

1 **Meeting Minutes**

2 **CVOA Board of Directors Meeting, Tuesday, August 15, 2017, 6:30 PM**

3 Meeting Location: Recreation Center; 3655 E. Lake Forest; Boise, Idaho 83716

4
5 **Members Present:** Scott Horsburgh, Gurpreet Lugani, Chuck Mione, Karen Narus and
6 Ed Riemenschneider. Absent were Chris Bain, Steve Brocksome and Alicia Cassarini.

7
8 The Meeting was called to order at 6:30 pm by Scott Horsburgh.

9
10 **Quorum** was established.

11
12 The resignation of Board Member Dave Moore was accepted. Scott nominated Nikki
13 Hampton-Haworth as a Director on the Board. Gurpreet motioned to approve, Chuck
14 seconded and the motion was approved by a unanimous vote.

15
16 **Hearing**

17 There was a hearing held with a homeowner who has an unapproved fence that does not
18 comply with CVOA fence guidelines. The homeowner stated that they would not comply
19 and that their respective attorneys should work out the issue. DSI will forward the
20 information to the association attorney for his review and response. The homeowner also
21 stated that common area sprinklers were spraying into his yard and that the landscapers
22 had broken some of his sprinkler heads. Karen will speak to Aloha to make sure that the
23 sprinklers are not encroaching and that they are careful near homeowners sprinklers.

24
25 **Guests**

26 There were three homeowners that attended the meeting to discuss the Dog Park. The
27 Board answered questions concerning the placement of the Dog Park in a retention area.
28 This project has been approved for use in the Idaho Power easement and is the best space
29 for its proximity to homes and access.

30
31 **Neighborhood Watch**

32 Nikki stated that there have been issues with graffiti and people placing items such as
33 construction cones and ladders in the street. Nikki contact BPD and they will no longer
34 need to use the room in the Rec Center, so the room may be used for storage space.

35
36 **Minutes**

37 The minutes from the July 18, 2017 Board Meeting were reviewed. Karen motioned to
38 approve, Chuck seconded and the minutes were approved by a unanimous vote.

39
40 **E-mail Proposal and Votes**

41 The bid for pathway sealing was within the budgeted amount so no Board vote is needed.

42
43 The Board reviewed the response to the homeowner who had concern about the disc golf
44 course. The letter was approved by email.

45
46 **Project List**

47 The Project List was reviewed. Chuck will break down the list by Committee, then by
48 Short or Long Term Projects. Chuck will work with DSI on populating the form with the
49 required information.

50

51 **Old Business**

52 Documentation Retention – Steve Brocksome is still researching. OPEN

53

54 Volunteer Committee Meeting – There was no meeting held in August due to the
55 National Night Out. Meetings are typically held the 1st Tuesday of every month. OPEN

56

57 Email Voting – Scott will re-send the proposal for review by the Board. This will be sent
58 to the association attorney to draft a resolution. OPEN

59

60 Director's Handbook – Scott turned over the hard copy of the Director's Handbook to
61 DSI. They will scan and turn the hard copy into an electronic file that can be edited.

62

63 Check Signers – Scott and Alicia have gone to Washington Federal. One of the
64 Washington Federal CD's was due and the money was removed and put into Key Bank,
65 which had a better rate. Key Bank required that a checking account be opened at that
66 bank. The account was opened with \$1,000.00. Scott now has a debit card attached to
67 this account for small petty cash purposes.

68

69 Chuck motioned that there will always be 3 signers on all bank accounts for Columbia
70 Village. These will be the President, Treasurer and Vice President(s). Currently the
71 signers will be Scott Horsburgh, Alicia Cassarino and Karen Narus. Any other prior
72 Board Members will be removed from all Columbia Village accounts. Ed seconded, and
73 the motion was approved unanimously. OPEN

74

75 Resolution – Karen motioned that Resolution 2017.1 regarding fines and key card
76 deactivation for homeowners who have a Notice of Non-Compliance filed as prepared by
77 the association attorney be approved. Ed seconded and the motion was approved
78 unanimously. CLOSED

79

80 Disc Golf Volunteer Day – Scott should schedule a meeting next week to get feedback on
81 the Disc Golf Course. OPEN

82

83 Intermountain Gas – The pole for the light at the southwest corner of the tennis court
84 should be installed next week. OPEN

85

86 Parking Lot Striping/Curb Repair – It was decided that the curb repair will be completed
87 before the parking lot striping is completed. Chuck will work with DSI to get bids for the
88 curbing.

89

90 **New Business**

91 Entrance Signs - One new entrance sign will be placed at Lake Forest and Yamill. If the
92 sign works as expected, additional signs will be ordered and installed.

93 Dog Park – The Dog Park should be completed by next week. There will be a
94 mechanical key pad at the gate. There was no decision about how the key code would be
95 given to homeowners. Currently there is no water at the Dog Park, but if homeowners
96 utilize the park, items could be budgeted and added later.

97

98 **Financial Report for July 2017**

99 The Balance Sheet through 7/31/17 reflects operation checking account balance of
100 \$123,646, CD/Money Market balances of \$353,122, and a main line repair balance of
101 \$16,635. Assessment Receivables totaled \$111,501 and prepaid assessments were
102 \$15,947.

103

104 YTD 7/31/17 revenues from all sources were 68% and expenses were 57% of the
105 operating budget.

106

107 The outstanding receivables were \$111,501 on 7/31/17. Of this amount, \$109,435 is
108 more than 90 days past due. Of the \$109,435, approximately \$93,753 includes homes in
109 foreclosures, bankruptcies, liens and small claims. This amount is approximately 12% of
110 the overall dues income. YTD 7/31/17 \$0.00 has been written off to bad debt due to
111 foreclosure. This amount is 0% of the overall dues income.

112

113 Credit Card Fees will be 4% + 0.15.

114

115 Chuck motioned to deny the request of a homeowner that wanted to have her fees for a
116 returned check reversed. Karen seconded and the motion was unanimously approved.

117

118 **Reserve Study**

119 Scott will be meeting with Northstar Reserves to finalize the Reserve Study.

120

121 **ACC**

122 The ACC will be meeting on the 1st and 3rd Tuesday of every month to review the ACC
123 Request. The ACC Request form will be updated to reflect the correct timeline. The
124 Committee is working on a Solar Panel Policy. Currently, they are approving requests as
125 long as the panels are flat, dark and towards the rear of the home.

126

127 The Committee will work with a volunteer to draft a xeriscaping policy that will be
128 implemented.

129

130 There is a home with two fence panels that are not installed. The Board is asked to go to
131 the home and look at the fence and the gap in the fence.

132

133 **CC&R/Homeowner's Comments and Suggestions**

134 The drive through log was reviewed.

135

136 The Board is aware that the weather this year has caused some issues with brown lawns.

137

138 **Landscape/Maintenance**

139 The Committee meeting has been scheduled for next week.

140

141 The procedure for after hours main line breaks is for homeowners to call the Rec Center
142 Office at 208-433-0643. DSI will then contact Aloha at their main office number.

143

144 **Firewise**

145 There was no Firewise Report

146

147 **Recreation Center Update**

148 The Security Report was reviewed.

149

150 New cleaning supplies will be ordered for the Rental Room.

151

152 The Rental Room Agreement and Key Card Permission Form will be updated to better
153 reflect the homeowner's responsibility when allowing the tenant to have key card access.

154

155 The pool rules are being reviewed. They will be completed for notification of
156 homeowners in the newsletter and at the Annual Meeting.

157

158 The pool heater for the Kiddie pool will be replaced in the spring. It will be posted on the
159 website that the pool will be cold for the rest of this season.

160

161 All pools will be closed Monday, September 4th. This includes the lap pool. The lap
162 pool will not remain open during September for budget constraints caused by excess
163 snow removal this past winter.

164

165 Chuck is working on issues with the office email and emails disappearing.

166

167 RV Lot - PSI has suggested that due to drainage issues, only the actual spaces be paved.
168 To fix the drainage for a full lot pave would be \$30,000. Gurpreet is working on a
169 Request for Proposal for paving. There was a suggestion to hire an architect to draw up
170 the plan for the proposal.

171

172 Newsletter – The final layout (not content) of the newsletter should be available at the
173 September Board Meeting.

174

175 Web Page – Nothing to Report.

176

177 **Events Committee**

178 The NNO was very well attended. There is a need for a cleanup committee for the larger
179 events. The Board discussed increasing the budget for next year to include delivery/pick
180 up of tables and chairs.

181

182 **Calendar**

183 The Calendar was reviewed.

184

185 **Open Discussion**

186 Bids were reviewed for the drainage issue at the Rec Center. Scott will review the bids in
187 detail once he has met with Northstar Reserves.

188

189 Meeting was adjourned at 10:25 PM.

190

191 Minutes respectively submitted by Shirlee Ponciano.