

minutes

November 24, 2014 Summerfield HOA Board Meeting

Date:	11.24.14	Start Time:	6:30PM	End Time:	7:57PM
Location:	Advantage Idaho Conference Rom				
Meeting called by	Scheduled	Type of Meeting	Board Meeting		
Minutes taken by	Becca Teets, Association Manager – Advantage Idaho				
Attendees	Eric Jurgensen, Allen Mair, Sheryl Bishop, Kyle Peck, Jerry Shelton , Becca Teets				
Regrets	Miriam Thompson				

Roll Call

1 Minutes	Quorum was met
Establish Quorum	• Sheryl Bishop took attendance, the quorum was met.

Minutes Approval

5 Minute	Read minutes and discuss
Discussion	October 23, 2014 Board minutes were reviewed and approved as amended. M/S/P (Jurgensen/Shelton)

Reports

54 Minutes	Treasurer/Budget, Architecture Review, Irrigation, Landscape, Communications, Social,
Treasurer/Budget	<ul style="list-style-type: none"> • The process Vial Fotheringham uses to collect funds from accounts turned over to them was reviewed. • Sheryl motioned to add a line item to the budget, creating a reserve line item for the pump replacement that is scheduled for next year. M/S/P (Peck/Jurgensen) • Kyle will send out a revised budget to all Board members by December 10, 2014 so that they can review it before the next Board meeting. The Board will vote to approve the budget at the December meeting. • Becca will verify the notice requirements for dues increases and the annual meeting.
ARC	<ul style="list-style-type: none"> • There were two applications since the last meeting. Both were to remove trees that were in failing health and both were approved. Jerry is going to check on the requirements for the number of trees in a yard and the owners will be contacted about replacing the removed trees in the spring if necessary.
Irrigation	<ul style="list-style-type: none"> • The work to move the exposed isolation valve at 1963 Summerplace Court underground was supposed to be completed this month but an unexpected snow storm may have delayed it. Becca is awaiting confirmation from Summerlawns on when the work will be done if it has not been completed already.
Landscape	<ul style="list-style-type: none"> • The new pine tree was installed but the height of the tree is in question. Mark Brown is verifying the height of what was installed so that Sheryl can make sure that the bill is correct. • The snow removal contract with Summerlawns was approved with two revisions. If Summerlawns agrees to the revisions Becca will sign the contract for the season. M/S/P (Shelton/Mair) • The concrete pads for the park benches are installed and ready for whenever the benches arrive. The benches are on backorder and there is no ETA on when they will arrive. Kyle motioned to to approve reimbursing Jerry for the cost of the benches and all costs associated with the installation of the benches. M/S/P (Peck/Jurgensen) • Entrance holiday lights will be installed during the first week in December.
Communications	<ul style="list-style-type: none"> • Sheryl will write a President’s Letter to be included in the Annual Meeting packet. It will explain why a dues increase is necessary, why and how the HOA is utilizing the reserve funds, aging trees, and the need for volunteers for the Board.
Social	<ul style="list-style-type: none"> • The social committee is sponsoring a holiday light contest in December.
Association Mgmt	<ul style="list-style-type: none"> • Violations continue to decrease. There are a few persistent issues but overall most owners are compliant.

Special Topics

27 Minutes	Old Business, New Business, Announcements, Comments/Discussion, ..., Adjournment
Old Business	<ul style="list-style-type: none"> • The light on Summerridge and Locust Grove needs an electrician to repair it. Becca will have someone go out to get the light working again. • Sheryl handed out the RFQ for the landscaping bid to be reviewed. Sheryl will make some edits and email it out to the Board for final approval and if approved via email Becca will distribute it to at least 6 companies.
New Business	<ul style="list-style-type: none"> • Sheryl motioned to keep the Board at 6 members. Allen is completing the 3rd year of his three-year term, as well, Jerry and Miriam are not able to carry-out their three-year terms, so there will be 3 openings for Board members at the annual board meeting in February. M/S/P (Peck/Shelton)
Announcements	<ul style="list-style-type: none"> • None at this time.
Adjourn	<ul style="list-style-type: none"> • The meeting was adjourned at 7:57pm

Next Board Meeting – 6:30P to 8:00P	
December 18, 2014	Advantage Idaho
Action Items	<ul style="list-style-type: none"> • Kyle will update the budget and email it to Board members by December 10. • Sheryl will: <ul style="list-style-type: none"> ○ Verify the cost for the new tree now that it is installed and appears to be shorter than ordered. ○ Write the Presidents letter to include in the Annual Meeting notice. ○ Update and send out the RFQ to Board members with the final edits. • Becca will <ul style="list-style-type: none"> ○ Check on the notice requirements for a dues increase and the annual meeting ○ Email out the RFQ once it is approved via email by the Board. ○ Have an electrician repair the street light at Sumerrdige and Locust Grove ○ Update the meeting minutes for October and have them for Jerry to sign by November 26. • Jerry will verify the requirements for landscaping, specifically how many trees and what type are required in yards.

Respectfully submitted,
Becca Teets
Association Manager for Summerfield HOA

Jerry Shelton ,Summerfield HOA Secretary _____

Becca Teets, Advantage Idaho Association Manager _____