

minutes

January 2014 Board Meeting		
Date: 01.20.2014	Start Time: 06:34P End Time: 08:14P	Location: 1728 E Summerridge Drive Meridian, Id 83646
Meeting called by	Sheryl Bishop	
Type of meeting	Board Meeting	
Attendees	Allen Mair, Eric Jurgensen, Larry Lipschultz, Sheryl Bishop Guest: Tim Bacharach	
Regrets	N/A	

Roll Call	
1 Minutes	Quorum was met (100% Board Attendance)
Start Meeting	<ul style="list-style-type: none"> Sheryl Bishop took attendance; all Board members were present; additionally, Tim Bacharach joined the meeting as a real estate subject matter expert regarding lawn care and property management vendors. Sheryl Bishop called for a motion to start the meeting. Allen Mair moved to start the meeting; Tim Bacharach seconded. No discussion. The motion passed.

Minutes Approval	
0 Minutes	December minutes were approved at special meeting on January 7 th , 2014

Reports	
0 Minutes	Reports were presented at special meeting on January 7 th , 2014

Special Topics	
60 Minutes	Sheryl Bishop
Board Resolution (002)	<ul style="list-style-type: none"> Sheryl Bishop presented two templates for a Board Resolution to change the bank signers at Bank of the Cascades and to assign responsibilities to for bank account management between the Board and the Property Management Agent. A template was selected to draft the resolution, to be approved at the next Board meeting.
Management RFP Review	<ul style="list-style-type: none"> Larry provided a matrix that showed the RFP evaluation requirements and the corresponding responses from the bidders. We received responses from Advantage Idaho, AMI, BCPM, CMS, DSI and Valley Property. Complete Property Management did not respond to the RFP. Larry Lipschultz offered that Advantage Idaho already has clients in Eagle and Meridian; whereas AMI is more focused in Boise. Larry will complete a phone interview with Carla Everhart (Advantage) and Matt Walker (AMI) – he will focus on back office operations, accounting and finance questions. Sheryl Bishop offered that her interviews with CMS (Tim Dublin), Valley Property (Mike Farlow) and Advantage Idaho (Lorena Ott) went very well. All onsite meetings lasted about an hour – vendors were engaged, asked relevant questions about covenants, lawn care needs, pump care needs, long term planning for replacement of equipment, infrastructure and landscaping. Valley Property manages Champion Park and just recently installed a well pump and discovered well owners only have so many days per years they can pump water from their wells. Mike Farlow suggested the Board look into usage restrictions for Summerfield's well water. After reviewing the comparisons of types of service, cost per service, etc. Sheryl Bishop asked everyone to select three vendors from the six, and rank them. The results were No #1 Rank: Advantage Idaho, No. #2 Rank: AMI and No. #3 Rank: CMS. BCPM and DSI will not be included in the final review round.
Lawn Care RFP Review	<ul style="list-style-type: none"> Sheryl Bishop and Allen Mair provided a matrices that showed the RFP evaluation requirements and the corresponding responses from the bidders. We received responses from Aloha, Lawnco, Nature's Elite, Perfect Touch, ProVision, Summer Lawns, TLC and TMS. Sheryl Bishop provided summary evaluation of reference checks, noting that TMS only provided references from Property Managers (no HOA Board references), and Summer Lawns did not provide a total of four references per the requirements. Larry Lipschultz offered he spoke with an HOA Board member for Two Rivers (a client of Summer Lawns and Advantage Idaho) and the Board member gave Summer Lawns a good reference. Allen Mair offered that his onsite interviews went well and Summer Lawns (Jamin Martin) offered a suggestion for immediate cost savings on lawn maintenance by changing out the grass at the entrance "boulevards" and adding hardscape with flowers to cut down on mowing costs. After reviewing the comparisons of types of service, cost per service, etc. Sheryl Bishop asked everyone to select three vendors from the eight, and rank them. The results were No #1 Rank: Summer Lawns, No. #2 Rank: TMS and No. #3 Rank: Nature's Elite. Aloha, LawnCo, Perfect Touch, ProVision and TLC will not be included in the final review round.
Schedule Next Meeting	<ul style="list-style-type: none"> Sheryl Bishop suggested the final review be scheduled on Thursday, January 23rd in order to stay on track with the RFP schedule for awarding contracts. All members approved. No discussion.
Adjourn	<ul style="list-style-type: none"> Sheryl Bishop called for a motion to adjourn the meeting. Eric Jurgensen moved to adjourn and Larry Lipschultz seconded. No discussion. The motion passed.

Follow-up Meeting – 6:30P to 8:00P	
January 23 rd	1728 E Summerridge Drive
Topics	<ul style="list-style-type: none"> Sign Board Resolution to change bank account management

- Lawn care RFP Response Review/Final Approval
- Property management RFP Response Review/Final Approval
- Change 2014 Budget to keep dues at \$250 (no increase)