



c/o Association Services, Inc.  
1110 Park Place, Suite 101  
Coeur d'Alene, ID 83814  
(208) 676-8626 – Office  
(208) 676-8603 – Fax

Board of Directors Meeting  
8/16/2018

1110 Park Place – 3<sup>rd</sup> Floor Conference Room  
Coeur d'Alene, ID 83814

Board Members Present:

Michael Quinn  
Diane Fineo  
Shannon Sicilia  
Bruce Bengé

Management:

Ben Weaver – ASI

Absent – George Silva (Excused)

1. Meeting was Called to order at 2:30pm
2. Officer Positions and Terms were discussed. The following officer positions and terms were agreed upon unanimously by all members present:
  - a. Michael Quinn- 2 year term – President
  - b. Diane Fineo – 2 year term – Vice President
  - c. Shannon Sicilia – 2 year term – Secretary
  - d. Bruce Bengé – 1 year term – Treasurer
  - e. George Silva – 1 year term – Member at large
3. Minutes from the April board meeting were reviewed. Diane motioned to approve, Bruce seconded, motion passed unanimously.
4. Financial Report – Ben reviewed the July 2018 financial report.
  - a. 2019 Budget preparation will be project starting with in next month.
5. New Business
  - a. A motion was made to amend the bylaws to allow the board the authority to appoint vacant positions until the next annual meeting (currently do not have that authority). Motion passed unanimously. Ben to draft the change and send to board for review.
  - b. Motion was made to install flyer boxes on the side of the mailbox cluster units, in order to be able to effectively distribute news to all residents including renters. Motion passed unanimously.
  - c. Violations were discussed, a walkthrough will need to be conducted to evaluate out of compliance issues, especially in regards to acc and items on decks/porches.

- d. Other violations were also discussed. Diane volunteered to get the contact information for the community officer with CDA police, if owners suspect anything illegal occurring they are encouraged to report it.
- e. Landscaping and snow removal were discussed.
- f. Board meeting schedule was discussed, next few meeting dates posted below.
- g. Property Maintenance and upcoming projects/bids needed:
  - i. French drain on east end of property – expansion is needed due to standing water. Bid to be supplied by landscaper.
  - ii. Gutter cleaning bids will be needed as full complex cleaning has not been done and seems to be needed.
  - iii. Gutter guards were also discussed and bids will be obtained for them to possibly reduce need for cleaning as much if at all in the future.
  - iv. Roof moss removal also needed in spots – bids to be acquired.
  - v. Concrete spalling on the patched areas was discussed. Warranty on the areas that were recently replaced will be looked into.
  - vi. Scope of work for Lakeview Services will be reviewed as some special projects may be taking away from day to day tasks.
  - vii. Tree removal needs were discussed, two of the most pressing being a maple that has grown very large by one of the oldest buildings and will continue to be a hazard to building. The other being an invasive tree planted near the fitness center. REMINDER – Owners are not to plant in the common areas.
  - viii. Bark bid for renewing planting beds was discussed, will be taken into account for spring 2019 in budget for coming year.
  - ix. Painting project discussed, a punchlist of touchups and minor repairs will also be addressed by the painter while on site.

6. Meeting was adjourned at 4:56pm

Next meetings scheduled for

9/20/18 – 2:30pm – 3<sup>rd</sup> floor ASI Office Conference Room

10/18/18 – 2:30pm

11/13/18 – 2:30pm

*Respectfully submitted by ASI*