

minutes

December 2013 Board Meeting		
Date: 12.17.2013	Start Time: 06:36 P End Time: 08:12P	Location: 1728 E Summerridge Drive Meridian, Id 83646
Meeting called by	Scheduled	
Type of meeting	Monthly Board Meeting	
Attendees	Don Miller, Hal Chapman, Allen Mair, Tim Blood, Tricia Calles, Sheryl Bishop	
Regrets	Larry Lipschultz, Jason Knorpp	

Minutes Approval		
5 Minutes	Sheryl Bishop	
Discussion	The November minutes are accurate.	
Conclusions	Eric Jurgensen made a motion to approve the Minutes; Don Miller seconded the motion. The motion passed.	
Action Items	Person Responsible	Deadline
N/A	N/A	N/A

Reports		
60 Minutes	Budget, Architecture Review, Irrigation, Maintenance, Action Letters, Sidewalk Repair, Communications	
Budget	<ul style="list-style-type: none"> Sheryl asked for accountants copy of QB data – Trish replied that isn't possible due to software limitations and offered that Brian Wall will receive a back-up copy of the data and the Board can obtain the accounting data from him at year end. Trish provided hardcopy expense information to Don related to pump expenditures over the last several years. The HOA has approximately \$90K in funds (~\$28K Demand, ~\$62K CD) 	
Action Items	Person Responsible	Deadline
1. Obtain access to QuickBooks data	Don Miller, Brian Wall	01.10.2014
2. Develop a budget report for board meetings	Don Miller	01.31.2014
A/R	<ul style="list-style-type: none"> Allen proposed 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 Pump Filters: Tim Blood offered the stainless steel filters should last between 6yr to 10yrs Troyer's Irrigation: Tim's suggestion to add the Troyer's to the subdivision blow-out schedule in fall aligns with the decision the Board made this year to add Sara Troyer's house to the blow-out schedule Pump Replacement: Tim suggested it's better to be proactive regarding pump replacement – the current submersible pumps only have an average life cycle of ten years – it's been seven years since they were replaced. Caron Pump Co. provided a bid estimated of approx \$22K to replace with above ground pumps, which have a life cycle of 40 years, because the pumps are made up of replaceable/repairable components and parts. Tim stated this was a good estimate for above pump replacement. The Board and Tim discussed the best time to change out the pumps (early spring vs. late fall); it was determined that early spring would be the better option to ensure time for testing and working out any issues with the installation. Tim mentioned the only concern with the long view of the 40-yr pumps was the issue of parts inventory and production overtime. Ustick Project: Sheryl read the response from Dyan Bevin, ACHD PM regarding the sprinklers that have to be capped due to the widening of Ustick. ACHD has selected Clearwater to cap the sprinklers, etc. Based on Tim's experience, he feels Clearwater will do an adequate job – the Board will probably not need to additional oversight on their activities. Tim suggested the Board consider replacing the gear drive sprinkler's with pop-ups. This option has come up in previous discussions. Sheryl asked if the Board should reach out to Clearwater for this work effort. It was decided to wait until after the lawn care service RFP had been awarded and review options at that time. 	
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	2.15.2014
Maintenance	<ul style="list-style-type: none"> Develop RFP for lawn care and maintenance services Review RFP for lawn care and maintenance services Distribute RFP before end 2013 	
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	• No status to report.	
Action Items	Person Responsible	Deadline
1. Continue to follow up with the city	Trish Callies	Ongoing
Communications	• 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. For the January eBlast, add a reminder to slow down – MPH is 25 in the sub	Sheryl Bishop, Eric Jurgensen	Jan 2014
3. Develop website with PayPay secure pay options, plus forms for A/R requests and online access to electronic/searchable covenants – add educational blurb about using debit vs. credit cards, etc.; compare with costs of mailing checks	Sheryl Bishop	Jan 2014
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	Jan 2014

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	• Project Impact to fence, landscaping off Ustick	
Action Items	Person Responsible	Deadline
1. Check with Dyan Bevins, ACHD Project Manager regarding sprinklers, power and signage: Dyan confirmed Clearwater will deal with sprinklers; there should not be a power outage that will affect the holiday lights for any length of time; at this time, there are no plans to add "do not block intersections" signage.	Sheryl Bishop	Dec 2013
2. Review ACHD project web page for updates		Ongoing

Other		
CPM Contract	Going out for Bid on Management Services	
Impact	• Discuss 60 days notice to not "auto renew" in 2014	
Action Items	Person Responsible	Deadline
1. Confirm 60 days notice was given (Dec 13, 2013 – Feb 12, 2014)	Sheryl Bishop	Dec 2013
2. Confirm contract can be cancelled i.e. not auto renewed with 60-days notice	" "	" "
3. Confirm contract annual term date (Feb 12 or Mar 1)	" "	" "

Next Meeting – 6:30P to 8:00P – Mondays will not work Don Miller at this time – moving meetings to Tuesdays		
January TBD	1728 E Summerridge Drive	
Topics	<ul style="list-style-type: none"> • Reports (Budget, A/R, Irrigation, Lawn Maintenance, Action Letters, Communications) • 2014 Budget • Annual HOA Mailing (Content) • Annual HOA Agenda • Board Member Terms • Lawn Care Service RFP Status • Management RFP Review/Approval • Website results – content review (www.summerfieldsubhoa.org) • Ustick Road Projects – Timeline/Impact • Strategic and Operations Planning 	