

1 **Meeting Minutes**

2 **CVOA Board of Directors Meeting, Tuesday, July 18, 2017, 6:30 PM**

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

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

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

9
10 **Quorum** was established.

11
12 **Guests**

13 A homeowner's representative attended the meeting to discuss the cottonwood trees that
14 are in a neighbor's yard. This issue is not an HOA issue, so the Board recommended that
15 they contact the City of Boise Code Enforcement. The representative requested that
16 Cottonwoods be added to the list of trees that are not recommended.

17
18 **Neighborhood Watch**

19 Nikki Lee Hampton stated that there have been no significant crime trends. She is still
20 identifying block captains and doing background checks. She will post information on
21 the website once it is updated. Neighborhood Watch will have a table at Neighborhood
22 Night Out.

23
24 **Minutes**

25 The minutes from the June 20, 2017 Board Meeting were reviewed and one change was
26 requested. Steve motioned to approve, Karen seconded and the minutes were approved
27 by a unanimous vote.

28
29 **E-mail Proposal and Votes**

30 There were no Email Proposals or Votes.

31
32 **Old Business**

33 Documentation Retention – Steve Brocksome is still researching.

34
35 Volunteer Committee Meeting – There was no meeting held in July.

36
37 Hollyhock Common Area Encroachment – This item will be moved to the Volunteer
38 Project list.

39
40 Communication/Website – The Communication Policy has been updated to read as
41 follows:

- 42 1. Board Members – Any Board Member can bring an item to the Board Meeting.
43 Items are voted on at the Board Meeting following rules of order
44 (Motion/Second/Vote). A majority vote passes a motion.
45 2. Committee Chairs

- 46 a. Committee Chairs will make decisions in the best interest of the
47 Association.
48 b. In Budget Items – Committee Chair will approve all items within the
49 Budget
50 c. Out of Budget Items – The Committee Chair will bring to the Board any
51 Out of Budget Items for a vote either during a Board Meeting or by Email.
52 d. Committee Chairs will deal directly with the Rec Center Manager in
53 regards to their committees. The Board will be cc'd on any issues outside
54 of routine day-to-day items.
- 55 3. The President has the responsibility and authority to make decisions outside of the
56 Board. DSI will receive these requests in writing.
57 4. DSI will maintain a Tracking Sheet with input from the Board showing ALL
58 outstanding items and the status of those items. This document will be fluid and
59 consistently updated.
60 5. The Board will request a Quarterly Account Review with DSI.
61 6. The Board will implement protocols for email voting.
62 7. The Director's handbook will be implemented.

63
64 Check Signers – All signers will need to go to Washington Federal at the same time.
65

66 **New Business**

67 Key Card De-activation – Effective immediately, any homeowner that has a Notice of
68 Non-Compliance filed on their home or a homeowner who has a continuing CC&R
69 violation will have their key card de-activated. DSI will request that the association
70 attorney prepare a Board Resolution clarifying the procedures for filing Notices of Non-
71 Compliance and fines associated with them and with continuing CC&R violations.
72

73 Simplot Feedback – Scott Horsburgh met with Mike Simplot. Simplot is responsible for
74 the ACC for the vacant lots on Superior Ridge. He discussed a home on Superior Ridge
75 that may have a fence in the common area. Karen will take a look at the area. He also
76 stated that the cost of water may go up in the future.
77

78 Elevation Ridge – Scott met with the President of the Elevation Ridge HOA to discuss if
79 they would want to be annexed into CVOA and have access to the Rec Center. The
80 President will discuss with the 23 homeowners.
81

82 Disc Golf Volunteer Day – The date for the Disc Golf Volunteer Day is to be determined.
83

84 DSI Account Review Meeting – The meeting has been set for Tuesday, August 8th at 1pm
85 at the Rec Center.
86

87 Intermountain Gas Proposal – The proposal for Intermountain Gas to provide a security
88 light near the tennis courts for \$2,000 was presented. Chuck motioned to approve, Steve
89 Brocksome seconded. Motion was approved by a unanimous vote. The money will come
90 from Reserve Funds.
91

92 **Financial Report for June 2017**

93 The Balance Sheet through 6/30/17 reflects operation checking account balance of
94 \$123,309, CD/Money Market balances of \$347,145, and a main line repair balance of
95 \$16,633. Assessment Receivables totaled \$114,601 and prepaid assessments were
96 \$25,571.

97

98 YTD 6/30/17 revenues from all sources were 52% and expenses were 42% of the
99 operating budget.

100

101 The outstanding receivables were \$114,601 on 6/30/17. Of this amount, \$100,249 is
102 more than 90 days past due. Of the \$100,249, approximately \$98,151 includes homes in
103 foreclosures, bankruptcies, liens and small claims. This amount is approximately 12% of
104 the overall dues income. YTD 6/30/17 \$0.00 has been written off to bad debt due to
105 foreclosure. This amount is 0% of the overall dues income.

106

107 **Reserve Study**

108 Northstar Reserves will be updating the Reserve Study.

109

110 **ACC**

111 The current ACC Committee consists of David Moore (Chair), Chuck Mione and Steve
112 Brocksome. The committee will work on procedures for reviewing ACC Requests. DSI
113 will hold onto all requests in the office until the procedures are set. Chuck will review
114 the ACC Form to make sure that the correct timeline is on the form.

115

116 The ACC Request Log was reviewed.

117

118 A homeowner will be sent a letter notifying them that 50% of their yard must be sod.

119

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

121 The drive through log was reviewed.

122

123 The Board had questions about two homes that are not in compliance. DSI will make
124 sure that the appropriate fines and letters are going out.

125

126 **Landscape/Maintenance**

127 The Pollinator Garden grant request was turned down.

128

129 Veronica Micro path – Bollards and signage will most likely be installed before this
130 winter and the path will be reviewed for possible renovation.

131

132 The Grand Forest renovation has been completed. Water usage for June looks good.
133 There was one main line break on Fescue. The oil recapture project by Idaho Power
134 should be wrapped up. There are no major events on the tracking sheet. Karen will look
135 at the area that two homeowners had complaints about gophers.

136

137 **Firewise**

138 Intermountain Aquatics is evaluating whether Pathway 7 and Pathway 4 can be seeded or
139 should be sprayed again. The committee recommends not using D7 biologic with the
140 seeding.

141
142 The three requests for Firewise Volunteer Contributions were reviewed. Two homes
143 need some changes for approval. One home was approved.

144

145 **Recreation Center Update**

146 The Security Report was reviewed. Alicia had some concerns about the way that call she
147 made to security were handled. Scott will discuss with Ryan.

148

149 Chuck is monitoring the repair of the A/C system. Chuck is still working on updating the
150 pool rules. He will post the flotation rules on the website.

151

152 It was reported that Disc Golf Sign #5 has been broken. One of the swings needs to be
153 repaired.

154

155 Sun Shades – Scott proposed that the shade sails on the lap pool, east of the men’s
156 restroom be paid for and installed in spring 2018. Chuck and Scott would like to meet
157 with Recreation Today to discuss permanent structure options for the kiddie pool area.

158

159 Scott met with Master Rooter to discuss the drainage issue at the Rec Center. One bid
160 has been received. Scott will also meet with PSI to get a bid.

161

162 RV Storage Committee and Website/Newsletter Committee will be included as part of
163 the Recreation Center Committee. The Committee Chairs will remain the same. The goal
164 is to leverage individual tasks with committee efforts to ensure CVOA objectives are
165 completed with reliable consistent & results. In addition reduce workload of any one
166 volunteer while eliminating single person committees.

167

168 **RV Lot**

169 Gurpreet is awaiting three bids for paving of the RV Storage Lot.

170

171 **Events Committee**

172 Alicia has planned the Neighborhood Night Out and Movie Night for August 1st. There
173 will be food trucks, a pie eating contest, DJ, vendors and an outdoor movie. Alicia is
174 preparing event sheets for all events that she plans. She will provide copies to the Rec
175 Center for archiving.

176

177 **Webpage/Newsletter/Nextdoor**

178 The Website Committee met to discuss the update of the website. This update will take
179 time to accomplish. The committee is looking to reduce the amount of content on each
180 page, add committee chairs as users so that they can update their own page, get rid of
181 wasted space, make the website phone/tablet read. They plan to have working sessions
182 once per month.

183

184 **Calendar**

185 Changes to the calendar were discussed.

186

187 **Open Discussion**

188 The Board discussed the parking issue of a homeowner on Kalmia. Karen will meet with
189 the homeowner to discuss an ACC Request for a fence. Board Members volunteered to
190 help the homeowner build the fence.

191

192 Meeting was adjourned at 10:15 PM.

193

194 Minutes respectively submitted by Shirlee Ponciano.