



Minutes

2013 Meeting of the Members

September 10, 2013

Best Western/Coeur d'Alene Inn

506 W Appleway Ave., Coeur d'Alene, ID 83814

Board Member Attendees

Steve White – Director

Doneda Allen – Director

Chet Gaede – Director

Absent Board Members

Greg Gervais

Lisa Dunham

Call to Order

Meeting was called to order by Steve White at 6:05 p.m. Steve White introduced the present Board members and Sara Jane Ruggles and Samm Haight who represented Association Services, Inc (ASI).

Approval of the 2012 Annual Meeting Minutes:

After review of the 2012 Annual Meeting Minutes, a motion was made from the floor to approve the minutes. The motion was seconded. The motion passed.

Developer's Update

Steve White informed owners that Copper Basin is in the process of getting the permits for the last two buildings. The last phase should be completed by the end of summer 2014.

Financial Reports (2012 Year-end and 2013 January - July)

Sara Jane Ruggles (ASI) provided the financial reports on behalf of the Board of Directors.

- **2012 Income and Expense Report:** It was reported that in 2012, the total income collected was \$208,367.41 (this includes monthly assessment fees for operating and reserves, non-payment fees and finance charges). Total operating expenses paid in 2012 was \$171,422.72. The reserve expenses paid in 2012 was \$24,648 (this included the resealing of the asphalt on the west side of Greenchain Loop and the exterior trim painting of buildings 4444, 4450, 4449, 4465, and 4445). Leaving the Association with

a net income of \$12,296.69. In March 2013, the Board decided to transfer \$7,500.00 of the 2012 year-end surplus to the reserve account.

- **Year – to – Date (YTD) Income and Expense Report (As of July 31, 2013):** Sara Jane reported that Year-to-Date in 2013 the total income invoiced was \$137,458.08. Total operating expenses paid YTD were \$94,811.50. Total transferred into reserve YTD was \$15,561.00 (this includes the \$7,500.00 that was transferred in March of 2013). Total transferred into the Working Capital Fund YTD is \$10,340.00. Leaving a net income of \$16,745.58.

Sara Jane explained that the working capital account was created in December 2012 per the Governing Documents to provide funds for unexpected expenditures. The Association funds this account by collecting a Working Capital Contribution of \$390.00 from each new buyer at closing.

- **Balance Sheet Previous Year Comparison:** As of 7-31-13, the balance between the operating, reserve, and working capital accounts was \$143,661.43. In overall comparison to the previous year, the current assets were up by 25.4%
- **A/R Aging Summary:** As of July 31, 2013, there were three (3) owners delinquent on the monthly assessment fees past 90 days. ASI has contacted each owner and is working with the owners to collect the delinquent funds.

An owner asked about the breakdown of the cost for monitoring the fire alarm systems. Each building has a fire alarm panel with two phone lines for monitoring, per City Code. The City is beginning to allow wireless fire alarm panels that would not require a phone line through Frontier. The Board is going to evaluate the cost and benefits of the new system in the next year and determine whether or not it would be cost effective to install the wireless system in the existing buildings.

Committee reports

Building and Grounds Committee: Chet Gaede informed owners that the Building and Grounds Committee (B&G) was established to monitor the maintenance of the exteriors of the buildings and upkeep of the grounds. Chet requested that if owners see any areas that are of concern, please email Sara Jane Ruggles via email, sarajane@asi-hoa.com. Chet expressed that the best way for owners to communicate with ASI and the Board is via email.

In the Spring of 2013, Chet Gaede, Jane Houghton, Sara Jane Ruggles (ASI) and Jason from Beau's Lawn and Garden conducted a walkthrough of the common area plants to determine what landscaping items need to be addressed this year. Sara Jane put together a spreadsheet listing each item and organized all the items into three priority levels depending on severity. The first priority consisted of plants that needed treatment to prevent them from dying, the second priority are plants that are dead and need to be replaced, the third priority are spots in the common areas that are bare and new plants could be planted there. In June of 2013, the Board of Directors approved 9 (nine) items on

the spreadsheet to be done this year based on the operating budget. Next Spring, the Board will revisit the spreadsheet and address the remaining items based on the 2014 budget.

The B&G committee has also continued to work with Evergreen Electric to find a solution to the bright lights throughout the complex. The Board approved to retrofit a few lights with an LED kit on an as needed basis. One light has been replaced with the LED, however, it is still too bright. An owner offered the suggestion that only the lights directly facing other windows be changed out and the lights shining out to the exterior of the complex should remain the same brightness for security purposes. The Board will consider this in their next meeting.

The two rounds of window cleaning took place in May and the end of July this year at the request of owners who were concerned that the two rounds of cleaning were too far apart in 2012. We received feedback from owners this year that the two cleanings were too close together, therefore, in 2014, the window cleaning will be scheduled for May and September.

Chet introduced committee member Jane Houghton and informed owners that she is helping ASI correspond with the landscapers to diagnose the issue the overwatering in the common area. Jane is a Landscape Architect and has been an asset to the committee with her expertise.

An owner suggested that the next time bark is replaced in the common area that the landscapers use a larger bark. The last time they laid down new bark, the pieces were small and the pieces blow onto the sidewalks quite easily.

Owners expressed concern that the snow removal was poorly done in 2012-13. Owners are hoping that will be improved this year. ASI has sent snow removal bids to five companies this year in hopes of finding a better vendor.

Chet informed the owners that at the 2013 Annual Meeting for the Mill River Property Owners Association (POA), Chet Gaede was appointed to the Board of Directors to represent the Condos at Mill River. Chet informed the members that he will be working with the Mill River POA Board to update the accounting documentation so owners will understand what income is being collected from the sub-associations and where those funds are being spent. It is also understood that the Condos at Mill River has 117 votes in the Mill River POA. Chet is currently researching the best way that the condo owners can designate how to vote their 117 votes in the POA.

An owner asked about the exterior trim painting on buildings 4471, 4461, 4453, and 4457 that took place in 2013. Question: Will the Association be reimbursed for the painting on building 4471 as it appears the initial paint was applied without applying primer first? Steve White informed owners a lawsuit was filed by the developer against the initial painter. The funds that will come from that settlement will be reimbursed to the Association and will go into the Reserve account.

Architectural Control Committee (ACC):

Doneda Allen introduced the members of the ACC committee, Arlene Van De Wege, Annie Watson, George Silva, and Diane Fineo. Doneda explained that the ACC is a committee that is required per the CC&R's. The role of the committee per the CC&R's is to review all applications for exterior changes to a unit and to enforce the Rules and Regulations. Owners are reminded that any exterior changes must be approved by the ACC prior to construction.

Old Business

- **Rules and Regulations:**

The ACC has received a lot of feedback regarding the implantation of the Rules and Regulations. The Rules and Regulations were adopted by the Board of Directors and recorded on January 30, 2013. Since the implementation of said regulations, the Board has asked the committee to revise the document with the feedback received from owners. Once the revisions have been made and approved by the Board of Directors, the revised rules will be sent to the owners.

Elections

Steve White informed owners that there were two (2) Board positions up for election at the meeting. He introduced Chet Gaede and Doneda Allen as the two (2) candidates listed on the ballot. Steve opened the floor to nominations. Sarah Scott (a condo owner) introduced herself as a potential candidate. There was a nomination from the floor to add Sarah to the ballot. Sarah Scott accepted the nomination. Owners filled out their ballots and ASI collected them. The results of the election were as follows:

Chet Gaede – 30 votes
Doneda Allen – 30 votes
Sarah Scott – 8 votes

Steve White read the results aloud, Chet Gaede and Doneda Allen were re-elected to the Board of Directors.

New Business

- **Reserve Study:**

The Board of Directors hired Browning Reserve Group to conduct a Reserve Study for the Association. A reserve study is a tool for the Association to understand what their reserve expenses will be for the next 30 years and outline how to adequately fund the reserve account to prepare the Association for those expenses. BRG has submitted the first draft of the study to the Board. The Board has sent back their initial edits to BRG. The second draft should be submitted to the Board in the next month. Owners will receive a copy of the Reserve Study when it is finalized.

- **Website:**

Chet Gaede informed owners that in an effort to improve communication and lower administrative costs, the Board has set aside funds in the 2014 budget for a website. A website will allow owners to view a community calendar, access the Governing Documents, download ACC Applications, contact the Board of Directors, pay assessments online and much more.

- **Proposed 2014 Working Budget**

Sara Jane presented the 2014 proposed working budget to the members. The Association will not have to increase assessment fees in 2014. The 2014 budget includes building 4576 and is accounting for 103 units. In order to properly distribute the additional funds, the Board has approved to lower the amount going into the operating account and raise the amount going into the reserve account from each monthly assessment per the new reserve study. The finalized budget will be sent to owners in October of 2013.

The Association has projected the total income will be \$231,689.80. The total projected operating expenses are \$189,963.96. Total Reserve Contribution will be \$41,909.20. Leaving a net income of \$-183.36.

Other Business

- Owners asked if the opening in the masonry wall between the new apartments along Seltice and the Mill River community will be closed. Chet informed owners that the attorney for the Mill River POA is researching if the opening can be closed or if it is designated as a right-of-way on the recorded plat.
- Owners asked Steve White about the new apartments along Seltice. Steve informed owners there will be approximately 80 units. The construction of the apartments will be similar to that of the Mill River Condos and the average rent will be around \$1,000.00. The buildings will not exceed two stories and the units are not low income residential and will not be subsidized.
- Sara Jane informed the members that owners requested the Board consider the following additions to the community:
 - Better options for posting notifications in the common areas.
 - With the growing number of pets in the community, should the Association install pet waste stations in the common areas?
 - Due to the recent criminal activity in the area, what could the Association do to improve the security of the owners and deter criminals from accessing the community?

Sara Jane asked owners to email her with their suggestions/opinions on these items. She will take the feedback to the next Board meeting for discussion

Adjourn

With no other business to discuss, Steve White adjourned the meeting at 8:14 p.m.

Minutes respectfully submitted by Sara Jane Ruggles with Association Services, Inc.