

1 **Meeting Minutes**

2 **CVOA Board of Directors Meeting, Tuesday, September 19, 2017, 6:30 PM**

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

4
5 **Members Present:** Chris Bain, Alicia Cassarini, Nikki Hampton, Scott Horsburgh,
6 Chuck Mione, Karen Narus and Ed Riemenschneider. Absent were, Steve Brocksome
7 and Gurpreet 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 There was a homeowner that attended the meeting asking for a height variance on a
15 lattice structure. Boise City is requesting approval from the ACC before it will allow the
16 variance. Chuck motioned to approve the variance with the stipulation that proof of city
17 approval be provided, Karen seconded and the motion was approved by a unanimous
18 vote.

19
20 **Hearing**

21 A hearing was held for a homeowner for having a yard that is not in compliance. The
22 homeowner will be charged the \$25.00 administration fee until the yard is brought into
23 compliance.

24
25 **Neighborhood Watch**

26 Nikki stated that she has about a third of the 90 Neighborhood Watch Captains that she
27 needs.

28
29 **Minutes**

30 The minutes from the August 15, 2017 Board Meeting were reviewed. Ed motioned to
31 approve the minutes with one additional word, Chuck seconded and the minutes were
32 approved by a unanimous vote.

33
34 **E-mail Proposal and Votes**

35 Karen motioned that the Protocol for Email Voting as presented by Scott be adopted by
36 the Board, Alicia seconded and the motion was approved by a unanimous vote. DSI will
37 prepare the resolution and present for signatures at the October Board Meeting.

38
39 **Project List**

40 The Project List was reviewed. There were no changes from last month. Chuck will
41 break down the list by Committee, then by Short or Long Term Projects.

42
43 **Old Business**

44 Documentation Retention – Steve Brocksome is still researching. OPEN

45

46 Volunteer Committee Meeting – There was no meeting held in September. The Rec
47 Center committee will meet monthly. The Volunteer Committee will meet as needed for
48 projects. OPEN

49
50 Director’s Handbook – Scott has the electronic version. He will be editing and then will
51 send out to the Board for review. OPEN

52
53 Check Signers – DSI to provide the approved August Meeting Minutes and resolutions
54 for Scott, Alicia and Karen to take to all CVOA banks to change the authorized signers.
55 OPEN

56
57 Disc Golf Volunteer Day – Nothing to report. OPEN

58
59 Intermountain Gas – The pole for the light at the southwest corner of the tennis court
60 should be installed next week. OPEN

61
62 Parking Lot Striping/Curb Repair – DSI to provide bids and schedule for curb repair as
63 soon as possible. Chuck motioned to approve the PSI bid for the Rec Center storm
64 drainage repair, Nikki seconded and the motion was approved by a unanimous vote. This
65 work will be scheduled as soon as possible. Once these repairs are done, the parking lot
66 sealing and striping will be done. OPEN

67
68 Dog Park – There was a Meeting held for homeowners with questions and concerns about
69 the Dog Park before the Board Meeting. Nikki gathered a list of volunteers willing to
70 work on a solution for the Dog Park. The actual Dog Park is on hold until the City of
71 Boise permit is received, but there will be maintenance performed on this site.

72
73 **New Business**

74 November Board Meeting - Alicia motioned that the November Board Meeting will be
75 moved to Tuesday, November 14th so that it does not conflict with the Thanksgiving
76 Holiday, Chuck seconded and the motion was approved by a unanimous vote. The new
77 date will be posted on the website and Nextdoor.

78
79 **Financial Report for August 2017**

80 The Balance Sheet through 8/31/17 reflects operation checking account balance of
81 \$75,818, CD/Money Market balances of \$357,872, and a main line repair balance of
82 \$16,636. Assessment Receivables totaled \$127,648 and prepaid assessments were
83 \$18,885.

84
85 YTD 8/31/17 revenues from all sources were 75% and expenses were 70% of the
86 operating budget.

87
88 The outstanding receivables were \$127,648 on 8/31/17. Of this amount, \$101,088 is
89 more than 90 days past due. Of the \$101,088, approximately \$95,646 includes homes in
90 foreclosures, bankruptcies, liens and small claims. This amount is approximately 12% of

91 the overall dues income. YTD 8/31/17 \$0.00 has been written off to bad debt due to
92 foreclosure. This amount is 0% of the overall dues income.

93

94 There will be a budget meeting schedule. Scott would like to present a draft of the
95 budget at the October Board Meeting and have it approved at the November Board
96 Meeting.

97

98 **Reserve Study**

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

100

101 **ACC**

102 The ACC Log was reviewed.

103

104 The committee has added a new member who will be helping draft a xeriscaping policy.
105 The committee will also be working on a written procedure for fence approvals.

106

107 DSI will compile a spreadsheet with Fencing/Encroachment issues. These issues will be
108 dealt with all at once.

109

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

111 The drive through log was reviewed.

112

113 The Drive Through Procedures and Violation Policy were reviewed. Board Members are
114 asked to notify the office if they feel that something is not being observed.

115

116 Heather will be reminded to remove all signs in the common areas while driving through
117 the subdivision.

118

119 DSI will respond to the homeowner that had issues with disc golf players.

120

121 **Landscape/Maintenance**

122 There were issues with weeds in the planting beds and with branches being tossed into
123 planting beds and not being removed. This will be discussed with Aloha.

124

125 Postmaster Dan Corral attended the committee meeting to discuss neighborhood box
126 units. The Post Office would prefer wooden posts. TC Posts and Signs is one contractor
127 that specializes in mail box posts.

128

129 Karen applied for a grant to start rehabilitating the Field of Dreams.

130

131 DSI has been asked to include the date and area of main line breaks to the irrigation
132 spreadsheet to be better able to track water usage.

133

134 Aloha Landscape and Maintenance Committee will look at Grand Forest for areas to
135 enhance and provide bid, to tag bushes at Snapdragon for removal to enhance sightline
136 and to look at possible tree plantings on Tecoma and Snapdragon.

137 Winter work may include Grand Forest drainage channel, City of Boise request to trim
138 tree limbs interfering with street lights, thin/clean-up storm swales at Grand
139 Forest/Intercon/Hornbeam, overgrown trees throughout CVOA, Willow stump in wall at
140 4553 Baytree.

141

142 **Firewise**

143 Firewise Volunteer Contribution checks need to be scheduled.

144

145 Possible Fall work includes spraying of Lake Forest to Aphrodite for annual weeds and
146 spraying of Alyssum to Lake Forest for annual weeds.

147

148 **Recreation Center Update**

149 The Security Report was reviewed.

150

151 The Rental Room Agreement and Key Card Permission Forms have been updated and
152 old Key Card Permission Forms will be updated this winter. The renter's use policy was
153 reviewed.

154

155 Chuck had questions about the tracking of the complaint forms. DSI will look into the
156 number of written complaints and tracking of those complaints.

157

158 The pool company will be adding expansion joints and repairing tiles in two pools this
159 fall. The bid amount is within the budget, so there is no need for Board approval.

160

161 Scott proposed that Chuck look into having PSI perform street sweeping to eliminate
162 debris in the drainage system and to have the striping and sealing last longer.

163

164 Chuck will have a Rental Room Naming contest to coincide with the Annual Meeting.

165

166 RV Lot – Gurpreet was not in attendance so there was no report given. Scott noted that
167 there are people backing into the fences and causing damage.

168

169 Newsletter – The populated newsletter will be presented at the October Meeting.

170 Currently, the newsletter is one side, one page.

171

172 Web Page – Nothing to Report.

173

174 **Events Committee**

175 Nothing to report.

176

177 **Calendar**

178 The Calendar was reviewed.

179

180 **Open Discussion**

181 Karen will be taking over the design of the entrance signs.

182

183 Meeting was adjourned at 10:20 PM.

184

185 Minutes respectively submitted by Shirlee Ponciano.