

MOUNTAIN SHADOWS HOA BOARD MEETING MINUTES

Date/Time: April 7, 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: Robert Baker, Scott Anglim, Dale Bentley, Ralph Van Papaeghem, Shannon Klevenberg (notetaker)

Fire Chief Jon Delvalle attended as guest for Item 3 in New Business.

Meeting Called to Order at 9:01am by Alan Seeger.

Approval of Minutes: Minutes from March 3rd, 2021 Board meeting were approved via email prior to this meeting.

Approval of Agenda – Alan approved the agenda with adjustments to the order of discussion to accommodate a meeting Thor has in the Valley. Meeting will start with Old Business – Thor update on road repair. Then move to New Business and back to Old Business.

OLD BUSINESS:

1. Update on Current Action Items:

- a. *(Thor and Ralph) Update on written Scope of Work for road repair* – Thor mentioned Ralph talked to the county road guy whose opinion is “Chip Seal is a bandaid on a bad wound”. Thor talked to Ricky Steele of Steele Paving and Charlie with Nampa Paving. Both agree that chip sealing is not a good option. Steele’s pricing is as follows: \$.65/sqft chip seal, with seal coat \$.80/sqft. 1” asphalt @ \$1.00/sqft additional \$.30 increase per ½”. 2” Asphalt will be \$1.60/sqft from Steele. Bob commented that would equate to \$200k per mile at a total of 3 miles, 3 ½ including cul-de-sacs.
 - i. Ellen brought up that we need to have a scope of work before getting bids.
 - ii. Bill mentioned that Slender Paving gave their opinion on the road when providing a bid for our driveway. They recommend 2” of asphalt after necessary repairs for the neighborhood road. Slender mentioned he would like the opportunity to bid on the neighborhood road. Alan asked how we get Slender involved, Thor requested that Bill have Slender contact him directly.

- iii. Ellen confirmed that based on what has been said thus far we are getting pricing/scope of work based on Chip Seal, Seal Coat and Asphalt based on thickness. Thor said yes.
- iv. Bob mentioned he has a problem asking people to pay for a part of the road that does not go in front of their house. Ellen suggested we break out the scope of work based on roads sections to better allow us to determine cost and what will be done. Bob commented that can be done.
- v. Thor would like to wait for Charlie with Nampa Paving to give his opinion and costs on the roads. Over-all we will have the three companies provide pricing, Steele, Slender and Nampa Paving. Thor is roughly basing the roads on a 22 ft width noting that pricing is done by square foot.
 - 1. Thor also noted that it is best to do the asphalt when the ground and weather is warm for the product to cure properly.
- vi. Bob suggested that Thor get pricing on crack sealing now and felt we should get that done right away. Thor agreed and will get the necessary quotes. It is better if the crack sealing is done while it is still cooler.
- vii. Thor had hesitation on whether we will complete having the road done this year due to needing to get approval from the Association.
- viii. At 9:37 we returned to this so Alan could update Ralph on what was discussed and suggested that he get with Thor for further updates off-line.

NEW BUSINESS:

2. (Ellen) Meter reading for 2021

- a. At the time of the meeting Ellen had not contacted Darryl and Linda Denny to confirm their participation in managing the meter readings going forward. At this time, Ellen requested to confirm the number of times the HOA wants the meters read, in the past it has been 3 times a year. Alan recommends to Bob to challenge the water committee to participate in this task. Ellen interjected expressing the water committee is a technical advisory committee, this is a job best suited to an individual that is not in a technical advisory position. Bob expressed the main point of concern is one individual needs to be-in-charge of "The Spreadsheet" and providing that to Jim Sipple. Bob continued, as far as the actual meter readings it comes down to who is available at the time this needs to be done.
 - i. Robert Baker volunteered to do water reading if someone would do it with him to show him the ropes.
 - ii. Bob will confirm with Darryl Denny on Monday, April 12th 2021, if he is willing to help with "The Spreadsheet"
 - iii. Ellen confirmed we will have three readings prior to moving to next topic.

3. (Alan) Chief Jon Delvalle to present Fire Exercise May 15 - 9:30am

- a. Chief Delvalle explained they are hosting the Boise County Annual Exercise. He was joining the HOA meeting today to see if any homeowners would be interested in assisting with this event. This would consist setting up a mock fire situation in the subdivision and transferring the authority to federal efforts when the fire moves from private property to Public Lands. The property owner will need to allow access for trucks and personnel as well as digging fire lines. They would also be creating whole subdivision evacuation plans. His preference are properties that boarder phase 4 or federal lands.
 - i. Bob noted that his property does not border either but more than happy to offer his 5 acres and provided contact detail.
 - ii. Alan mentioned he is happy to assist with this exercise as well and his property is on the "border".
 - iii. Ellen commented that if Thor is onboard, they can look at doing something between/behind their property lines.
 - iv. Bob offered to coordinate the meeting with Chief Delvalle between himself, Alan, Thor and Ellen. This meeting will be set sometime the week of April 12th, 2021.
 - v. Chief Delvalle expressed his appreciation for the willingness to help with this event. He also noted that there will be two exercises on May 15th one in the morning and one in the evening mentioning during both times there will be emergency vehicles moving about the neighborhood.
 - vi. Chief Delvalle left the meeting at 9:36

4. (Bill) QuickBooks update recommendation 9:38am

- a. Ellen introduced the topic by stating that the HOA had received a notice that the QuickBooks version we are using now is end-of-life. And requested Bill to provide options and present his findings.
- b. Bill presented the Pros of going to QuickBooks Online (QBO)
 - i. The HOA will have 3 logins.
 - ii. The data will not be on one single device removing potential for Single Point of Failure.
 - iii. This platform will work across various devices.
 - iv. Transition and training to new treasurer is a smooth process.
- c. Some of the Cons to the current set up include.
 - i. There is a SPOF – the data is on one device. If something happens to that device how is that handled.
- d. Bob interjected at this point noting that he is a Mac guy and there are times he would like to be able to look at something. He then made a motion to go to QuickBooks Online. Bill 2nd the motion. Approved via unanimous vote.
- e. Bill will get with Cherry to make sure the transition to QBO is smooth and does not create a lot of extra work for her.

OLD BUSINESS

5. (Ellen) Financial Report 9:48am

- a. Ellen provided 5 individual PDF reports. Financial Report, Balance Allocation Report, Budget Overview, Job Status Report and Approved amount vs. Actual by Job.
- b. Note - Operations Expense is over budgeted by \$3553.55. This is due to:
 - i. The insurance claim of \$5023.87, regarding job 'O2020-WH2 Bldg Repair, Fallen Tree'. There is a remaining amount of \$2153.09 to be paid, once the job is complete. You will see the majority of this amount is offset under Operations Income Insurance Claim-Damage.
 - ii. The unexpected expense of the mailboxes.
- c. Note - Road Maintenance is over by \$11365.00. This is due to:
 - i. Road Repair was \$10k over the budgeted amount.
 - ii. Snow Removal is \$1665.00 over the budgeted amount. Per the contract between MSHOA and Paul Shepherd, the amount per hour increased this last 2020-2021 winter season. The amount per hour will increase again for the 2021-2022 winter season. This will need to be reviewed when the budget is created for the upcoming budget fiscal year (7/1/21-6/30-22).
- d. Job Status report
 - i. Need status on job 'O2020-WH2 Bldg Repair, Fallen Tree'. The full invoice has not been paid; waiting to pay once the job is complete, remaining amount \$2153.09. Please let Cherry know the status and if it's okay to write check.
 - ii. Ellen requested that the next water meter work to be done be included in the "jobs".
- e. Note - The invoice for the remaining amount due for job 'A2020-WH2 Vibration/Swab', amount \$12332.31. If someone has this invoice, please forward to Cherry.
- f. Budget Overview
 - i. Ellen expressed this is a little tricky as the dues are tracked on a calendar year whereas the budget is tracked on a fiscal year being July to June.
 - ii. Ellen also reminded everyone a new budget will need to be presented at the Annual meeting.

6. (Alan) Architectural Committee Report 9:57am

- a. Alan informed the group there have been 2 approvals.
 - i. The Ramey's lot 5
 - ii. The Coldani's lot 71

7. Update on Current Action Items Continued 9:58

- b. *(Ellen) Annual Meeting planning*
 - i. Alan informed the group he received confirmation for the Pavilion.
 - ii. Ellen reviewed the Annual meeting planning spreadsheet with the group noting the dates when items are to be completed.
 - iii. Ellen will send a message to the community with the intent to rejuvenate interest in involvement.
 - iv. Ellen will send the Draft agenda for the annual meeting after next board meeting.

- v. Bob asked about the task dated 05/10 “create a proxy form”. Ellen stated the same form is updated and used. The item is listed as a reminder.
 - vi. Discussion was brought up on the task dated 05/12 regarding “Determine and arrange who will prepare/bring the food and drinks to the meeting” the overall feeling is that it would be better if only drink is served. Alan asked for a motion for no food. Bob motioned for no food and only beverages will be provided. Bill 2nd the motion and it was approved via unanimous vote.
 - vii. Ellen posed a question on whether the meeting should be in person only or allow for virtual attendance.
 - 1. Alan brought up the concern about having good signal at the Pavilion. Ala, Jamie, Cherry and Ellen already have a scheduled time to go preview the Pavilion for the purpose of this meeting. Alan will bring a computer to determine the signal strength. Bob mentions we might be able to get on the GV WiFi.
 - 2. Bill will bring a monitor and can supply a wireless router for internet if needed.
 - 3. Alan will check with his friend “theatre guy” to see if we can borrow their sound system for the meeting. If that does not work out, Bill said he might be able to provide an option.
- c. *(Ellen) Directory update process*: Requested that this be updated on an annual basis due to the steps necessary to export data and update all necessary data points. Bill expresses once we have converted to QBO the process for updates will inherently be streamlined. He offered that we maybe do it QTRLY or twice a year. Bob suggested that this be sent out to new owners as part of a welcome packet. Ellen inquired as to who would be tasked with updating and handling the process of sending the information out. Alan suggested it could be the Board member of in charge of the Architectural committee. Bob suggested the secretary do it as they will be updating this information in QBO already. It was determined that the Secretary / Treasurer will manage this going forward.
2. Prior to opening the meeting to public comment Bob mentioned there is a water meeting on Monday, April 12th, 2021 he will send calendar invites to Dale Bentley and Robert Baker.

Public Comment: Alan asks if anyone not on the board in attendance would like to comment.

Robert Baker reported that his water meter has not worked since he moved in and is still not working.

ADJOURNMENT OF GENERAL MEETING:

Alan adjourned the general meeting at 10:12am