

Valli Vue Estates
Association Board of Directors
Meeting Minutes APPROVED
February 4th, 2020

The following directors were present: Andrew Loeffler, Tom Parr, Tracy Christopherson, David Ward, and Peter Katsur.

The following homeowners were present: None.

The following management representation was present: Kaitlyn Jackson.

A quorum being present, the meeting was called to order at 7:30pm.

Homeowners comments:

There were no homeowners' comments at this time.

Agenda:

The agenda was distributed and reviewed.

Financial Report:

The financials were distributed and reviewed.

- There was a category called "80-610 Market Value Adjustment" and it has a balance of \$1,131.40. What is this for?
- Under Building Maintenance, the bill for Northern Utilities Service was labeled Hydrant Maintenance, this bill is for more than that and needs to be correctly labeled as Water Maintenance.
- They typically they have multiple electric bills, as one covers the streetlights, the front entrance, and the wellhouse.

Drew motioned to approve, Dave 2nd.

Minutes:

The minutes were distributed and reviewed. Tom motioned to approve, Drew 2nd.

Association Business:

- **Website**
 - The board would like the management team to reach out to the old webmaster "Jim" and see if, since he was maintaining the website, he could put up the redirect to the new website.
 - On the notice page the board would like the management company to send the "Spruce Tree Mailers, 1 and 2," to Suzanne to include them on the new website.

- When it comes to transferring the original website, it should be fairly quick.
- Once the website is established the board would like to send out a newsletter to the homeowners informing them that it is up.
- **DOT Letter**
 - Scott has personally tried to reach out to “Tucker Hurn” whose contact information is on the letter that was delivered to the management company. There has been no contact at this point.
 - Tom went down to the MUNI office to see about permits for the front entrance sign, and they told him that they would look into it and they were on “microfish” and he was welcome to stay and search if he wanted.
 - The board was interested how this would be affecting certain homeowners, as certain ones have property that borders the road and some homes are pretty close.
- **Administrative Resolution**
 - The association currently has an Administrative Resolution in place that addresses “Assessments and Collections” which was adopted on January 7th, 1985 and revised on March 1st, 1999. A copy of this was included in the meeting packet.
 - Currently the Administrative Resolution states, “3. Delinquent accounts not paid by the last day of March will be assessed a ten-dollar (\$10.00) late charge. An additional ten-dollar (\$10.00) charge will be made each month or partial month thereafter until the assessment, administrative, and legal charges are paid.”
 - The Board is currently entertaining the idea of raising the late charge to fifty dollars (\$50.00) for the initial late charge applied after the last day in March, and an additional twenty-five (\$25.00) charge monthly thereafter until the assessment, administrative, and legal charges are paid.
 - April \$50 X monthly (from May- Dec 8X\$25=) \$200 = \$250 would be the highest amount of late fees that could be applied for one year if the homeowner becomes delinquent in their payments.
 - The management team will draft up the resolution and send a draft to the Board for review.
- **Account Notices**
 - Account notices were sent out to all the management companies’ homeowners at the beginning of the year.
 - When we switched accounting software’s in October there was an error and the association was labeled “Valli Vue Condominium Association”, when the correct name for the association is “Valli Vue Estates Property Owners Association, INC.”
 - The date on these account notices were also labeled as they were monthly dues, stating they were due on 1/31/2020, when this is an annual dues association and they are not considered delinquent until after the last day in March.
 - The management company brought this to the board’s attention and let them know that these statements will be corrected and reissued.
 - All homeowners that have contacted the management company have been informed and let know of the correct due date.
 - The board expressed some concern for the checks that were issued that may have said “condominium,” will these be accepted or returned?

- **Water System Maintenance**

- The board reached out to Dave Kranich over at Northern Utilities Services to see what their “wish list” would be when it comes to the best maintenance options for their water system maintenance.
 - The board received this report and it was included in the meeting packet.
- The board knew that the painting of the inside of their water tank was on the schedule for this year. The board reached out to Northern Utilities Service to see if they would Manage the painting of the inside of the tank; as three years ago, they had a 3rd party contract as well.
 - It was estimated to be about 20 hours max or approximately \$3,000 charge.
 - The board voted to approve Northern Utilities Service to be the project manager for painting the inside of the tank because they are familiar with the project and have the best connections for the “correct paint” and inspecting the inside of the tank.
 - They know who painted it last time as they worked closely with them.
 - Drew Motioned that NUS manage the painting contract, Tom 2nd.
- The rest of the list included: Cathodic Protection, Pressure Tank Inspection/Cleaning, Well House Pavement, SCADA System, SCADA Monitoring in the PRV’s and O&M Rates.
 - The board would like to have the inside of the tank painted, the Pressure Tank Inspection/Cleaning, and the SCADA system.
 - The SCADA system may be able to be put off until later in the year, this may not be a time sensitive matter.
 - The board believes these items could be held off until later in the year or the next calendar year; Well House Pavement, SCADA Monitoring in the PRV’s.

- **Agenda**

- The board would like to put the SCADA System on the hold business for the agenda.
 - They would like to review this item again at a 6 month check in.

Next Meeting

- First Tuesday of March being: 3/03/2020 at 7:30 pm at the Church.

Being no further business to come before the board at this time, the meeting was adjourned at the hour of 8:54 pm. Tracy motioned to adjourn, Drew 2nd. All in Favor.