

Valli Vue Estates
Association Board of Directors
Meeting Minutes DRAFT
November 6th, 2019

The following directors were present: President Tracy Christopherson, Treasurer David Ward, Drew Loeffler, Tom Parr, Justin Selvik, 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 7:41pm.

Homeowners comments:

There were no homeowners' comments at this time.

Agenda:

The agenda was distributed and reviewed.

Financial Report:

The financials were distributed, the general ledger was missing from the packet. The board held off on approving the financials, Kaitlyn emailed these to the board after the meeting.

Minutes:

The minutes were distributed and reviewed. Tracy moved to approve the agenda and the minutes, Drew 2nd. All in favor.

Association Business:

- **NUS**
 - Working in Tom's yard, the water was off, he talked to them and was told a switch was accidentally moved. They fixed shortly.
 - They completed three pump stations done for the winter.
- **Documents**
 - The board would like to receive an updated list of the documents (Bylaws/ House Rules) to determine what they should publish on the website.
 - They would also like to get the documents, such as the tree mailer and meeting minutes sent to Suzanne so they can be published on the website.
- **Sink hole**
 - They fixed the sink hole. However, the cone they were putting in it disappeared.
 - They are going to leave it gravel until next summer, then come back and pave it.
 - They dig down to saturated soil (2ft), didn't want it to be a mud pit.
 - Could have been caused by the earthquake.

- **Website**
 - To finish the website the domain needs to be linked to the old webpage.
 - Then they can send out the Valli Vue website link.
 - When the website is created Suzanne will submit a bill for her services, and the website will be made live. After created, her hours go to hourly.
 - When completed send out newsletter.
- **Church Payment**
 - They association will be making a payment to the church in December for the full year of 2019. The rate is \$80 a month, totaling \$960 for the year.
 - 2020 pay twice annually.
- **Easements/Drainage**
 - Looking through the documents it seems that easements and drainage are the owner's responsibility to maintain.
 - The management team will reach out to Michael, homeowner with the thaw wire questions, and let him know.
- **Board Members Terms**
 - The board believes the terms are 2/3 years.
 - Officers are elected every year.
 - The management team will determine when they were voted in and figure out their remaining terms.
 - The board believes Dave, Justin, and Scott are up for reelection.
 - Peter and Candance were recently added to fill vacancy.
 - The management team will research the documents to see when the members were voted in, and when the terms expire.
- **Zoning**
 - Motorhomes
 - 20ft from the street set-back line, they are following this regulation when it comes to parking motor homes.
 - Possibly amend the bylaws.
- **Fence**
 - Neighbor double tree court complaining about fence, believed there was no fences allowed.
 - Board believed it was replaced with exactly what was there before.
 - Fence is even with the front of the house.
 - Reach back out to Golab and let him know the motor home set back parking and explain to him the regulations on fencing.
- **Delinquency**
 - Right now, there is a current late fee of \$10.
 - Follow up with delinquency to see where they are at.
 - Look into this to see if the accounts are being charged that late fee.
 - Also, see what it takes for the board to change/up that fee. Can the board change? Would it take an administrative resolution? What does that take?
- **Common Area Spruce Beetle**

- Connect with Dean about the rate he was negotiating for the common areas/greenbelt within the association.
- **Haunted House (Main Tree)**
 - There is a house in the neighborhood that is known for its unsightly appearance.
 - Silver car hasn't moved in 2 years.
 - Looks like it was painted with toothpaste.
- **"unsightly" Neighbors**
 - Stock piling stuff in yard.
 - Ed sent out letter, nothing then.
 - They have rebuilt deck but stuff still there.
 - Look through the documents to see if there is anything about "unsightly", is that he said/ she said situation.
 - Storing items?
 - Complaints?
- **Budget/Reserves**
 - The board was curious to how the budgeting works, will they be able to maintain their dues. What does the reserves look like?
 - Iron pipe- the well system is made of these.
 - Last time they raised the dues was to cover the work being done to the tank.
- **Water System**
 - Their well system supplies the fire house.
- **Entrance**
 - Spotlight is out.
 - Drew/Tom have done some maintenance work up there and wanted to know if they could take it upon themselves to replace the bulb in the spotlight. They were given the go ahead.

Next Meeting

- **ANNUAL: December 3rd, 2019 at the Church at 7pm.**

Being no further business to come before the board at this time, the meeting was adjourned at the hour of 9:07 pm. Drew motioned, Tom 2nd. All in Favor.

Valli Vue Estates
Annual Meeting Minutes
December 3rd, 2019

I. Quorum

- a. A quorum was obtained with the following represented in person: Cheryl Brooking, Thomas Brown, Tracy Christopherson, Lisa Cooley, Susan and Michael Howard, Patrice Icardi, Peter Katsur, Calvin and Marilyn Kerr, Keith Kniegge, Andrew Loeffler, Casey Mapes, Joseph Rees, Justin Selvik, James Smith/Shaw, Patricia and Paul Strand, Rebecca ad Christophe Venot, David Ward, and Markie Milce.
- b. The following units were represented by proxies: Steve and Karen Schudel, Vivian Toran, Julia and Daniel Suver, Michael and Linda Smith, Dean and Cynthia Epperson, John Parker, Michael and Linda Padden, Scott and Nadine Schliebe, Jan and Jon Konkler, David and Cheryl Ward, Carol Weddle, Allen and Christine Hippler, Robert and Donna Lee, John Buchman, Jody and Michael Colombie, Charles Herndon and Louann Feldmann, David and Barbara Goodman, and Tracy Christopherson and Aaron Wells.
- c. The following management representation was present: Kaitlyn Jackson and Dean Jackson.

II. Introductions

- a. Introductions were made.

III. Annual Meeting Minutes

- a. The annual meeting minutes from 10-18-18 were distributed and reviewed.
- b. Patricia moved to approve the agenda and the minutes, Lisa 2nd. All in favor.

IV. Financial Report

- a. 2020 Budget
 - i. Snow removal-
 1. A homeowner noticed that there was no budgeted amount in the budgets for snow removal, so it was brought up who's responsibility the snow removal for the association falls onto. A member of the LRSA was present and was able to discuss the snow maintenance and removal was one of their responsibilities and they have a budget put aside for that.
 - ii. Tree removal funding-
 1. The association owns two areas of greenbelt that have been noticed to have a decent amount of possibly spruce beetle infected trees. At this time the cost for removal is still in question as Tall Trees was set to walk the property within the week to determine the number of trees. At the time the dues will not be increased, but there is a chance of considering a special assessment in the future to cover these costs.
 - a. How to tell a tree is affected?

- i. Exit holes are a clear sign of spruce beetles
 - ii. Sap Production.
 - b. The association is responsible for 9-10 acres in the GreenBelt and an additional area that was just brought to our attention. On the website says 1.9 but looking at the map it appears to be larger.
 - c. They have not approved spraying the trees yet because there is no guarantee it will work.
- iii. Management Fee Increase-
 - 1. It was noted that on the 2020 proposed budget there was a fee increase of \$3,500. This was noted that because the last time there had been a fee increase was 2008-2009 and the increase was only the cost of living.
 - 2. Tom Brown opposed this increase and motioned to let the board have time to think and review the management increase and revisit the passing of the budget in a month.
 - a. Each of the board members spoke their opinion about the increase and while they wish they had known about it previously they were not in disagreement due to the new level of service they were receiving and the last time it had been increased.
 - 3. **The motion to approve the budget with the management increase was put to vote: 17 approve, 2 opposed.**

V. Open Forum/ Business

- a. Water Report-
 - i. This year the association completed a major project with the water system, it was time to fix/replace things before it turned into emergency work.
 - ii. They spent approximately \$180,000 on the water system.
 - 1. Three valves in the system, all have been replaced this year.
 - 2. There was an additional charge as they removed fill/dirt but due to regulations they were not able to put it back in, so they had to buy replacement fill.
 - iii. The next task will be to paint the inside of the water tank. At the time of painting the outside they had decided to hold off on the inside. They will be contracting the company to do it here in the winter and start the project sometime around May.
 - iv. The fire department pays the association monthly because they use their water tank system.
 - v. A few homeowners brought up that they are having "air-rated" or fizzy water coming out of their faucets still. Dave offered to contact NUS and see why that might be as the large projects concerning the water system are done for now.
 - vi. It will be another 10/15 years before the outside of the tank needs to be painted again.
 - vii. There may be minor issues in between that may need to be addressed but after these large repairs most of the major problems should have been addressed.

- b. LRSA
 - i. Culvert on West Tree
 - 1. The MUNI plan has been approved but they are still trying to receive approval from Fish N Game as there is not enough elevation in the road to meet their guidelines.
 - 2. It is estimated to cost \$60-65,000 based on Fish N Game approval.
 - 3. This will most likely begin to be worked on/ completed Fall 2020
 - ii. Round Tree Hole
 - 1. This is believed to have been caused by the earthquake, right now it has been dug up and filled back in; they will revisit in the spring. If it is fixed it will be repaved.
 - iii. Funding
 - 1. The LRSA Funding comes from the property assessment. They have a mill rate of approximately 15.1% and 1.45 of that goes to the LRSA.
- c. Website
 - i. The management company has been trying to track down who created the original Valli Vue Website, because the board would like to transfer the new website onto the old domain. After contacting the previous website contractor, it was discovered that the previous manager Ed had created and owns the website. He has been contacted and said he would hand over the needed information to the management company.
 - ii. New website has all the current information, at this time we are trying to transfer the new website to the old domain.
 - iii. Dues will not be able to be paid from the Valli Vue website, however, the management company has switched software's over to Caliber and this has an owner portal where owners can log in pay dues, see board documents, association documents, ACC request, meeting minutes, and more.
- d. Dues
 - i. At this time the association is doing a lot of large cost improvements, that ideally will not need to be done for another 10/15 years. At this time in a couple years they will be back to building their reserves.
 - ii. They need to figure out the "perfect nest egg number."
 - iii. If something major happens the board holds the right to start a special assessment to rebuild the reserves.
 - iv. The board would like to reach out to David Kranich, who maintains their water, which is their biggest expense to get an idea if something major was to happen what number would they be looking at to replace.
- e. Culvert Responsibility
 - i. Board voted that it is homeowner responsibility if the culvert goes across the individual driveway.
 - ii. Owners don't own them, but they have to maintain them.
 - iii. Underneath the road, that goes to LRSA.
- f. On-street Parking

- i. The MUNI is responsible for maintaining the roads in Valli Vue, allowing them to park on the road for a certain amount of time. Multiple days, someone needs to contact the MUNI.
 - ii. It was brought up that if you take the friendly approach to your neighbor there is a possibility that the vehicle/or issue will be resolved instead of making this a board issue. However, there will be times where it doesn't get fixed and this is when to get the others involved.
 - g. Business
 - i. Piano teacher vs. corporation. The rules don't go into detail it just says no business. At this time, we cannot pick and choose as a management company, but the board can change that if wanted with a percentage vote of the homeowners.
 - h. Set back line
 - i. Not the edge of the road, it is from the culvert in driveway. (homeowner statement) Has a shed that is "in" the set back.
 - ii. It has been brought to our attention that ATV/RVs being parking in the front yard, "not behind the setback" which the rules state they need to be.
 - i. Tree houses
 - i. It was brought up that within the association there used to be several tree houses, but with the removal most of them have been taken out.
 - ii. There may be one remaining.
 - iii. What are the rules on tree houses? Most of them were there when they moved in, some have fixed them up.
 - j. Shed/Outbuildings
 - i. The management team will look into the documents, but at this time as the board recalls they need to be approved by the ACC and they need to be architecturally consistent with the house. No temporary buildings. No mother in law houses.
 - ii. Past neighbor approval if it was 10/15ft from your neighbor. But issue with that is homeowner change over. NOT CURRENTLY IN DOCUMENTS.

VI. Election of Directors

VII.	<u>President</u> - Tracy	10/2018	2021
VIII.	Andrew	10/2018	2021
IX.	Thomas	10/2018	2021
X.	Andre	10/2017	2020
XI.	Justin	10/2017	2020
XII.	<u>Vice President</u> - Scott	10/2016	2019
XIII.	<u>Treasurer</u>- David	12/2015	2019
XIV.	Candice	6/2019	STEPPED DOWN
XV.	Peter	7/2019	

- Candice has stepped down leaving an open position on the board.
- It was motioned to re-elect Dave Ward, All in favor.

- Peter had been nominated for a director position during a board meeting, it was motioned for Peter to be elected to the board. All in favor.
- **NEW TERMS**
 - **David** **Elected 12/2019 TERM: 2022**
 - **Peter** **Elected 12/2019 TERM: 2022**
 - **OPEN POSITION**

XVI. Adjournment

- a. Scott moved to adjourn, Drew 2nd. All in favor. With no further business, the meeting was adjourned at the hour of 9:15pm.

Valli Vue Estates
Association Board of Directors
Meeting Minutes DRAFT
January 7th, 2020

The following directors were present: David Ward, Tom Parr, Peter Katsur, Scott Rees, and Andre Neptune.

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 7:41pm.

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. The board would like to see if there is a way to separate the Debits and Credits on the General Ledger a bit more. Motion to approve from Scott, Andre 2nd.

Minutes:

The minutes were distributed and reviewed. There were some spelling errors that will need to be corrected. Dave motioned to approve, Tom 2nd.

Association Business:

- **Front Sign**
 - The management company received a letter from the State Department of Transportation stating that their Valli Vue Entrance Sign located on Main Tree was in the easement and would need to be relocated.
 - The management team is looking into documentation to see when the sign was established to look into any possibilities of "grandfathering" it.
 - The board knows that the sign has been there since their residency, and there are some homeowners that have been in the association since 1992, they will reach out to those homeowners and see if they have any insight.
- **Website**
 - At this time there has been no contact back from Ed over retaining the control information for the previous Valli Vue website.
 - The board would like to see a redirect from vallivue.com to a new website such as vallivuehoa.com.

- It was also noted that the notice page on the website may still need some altering.
- What was the website maintenance rate for Suzanne to maintain their website when needed.
- **Newsletter**
 - On the next newsletter that is sent out to the homeowners the board would like it to include information about the website.
 - How to get there.
 - What they will find.
 - Ways they can pay their dues through the Caliber Portal.
 - Also, the board would like to include the information about the sign and use it as a way to reach out to the homeowners and not only inform them but see if any of them knows any information that may be beneficial.
- **Paint Contracting Tank Inside**
 - In April/May the board would like to have the contract in place for the paint job on the inside of their water tank.
 - They believe that it was KC painting that previously painted the tank on the outside.

Next Meeting

- First Tuesday of February being: 2/04/2020 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 8:20 pm. Scott motioned to adjourn, Tom 2nd. All in Favor.

Valli Vue Estates
Association Board of Directors
Meeting Minutes DRAFT
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” who’s 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 border 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 Resolutions 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 reviewal.
- **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 boards 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 excepted 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.