

MINUTES

VALLI VUE ESTATES

Board of Directors Meeting
August 18, 2026

CALL TO ORDER: Meeting called to order by Board President at 6:02 pm

PRESENT: Scott Rees, Peter Katur, Dave Ward, Luke Kiskaddon, Keegan Bernier, Erica Olson.
Representing Snow's Management: Pamela Quinton (PQ).

NOT IN ATTENDANCE: Drew Loeffler, Tani Kron, Kristi McLean.

AGENDA: Review of Agenda for August 18, 2026. Peter Katur made motion to add Water System Update to August agenda. Seconded by Luke Kiskaddon. With no objections. motion passes and topic added to agenda.

APPROVAL OF MINUTES: Minutes reviewed from July 2026 Meeting. Motion made by David Ward to approve minutes with second from Peter Katur. With no objections, minutes approved as written.

MANAGEMENT REPORT:

- **Drive through:** Remaining half of Annual drive through has not been completed. PQ will circle back sometime in September to complete drive through and note any potential reminders to be sent or issues to be addressed. Friday is suggested as best day for drive though.
- **Resale certificate:** PQ explained the Resale certification process and what is included. Resale includes: current financial summary, dues statement, recent actions, meeting minutes, newsletters, projects or capital improvements along with all governing documents for buyer to review. Management has 10 days to produce but typically completed in 2–3 days; buyer then has 5 days to review.

FINANCIALS: Review current financials reviewed for July 2026:

- Mtg packet includes Balance Sheet, Income Stmt, YTD Income Stmt, July check register.
- Suggestion made to include check register with financials. PQ says this should already be included with monthly financials – PQ will confirm it is included in monthly financials sent.

OLD BUSINESS:

Valli Vue Sign update:

- DOT denied HOA neighborhood signs along the O'Malley right-of-way.
- Alternative option: Homeowner offered use of property for sign (O'Malley & Main Tree).

- Board discussed making the monument sign allowance a separate covenant clause so failures in other covenant items won't automatically invalidate the monument sign.
- Covenants rewrite is in process. The sign item will be a separate amendment and most likely implemented next summer.
- Next step: bring a separate amendment to the covenant committee for review and then to homeowners for formal vote.

COMMITTEE REPORT:

ACC: No new requests received

Covenant Committee: Covenant Meeting originally scheduled for August 26 will be moved to September. Meeting date TBD. Date options suggested: September 15th, 17th or 24th.

Water System Update:

- Water committee reported a large Northern Utilities bill (~\$5,000) driven by troubleshooting a booster pump that had been wired incorrectly
- Backup generator and filtration equipment have arrived
- Team is planning installation and expects the system to be up within 1–2 weeks (updated expected by next meeting).

NEW BUSINESS:

Discussion on Meeting Minutes:

- Board discussed the scope of minutes provided and process to record formal actions, motions, votes, and keep action items clearly communicated and summaries concise.
- Board will continue to review minutes for corrections or amendments before approval.

Annual Meetings & Communication Packets:

- Annual meeting is Oct 15 with follow up board meeting Oct 20 for officer assignments.
- Preference for a hybrid Annual Meeting (in-person + Zoom options)
- Location suggested (same location as prior meetings) – 911 W 8th Ave. 6:00–10:00 PM
- Board agreed to book site and pay the facility fee. Details to be confirmed.
- PQ agreed to coordinate notices & mailings; Noted email turnaround can be very quick (usually out in 24 hours), but physical mailings require additional time for printing, labeling, envelope stuffing, and postage. Need minimum one week notice for large mailings.
 - Estimated printing/mail cost roughly \$1.50-\$2.00 for small 2-4 pg mailing
 - Cost for mailings: 25¢ per page + .25 per envelope + postage
 - Annual meeting packet includes proxy, meeting notice, 2027 budget & ballots.

NEWSLETTER ITEMS: Information will be provided to PQ/Snow's for September newsletter.

EXECUTIVE SESSION:

Delinquency & Collections

- PQ reported collection status and proposed a soft reminder outreach with phone/email nudges to the handful of homeowners behind on dues.
- Majority of balances around \$775 (which are noted as annual dues balances)
- Board agreed process as:
 - Soft contact first (calls/emails) to confirm contact info and any hardship for delay.
 - Issue a third delinquency notice if unpaid after prior notices; after the third notice, accounts go to collections and collection fees get added.
 - Accounting will be checked for current status before escalation.
- Follow-up review in September and send third notices when/if appropriate.

NEXT MEETING: September 15th at 6:00 pm.

ADJOURNMENT: Motion made by Scott to adjourn – seconded by Erica. No objection. Meeting adjourned at 6:55 pm

Respectfully submitted,

Pamela Quinton
Association Manager
Snow's management