



Annual Meeting of the Membership

July 26, 2018

Hampton Inn

1500 W Riverstone Dr, Coeur d'Alene, ID 83814

Board Member Attendees

Doneda Allen, President

Ann Farrar, Treasurer

Association Services, Inc.

Ben Weaver, ASI

Call to Order:

The meeting was called to order by Doneda Allen at 6:38 p.m. A quorum was established with 21 units represented by proxy, and 28 units represented in person (41.8% of membership). The quorum requirement has been clarified for the Annual meeting, by the Association's attorney, as Class B membership (developer) no longer exists. The new quorum requirement for a meeting of the membership is 10%, which is the minimum allowed by state law (12 units). Doneda Allen introduced the present Board members and Association Services, Inc. (ASI) who is the Association management company.

Approval of the 2016 Annual Meeting Minutes

The 2016 Annual Meeting Minutes were provided to the Members. A motion was made to approve the minutes as presented. The motion passed unanimously.

There are no minutes from the 2017 Annual meeting as there was no quorum present at that meeting.

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 June 30, 2018. Total income invoiced was \$170,329.36, and total operating expenses paid were \$167,421.41, leaving a net income of \$2,907.95. The total transferred into the reserve account YTD was \$53,352.00, which is following the 2018 budget.
- **Balance Sheet Previous Year Comparison:** Ann outlined the cash balance on hand as noted on the Balance Sheet:
 - **Operating Account** **\$79,108.21** (daily operating expenses)
 - **Reserve Account** **\$115,775.36** (planned component replacements/repairs)
 - **Working Capital** **\$ 63,409.36** (unplanned expenditures)
- **Reserve Balance & Financial Outlook –** With a new reserve study being conducted in 2017 with an updated inventory list (prior was done before complex was complete), the need to increase reserve funding drastically was needed. With the current model the Association will be 12% funded at year end with expected reserve expenditures. With \$10 per month per unit reserve funding increases (Increasing

contribution by \$14,040 per year), the Association should be able to exceed 30% funded maintaining a decent threshold to try to avoid special assessments in the next 10 years.

Committee Reports:

Architectural Control and Building Committee:

Doneda Allen explained that updated ACC applications have been uploaded to themillrivercondos.com.

Landscape Project Committee:

Ann Farrar reported the purpose of the landscape committee is to preserve and enhance the landscaping throughout the Association. In order to do so the Committee prepares project lists with estimated costs to the board of directors for budgeting and approval. Specific focus for this year have included:

- Dying trees that continue to be problematic even after replanting. An arborist has been consulted and doing work to help combat these failures.
- Mitigating Invasive weeds in the berm areas.
- Doing weekly walk thru when possible to identify potential issues.
- Planning replanting projects for Spring and Fall.
- Putting Landscape Maintenance Contract out to bid (pending)
- Possibility of upgrading to concrete or plastic edging.

An owner expressed concern over the 4583 west side landscaping.

Common Area Update:

Doneda Allen and Ben Weaver provided an update on common area maintenance projects and issues:

- Seal Coating: The garage areas were seal-coated in the fall of 2017, but weather delayed completion of the remainder of the project. The scope of work for this year is where the sealing was left off, which is mainly just Greenchain Loop and its parking spaces.
- Painting: The schedule to have a pair of buildings painted per year continues this year, with 4505 & 4499. Projected start date is around September 1.
- Dryer Vents: While individual owners are responsible for keeping their dryer vents cleaned, the cover on the end are the Association's responsibility, and many have had issues due to the wrong cover being installed originally. Options have been researched and the first round of replacements will be starting in the next couple weeks. An owner brought up that their vent exited through the roof, where many of the problematic ones have been the soffit mounted (under the eave) type. Pricing has been requested from a vent cleaning company for the whole complex, and options for that type of complex wide service were discussed, but not in budget this year.
- Sidewalk Damage: A large amount of sidewalk damage has been observed despite use of products this last winter that were supposed to be concrete friendly. Patching products meant for this type of damage are to be installed before this coming winter to see if they will be a suitable alternative to removing and replacing complete sections of sidewalk that become damaged.
- Snow Removal: There was quite a bit of frustration with the quality of snow removal service this year compared to last. The snow removal vendor was new to the project, and had inadequate equipment at the beginning of the season. The contract was advantageous to significant savings, as the price was a 'flat rate', which resulted in about 50% of costs in 2017. Needs for snow removal will be evaluated and put out to bid again before this coming season.
- Railings: Some of the white railings throughout the complex have had rust showing through the powder coating. Most of the worst first floor ones have been removed and re-coated, but there are still several upper railings and less significantly damaged ones that need to be addressed. Timelines have been very long from both powder coaters used in the last few months, but at least vendor currently being used is about half the price of the first. This will likely be a continuing line item in the budget, as it is likely that we will continue to have a need to be refinishing a few of these per year.

- Fitness Center: A survey will be circulated about future vision for the fitness center. A new Eliptical has been ordered for the broken unit.
- Gutter Cleaning: Bids are being collected for gutter cleaning, which has never been done complex wide.

New Business:

Elections of Directors to the Board:

Ben Weaver announced that there are currently five (5) Board positions open. Due to no quorum at last years annual meeting, all terms have expired. The newly elected board will have to decide who will serve a one year term, and who will serve a two year term. George Silva has submitted his name for re-election to the board. There were four other nominations received.

The candidates are: George Silva, Bruce Bengel, Diane Fineo, Michael Quinn, Shannon Sicilia.

The floor was opened for any further nominations, there were no nominations from the floor.

A motion was made to accept the slate of candidates by acclamation. The motion was seconded and was passed unanimously.

A thank you was extended to Doneda Allen and Ann Farrar for their time served on the Board. .

Adjournment:

There being no further business to discuss, Doneda adjourned the meeting at 8:30 p.m.

Minutes respectfully submitted by Association Services, Inc.