

minutes

November 2013 Board Meeting		
Date: 11.26.2013	Start Time: 06:35 P End Time: 08:00P	Location: 3374 N. Summerfield Way Meridian, Id 83646
Meeting called by	Scheduled	
Type of meeting	Monthly Board Meeting	
Attendees	Don Miller, Hal Chapman, Allen Mair, Jason Knorpp, Tricia Calles, Sheryl Bishop	
Regrets	Larry Lipschultz, Eric Jurgensen, Ray Cruz	

Minutes Approval		
5 Minutes	Sheryl Bishop	
Discussion	The September minutes are accurate. Jason asked about the status of the violations. Allen confirmed sprinklers do exist on the south side of the sidewalk off Ustick. General discussion about violations, liens, etc. and a review the homeowners with +/- balances determined that for balances less than \$1.00, they should be written off and not carried forward. Regarding the need to find out about pump replacement options and costs, Trish will contact Tim Blood (history) and Frank Caron (estimates/options).	
Conclusions	Jason Knorpp made a motion to approve the Minutes with corrections; Hal Chapman seconded the motion.	
Action Items	Person Responsible	Deadline
Modify meeting minutes with corrections	Sheryl Bishop	11.26.2013

Reports		
60 Minutes	Budget, Architecture Review, Irrigation, Maintenance, Action Letters, Sidewalk Repair, Communications	
Budget	<ul style="list-style-type: none"> Budget receivables are okay O/S balances still need to be collected for this year and previous year's dues Paid ProVision for sprinkler head replacements Receiving six (6) separate bills from Idaho Power – Don is working to get these consolidated into one monthly bill Sheryl had asked between meetings if the HOA had the budget to install/purchase holiday lights – a vote was taken to approve \$1000 was approved for 2013 and \$500 for 2014 – all yeas Regarding pump replacement costs, Trish will provide a 5-7 year estimate based on prior purchases Fence repair – estimated at around \$2000 - \$2500 from Prestige Fence and Landscape (Randy Callies stipulated this was a fair price and offered to contact Crockett Fencing for an add'l bid as needed). Fence staining (both sides) – estimate not known at this time – Sheryl will follow up after first of the year (Jan 2014) with Prestige Fence and Landscape Trish Callies will send QB data to Don (preferably the accountant's copy) Jason Knorpp discussed raising dues by 5% to cover future costs with fence/pumps – this was tabled until we had a better understanding of the pump costs (as well as the costs for restraining the fence) 	
Action Items	Person Responsible	Deadline
1. Obtain access to QuickBooks data	Don Miller, Trish Callies	12.31.2013
2. Develop a budget report for board meetings	Don Miller	01.31.2014
3. Change signers on the checking account to current exec board – Done! 12.02.2013	Sheryl Bishop, Trish Callies	10.31.2013
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. Develop People's Choice award program for lawn care	Allen Mair	02.28.2014
Irrigation	<ul style="list-style-type: none"> 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. Ask Frank for estimate on the life cycles of and the costs to replace pumps, panel, filters, etc.	Frank Englebrecht, Sheryl Bishop	11.15.2013
Maintenance	<ul style="list-style-type: none"> Distribute RFP for lawn care and maintenance services 	
Action Items	Person Responsible	Deadline
1. Develop request for services bid proposal to be reviewed at the next Board meeting	Sheryl Bishop, Allen Mair, Larry Lipschultz	Dec 2013
Action Letters	<ul style="list-style-type: none"> N/A 	
Action Items	Person Responsible	Deadline
1. N/A		
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
Communications	<ul style="list-style-type: none"> Homeowner feedback with email communications are still favorable Develop website with online payment features to increase collections for HOA annual dues 	
Action Items	Person Responsible	Deadline
1. Continue eBlasts	Sheryl Bishop, Allen Mair	Ongoing
2. Open PayPal account, gain online bank access to test PayPal transactions	Sheryl Bishop, Don Miller	Nov 2013
3. Develop website with PayPay secure pay options, plus forms for A/R requests and online access to electronic/searchable covenants	Sheryl Bishop	Dec 2013
4. Develop Standing Rules document (Trish will email the tickler document she has for dated activities, and business processes that have been identified for Summerfield – as well Standing Rules example used for Condo HOA)	Sheryl Bishop, Trish Callies	Dec 2013

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'l thru lanes (2015)	
Impact	<ul style="list-style-type: none"> Project Impact to fence, landscaping off Ustick 	
Action Items	Person Responsible	Deadline
1. Send email to Dyan Bevins, ACHD Project Manager to confirm status, impact on sprinklers, power, etc. and to confirm whether “do not block intersections” signage will be posted	Sheryl Bishop	Dec 2013
2. Review ACHD project web page for updates		Ongoing

Next Meeting – 6:30P to 8:00P – Mondays will not work Don Miller at this time – moving meetings to Tuesdays	
December 17th	1728 E Summerridge Drive
Topics	<ul style="list-style-type: none"> Reports (Budget, A/R, Irrigation, Lawn Maintenance, Action Letters, Communications) Ustick Road Projects – Timeline/Impact Strategic and Operations Planning Maintenance Service RFP review Pump History, Replacement Options and Costs January Meeting Agenda, February Date for Annual Meeting Website results – content review (www.summerfieldsubhoa.org)