

1 **Meeting Minutes**

2 **CVOA Board of Directors Meeting, Tuesday, May 16, 2017, 6:30 PM**

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

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

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

10
11 **Quorum** was established.

12
13 **Guests**

14 A homeowner who had water in the crawl space due to a broken main line over the
15 weekend attended the meeting. He asked that the HOA cover the cost of the remediation.
16 The homeowner did not yet have any estimates or invoices. The homeowner will be
17 provided the association's insurance information and has been instructed to go through
18 his insurance.

19
20 The Federal Way Postmaster was scheduled to attend the meeting, but was not present.
21 Karen will request the information be sent that was to be presented. Then CVOA can
22 inform homeowners.

23
24 **Neighborhood Watch**

25 Nikki Lee Hampton stated that Neighborhood Watch had two information sessions.
26 There are approximately 90 block captain slots available, 15 block captains have been
27 approved and there are an additional 22 on the list that there has been no response from.

28
29 **Minutes**

30 The minutes from the May 16, 2017 Board Meeting were reviewed. Steve motioned to
31 approved, Karen seconded and the minutes were approved by a unanimous vote.

32
33 **Financial Report for May 2017**

34 The Balance Sheet through 5/31/17 reflects operation checking account balance of
35 \$201,425, CD/Money Market balances of \$341,449, and a main line repair balance of
36 \$16,633. Assessment Receivables totaled \$103,540 and prepaid assessments were
37 \$19,051.

38
39 YTD 5/31/17 revenues from all sources were 49% and expenses were 30% of the
40 operating budget.

41
42 The outstanding receivables were \$103,540 on 5/31/17. Of this amount, \$100,602 is
43 more than 90 days past due. Of the \$100,602, approximately \$97,017 includes homes in
44 foreclosures, bankruptcies, liens and small claims. This amount is approximately 12% of
45 the overall dues income. YTD 5/31/17 \$0.00 has been written off to bad debt due to
46 foreclosure. This amount is 0% of the overall dues income.

47 Two homeowners requested to have fees reduced. The Board denied these requests.

48

49 **Reserve Study**

50 Scott is working on a graph for reserve balances. DSI will get a quote from Northstar
51 Reserves (formerly BRG) for an updated Reserve Study.

52

53 **ACC**

54 The ACC Request Log was reviewed.

55

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

57 The drive through log was reviewed.

58

59 **Landscape/Maintenance**

60 Veronica Micropath – Scott will call the association attorney for an opinion on the best
61 options available to satisfy the legal obligation for maintaining micro paths during the
62 winter.

63

64 Alta Ridge Improvements – The Committee will be looking for input from Alta Ridge
65 residents in 2018 on renovation of the Alta Ridge berm.

66

67 Grand Forest Renovation – Lodgepole to HoneyLocust and the monument on the corner
68 of Hwy 21 is 2-3 weeks out.

69

70 There are more common area infringements/dumping issues. DSI will send letters to the
71 homeowners. A Committee member suggested employing a drone to document areas of
72 improvement, neighborhood areas and Firewise areas. A Committee member will attend
73 a future Board Meeting to discuss building a book box at the Rec Center.

74

75 **Firewise**

76 Karen will draft a notice for social media regarding fireworks and safety for the
77 neighborhood.

78

79 **Recreation Center Update**

80 The Security Report was reviewed. Security will start politely asking people to plan to
81 leave the pool area at 9:30 instead of 9:45. Scott will talk to Carey Guard about the need
82 to consistently enforce the pool rules, with the first interaction with homeowners being
83 more positive.

84

85 There have been no complaints about the increased rental rates and the room is booked
86 regularly for the summer months.

87

88 There have been complaints about the lack of shade sails. Recreation Today is in the
89 process of engineering two additional poles that are needed. They Board will be notified
90 as soon as the bid is received. Scott will provide a blurb for the website.

91

92 Chuck Mione has volunteered to be the new Rec Center Chair. Scott motioned to
93 approve Chuck Mione as the Rec Center Chair. Steve seconded and the motion was
94 approved unanimously.

95
96 Pool Rules – Chuck will update the Pool Rules and DSI will order updated signage.
97 Flotation devices will be allowed but limited to a reasonable size. Pool monitors have
98 final say if allowed due to occupancy and size. There will be no canopies/pop up tents
99 allowed. Lost and Found will be held until the end of the pool season. A notice will be
100 posted on the website reminding homeowners that items will be discarded at the end of
101 the season.

102
103 **RV Lot**

104 There was no RV Lot report.

105

106 **Events Committee**

107 No Events Committee Report.

108

109 **Webpage/Newsletter/Nextdoor**

110 The rental calendar is not yet completed. There was a lot of interest at the volunteer
111 meeting to update the website.

112

113 The newsletter will be one page in color.

114

115 **E-mail Proposal and Votes**

116 The pothole repair at the Rec Center parking lot will be scheduled as soon as possible, if
117 not already scheduled. PSI now has an excavation department and DSI will schedule a
118 meeting with them and Scott and Chuck so that they can bid the drainage repair. Once
119 the drainage is completed, the Board will vote on repaving/restriping/recurbing the
120 parking lot.

121

122 **Old Business**

123 Documentation Retention – There was additional discussion about record retention.

124 Steve will research retention requirements.

125

126 Volunteer Committee Meeting – There were a few volunteers that came to the meeting.

127

128 Hollyhock Common Area Encroachment – Scott volunteered to help the homeowner
129 remove some concrete. Karen may have landscape volunteers that can help.

130

131 Wrought Iron Fence – The homeowner will be invited to a hearing before the
132 administrative review fee can be assessed.

133

134 Check Signers – Dave will drop off paperwork at the Bank and then the signers may need
135 to re-sign the electronic signature card.

136

137 **New Business**

138 Communication – The Board previously met to discuss the flow of communication. The
139 policy the Board came up with is:

- 140 1. Board Members – Any Board Member can bring an item to the Board Meeting.
141 Items are voted on at the Board Meeting following rules of order
142 (Motion/Second/Vote). A majority vote passes a motion.
- 143 2. Committee Chairs
 - 144 a. Committee Chairs will make decisions in the best interest of the
145 Association.
 - 146 b. In Budget Items – Committee Chair will approve all items within the
147 Budget
 - 148 c. Out of Budget Items – The Committee Chair will bring to the Board any
149 Out of Budget Items for a vote either during a Board Meeting or by Email.
 - 150 d. Committee Chairs will deal directly with the Rec Center Manager in
151 regards to their committees. The Board will be cc'd on any issues outside
152 of routine day-to-day items.
- 153 3. The President has the responsibility and authority to make decisions outside of the
154 Boards. DSI will receive these requests in writing.
- 155 4. DSI will maintain a Tracking Sheet with input from the Board showing ALL
156 outstanding items and the status of those items. This document will be fluid and
157 consistently updated.
- 158 5. The Board will request a Quarterly Account Review with DSI.
- 159 6. The Board will implement protocols for email voting.
- 160 7. The Director's handbook will be implemented.

161

162 There was discussion about how to get the information concerning the Violation Policy to
163 homeowners. No decision was made.

164

165 The Fee Structure for Liens, Notices of Non-Compliance and CC&R Administrative Fees
166 were reviewed.

167

168 Meeting was adjourned at 10:45 PM.

169

170 Minutes respectively submitted by Shirlee Ponciano.