to HOA reporting on Financial Health Committee and Budget Policy. Alan and Bob recommended edit in 2nd paragraph to add a word noting that Committee volunteer were from HOA. Bob asked for an additional edit – to include the link to the Budget Policy document on the website.

Bob moved to approve (with edits) and send the email to membership. Alan-second. Approved-unanimously.

b) (Bill) Use of Budget Policy to answer questions:

Bill noted that the Budget Policy can be used to answer questions from members. There have been questions and surely there will be more in the future.

c) (Ellen) Finalize Financial Health Committee work:

Ellen formally thanked the HOA members who served on the Committee. She will send them a message of gratitude with a summary of the process and a link to the Budget Policy on the website.

3. (Alan) Architectural Committee Report:

Alan reported that the plans for Hilligas home construction (Lot 87) have been approved. Alan stated that the Ramey (Lot 5) has a building permit and plans are forthcoming. Klevenberg (Lot 10) has outbuildings in planning stage.

4. Update on Current Action Items:

a) (Ellen) Update on Directory:

Ellen noted PDF version has been compiled. Some homeowners weighed-in with their wishes about their information being included and not being included. A copy of the Contact

List in PDF format has been sent to the BOD. Need approval to send to the Members of the Association.

There was discussion among members regarding safety issues related to personal information (emails, addresses, phone numbers, etc.) being published. Bill noted that the contact information is in a PDF format and the information in this format cannot be exported/imported.

Lance noted the need to provide a process for updating the information as needed.

Bob noted that the process of consulting membership about their information was done to ensure preferences of members were honored.

Bob asked about a map being included. Ellen noted the map is on the website in the Water System section. A link to the map will be include in the message to the Membership.

Bill moved to send Directory with link to lot map. Bob-second. Approved-unanimously.

5. (Bill) Scope of work and Timeline:

Bill noted a need for a documented Scope of Work (SOW) for road repair.

Ralph mentioned Dave Butzier as resource and noted the road within the subdivision is 3.1 miles total; this includes 1.5 miles starting at Blue Shadow from the mailboxes to the top of Shadow Ridge Drive.

Options for repair includes single chip seal, double chip seal and asphalt. Thor mentioned Charlie Wood and Bill Jones may be helpful when creating the SOW.

Bill noted the importance of written document that can used for obtaining bids from vendors and recommended the SOW have official steps and each step be documented. Some of this work can be done before snow is gone.

Alan moved to form a Committee to prepare a written SOW. This Committee will consist of Thor as the Chair, Ralph as the Lead and other volunteers will be welcomed. The Committee will report back at the next Regular Board Meeting with progress. There was no second nor vote on this motion.

PUBLIC COMMENT:

Lance Price: revisited the topic of the Directory, advocating for an opt-in approach instead of an opt-out approach. Lance feels folks do not understand that if the Board does not receive a request to opt-out, their personal contact information will be automatically published.

Bob clarified published means the Directory will be sent to HOA Members only, not posted on the website. Alan raised the question of valid concerns from some members, asking for the most secure electronic options. Lance and Bill explained the PDF format being used is the most secure. Lance still believes opting-in instead of opting-out is the best approach. Alan, Bob and Thor spoke to the need to proceed as this process has already been carried out. Thor noted phone companies automatically publish information within phone books and anyone can opt-out if they want.

Ellen thanked the members for participating.

MEETING ADJOURNED at 10:12 AM.