



## **Meeting Minutes of the Members**

September 8, 2016 – 5:30pm  
Best Western/Coeur d'Alene Inn  
506 W. Appleway Ave., Coeur d'Alene, ID 83814

### **Board Member Attendees**

Chet Gaede, President  
George Carnie, Vice President  
Doneda Allen, Secretary  
Ann Farrar, Treasurer

### **Association Services, Inc.**

Jan Gera, ASI  
Sherry Lenarz, ASI

### **Call to Order:**

The meeting was called to order by Chet Gaede at 5:30 p.m. and a quorum was established. Chet Gaede introduced the present Board members and Association Services, Inc. (ASI) who is the Association management company.

### **Approval of the 2015 Annual Meeting Minutes and the March 28, 2016 Special Meeting Minutes:**

The 2015 Annual Meeting Minutes and the March 28, 2016 Special Meeting Minutes were provided to the Members. Chet Gaede asked for a motion from the floor to approve the minutes as presented. Dorothy Hoffman made a motion to approve and John Cogley seconded the motion. Motion carried.

### **Treasurer's Report:**

Ann Farrar provided the YTD Financial Reports on behalf of the Board of Directors.

- **Year-to-Date (YTD) Income and Expense Report:** Ann reported the YTD financials as of July 31, 2016. Total income invoiced was \$170,868.21, and total operating expenses paid were \$165,816.48, leaving a net income of \$5,051.73. The total transferred into the reserve account YTD was \$32,780.00, which falls in line with the 2016 budget.
- **Balance Sheet Previous Year Comparison:** Ann outlined the cash balance on hand as noted on the Balance Sheet:
  - **Operating Account**     **\$107,962.79** (daily operating expenses)
  - **Reserve Account**     **\$122,990.64** (planned component replacements/repairs)
  - **Working Capital**     **\$ 68,381.59** (unplanned expenditures)

The overall financial health of the Association is strong, and total Liabilities & Equity is up 11.8% in comparison to last year at this time.

Ann provided an overview of the Reserve Study and the elements that are included in the Reserve Study. The purpose of the Reserve Study and a Reserve Fund is to provide monies for long term maintenance and replacement. Chet added that having a healthy Reserve Fund helps prevent the need for a Special Assessment.

Ann stated the Board is currently drafting the 2017 Budget and there is a possibility of an increase in the monthly assessment amount in 2017; however, the information has not been calculated at this time.

### **Committee Reports:**

#### **Architectural Control and Building Committee:**

Doneda Allen, Committee Chair, explained that the Architectural Control and Building Committee is primarily responsible for reviewing exterior change applications and making recommendations for exterior building improvements to the Board. A new Committee Charter has been adopted by the Board and the information is posted on the website.

#### **Landscape Project Committee:**

The Landscape Committee was suspended for 2016. The Board realizes the importance of a Landscape Project Committee and a new Committee Charter has been adopted by the Board and the information is posted on the website.

Committee Signup Sheets were provided for Owners who wish to volunteer to serve on these two Committees. Each Committee will consist of five (5) members, one of which will be a Board member. The Board will be appointing the 2017 Committee members at their October 6, 2016 Board Meeting.

### **Common Area Update:**

Doneda Allen provided an update on the common areas within the community:

- **Landscaping:** Elements Landscaping was contracted to provide landscape maintenance for 2016. They are doing a great job and the common area landscaping looks better than it has in a while.
- **Maintenance:** Glen Whipple of Lake View Services is now providing part-time maintenance services within the community. He is currently completing the maintenance and repair in the common areas within the community that has been lacking. Please contact ASI if you see the need for maintenance and repair of an item within the common area.
- **Railings:** The maintenance and repair of the railings within the community is a Reserve expense item. Some of the railings have extreme rusting and these are in the process of being addressed. If Owners believe that their railings need attention (including the balcony railings), please notify ASI. This will be an on-going project.
- **Painting:** Buildings 4453 and 4457 are being painted at this time. The Board has also approved the painting of Buildings 4461 and 4465 for 2016. This project is in the process of being scheduled.
- **Snow Removal:** There were parking issues last winter due to the placement of snow. Now that the community is completed, there are no empty areas to store the snow. The Board is requesting quotes from vendors for the 2016/2017 winter season and will also request quotes for off-site removal of the snow. If the snow must be removed off-site, this will result in increased costs. Please park in your garage or in a designated parking area, as this helps with the snow removal.
- **Parking:** ASI and the Board continue to receive complaints regarding illegal parking within the community. Please remember that you are not allowed to park in the garage/courtyard area. This causes a safety issue because emergency vehicles have difficulty accessing the area. If you do not have room in your garage, please park in a designated parking area only.

**New Business:**

**Elections of Directors to the Board:**

Jan Gera announced that there are currently four (4) Board positions open. Both George Carnie's and Doneda Allen's terms on the Board have expired and both have agreed to run for re-election. There are two (2) other candidates who have also expressed their desire to run for Board positions. Each Board Candidate submitted an application which was posted to the website and included in the Annual Meeting packet that was mailed to all Owners. Three (3) positions are for two (2) year terms and one (1) position is for a one (1) year term.

The candidates are: Doneda Allen, George Carnie, George Silva and Craig Ziegler.

The floor was opened for any further nominations. There were no other nominations from the floor; Jan closed the floor for further nominations.

**Ballots Cast & Counted:**

Jan Gera and Sherry Lenarz from ASI collected the completed ballots.

**Open Forum Discussion:**

- One Owner was concerned about the weeds along the walkway at the backside of the community. Chet Gaede stated that this is POA property and the Master Association is addressing the issue.
- One Owner requested a date as to when the latch will be replaced in the garbage container area located by her Building. Jan Gera stated that she has requested this be a priority maintenance item, but could not provide a date at this time.
- One Owner asked if excess snow could be placed in the area by the abandoned railway rather than paying to have it hauled to a different site. Chet Gaede stated the area is owned by the City of Coeur d'Alene, but he will talk to the City to see if they would approve a request to store the excess snow there.

**Announce Results of the Election:**

The newly elected Board of Directors was announced as follows:

Doneda Allen, 2 year term  
George Carnie, 2 year term  
Craig Ziegler, 2 year term  
George Silva, 1 year term

The term limits are designated according to which individual candidate received the most votes. The Board of Directors will meet directly after the Annual Meeting to elect officers.

The Board candidates were thanked for their time and participation during this election process. A thank you was extended to Chet Gaede for all of his work while serving on the Board.

**Adjournment:**

There being no further business to discuss, Chet Gaede adjourned the meeting at 6:48 p.m.

*Minutes respectfully submitted by Association Services, Inc.*