

minutes

September 2013 Board Meeting		
Date: 09.16.2013	Start Time: 06:35 P End Time: 08:06P	Location: 3374 N. Summerfield Way Meridian, Id 83646
Meeting called by	Scheduled	
Type of meeting	Monthly Board Meeting	
Attendees	Don Miller, Larry Lipschultz, Hal Chapman, Allen Mair, Eric Jurgensen, Sheryl Bishop	
Regrets	Jason Knorpp, Ray Cruz	

Minutes Approval		
5 Minutes	Sheryl Bishop	
Discussion	Overall the August minutes are accurate, with the following exceptions: Need to add a task to review the size of the pump house in terms of the distance between the irrigation pump panels and the well pump panel e.g. s/b a minimum of 48". Ask for volunteers for planning committees to plan social events and to build irrigation contingency plans. Ask Caron Pump Co. for estimated life cycles of the pumps and pump infrastructure (filters, etc.)	
Conclusions	Hal Chapman made a motion to approve the Minutes with corrections; Sheryl Bishop seconded the motion.	
Action Items	Person Responsible	Deadline
Modify meeting minutes with corrections	Sheryl Bishop	10.19.2013

Reports		
60 Minutes	Budget, Architecture Review, Irrigation, Maintenance, Action Letters, Sidewalk Repair, Communications	
Budget	<ul style="list-style-type: none"> As of 8/31, \$7700 in outstanding dues with \$1000 being paid via "payment arrangements" The HOA has historically not paid over \$600 for flowers, until we started contracting with ProVision – they have charged us \$1000 for the last two years In 2009, we paid \$20,000 to add steel posts to the entire perimeter fence In 2010, we paid \$16,800 for landscape services and we paid \$12,000 to add stainless steel, self-cleaning filters (internal and external) to the irrigation pump system In 2011, we paid between \$13,000 and \$14,000 for landscape services, \$0 for fence repair, and \$100 maintenance charges for the pump(s) In 2012, we paid between \$13,000 and \$14,000 for landscape services, \$600 fence repairs (should have a credit for this from the insurance co.) and \$100 maintenance charges for the pumps 	
Action Items	Person Responsible	Deadline
1. Obtain access to QuickBooks data	Don Miller, Trish Callies	09.16.2013
2. Develop a budget report for board meetings	Don Miller	09.16.2013
3. Change signers on the checking account to current exec board	Sheryl Bishop, Trish Callies	09.30.2013
A/R	<ul style="list-style-type: none"> Current process of directing homeowners to Complete Property Management with a follow up to the HOA gmail account for Board members to review colors, designs, etc. via attachments is working well Allen proposed we develop a People's Choice award program to encourage lawn upkeep 	
Action Items	Person Responsible	Deadline
1. None	N/A	N/A
Irrigation	<ul style="list-style-type: none"> Based on Frank Englebrecht's (Caron Pump) suggestion to keep the well system running after the irrigation water was shut off on 9/5, it turns out the well system seems to be servicing the entire subdivision successfully – no reported issues – plan to shut down well system no later than October 15th Allen (Mair) mentioned we should have ProVision reduce the watering times/days for the common areas so as not to waster well water and to potentially reduce electricity usage We need documentation on the VFD control panels, the sprinkler system (zones, controllers, count) and common area layout for sprinklers 	
Action Items	Person Responsible	Deadline
1. Schedule well pump shut-down for Friday, October 10 th	Frank Englebrecht, Sheryl Bishop	09.30.2013
2. Ask Frank for estimate on the life cycles of and the costs to replace pumps, panel, filters, etc.	Same	11.15.2013
3. Talk to James about reduce watering times/days	Allen Mair	09.20.2013
Maintenance	<ul style="list-style-type: none"> Patch of "grass" between homeowner and well house in the park still needs weed control and fertilization services Plan to go out for bid for services effective this fall (Nov 2013) after sprinkler blowouts are complete and fall maintenance is complete 	
Action Items	Person Responsible	Deadline
1. Continue communications with ProVision related to dying/dead areas, broken sprinkler heads, etc.	Sheryl Bishop, Allen Mair, Trish Callies	Oct 2013
2. Develop request for services bid proposal to be reviewed at the next Board meeting	Sheryl Bishop, et al.	Oct 2013
Action Letters	<ul style="list-style-type: none"> Late payment notices went out the first week in August 	

<ul style="list-style-type: none"> • Non-Compliance letter to 1620 E Summerheights – Article II Section 2.3 Exterior Maintenance – Sent on May 17th – still an issue 		
Action Items	Person Responsible	Deadline
1. Follow up required for 1620 E Summerheights	Allen Mair and Sheryl Bishop	10.04.2013
Sidewalk Repair <ul style="list-style-type: none"> • No status to report. 		
Action Items	Person Responsible	Deadline
1. Continue to follow up with the city	Trish Callies	Ongoing
2. Examine sidewalk area – determine if HOA needs to be taken to ensure pedestrian safety	Sheryl Bishop	10.04.2013
Communications <ul style="list-style-type: none"> • Homeowner feedback with email communications and blog have been favorable – may not need a full service website 		
Action Items	Person Responsible	Deadline
1. Continue eBlasts and research website options	Sheryl Bishop, Allen Mair	Ongoing

Ustick Road Project(s)		
Leslie Lane	Leslie Lane to Locust Grove – Widen Ustick to five lanes (2014)	
Linder Road	Locust Grove to Linder Road – Widen Ustick/Locust Grove intersection to include dual left turn, right turn, add' thru lanes (2015)	
Impact	<ul style="list-style-type: none"> • Project Impact to fence, landscaping off Ustick 	
Action Items	Person Responsible	Deadline
1. Confirm existence of sprinklers on south side of sidewalk – determine how ACHD will ensure the sprinklers are capped off properly to prevent future repairs	Sheryl Bishop	Oct 2013

Next Meeting – 6:30P to 8:00P	
October 21st	3362 N Summerfield Way
Topics	<ul style="list-style-type: none"> • Reports (Budget, A/R, Irrigation, Lawn Maintenance, Action Letters, Communications) • Sidewalk Repair Status • Ustick Road Projects – Timeline/Impact • Strategic and Operations Planning • Maintenance Service RFP review • Irrigation System Shutdown Date • October eBlast Content • Website results – content review (www.summerfieldsubhoa.org)