

**5th Board Meeting
Reflection Lane Homeowners Association
Minutes
6 November 2003**



Location: DuGal Residence

Attendees: Toni DuGal
Margaret Marlatt
Calvin McDonald (minutes author)

1. **REPAIR BILL ON IRRIGATION SYSTEM:** The main purpose of this meeting was to discuss the issue of a bill the HOA received for repair work done on the irrigation system - more specifically, who is responsible for paying the bill. History: This spring, when the system was turned on, it was discovered that the larger 15hp pump had failed. Jeff at Agrilines repaired the system by replacing the 15hp pump and a controller panel on the smaller pump. This was done in May 2003 and the bill came to \$1951.30. There was a dispute on who was liable to pay the bill between Agrilines and Jim and Terry of the HOA's Irrigation Committee. After a couple of months the issue was brought before the Board for the first time. The bill fell into Calvin's hands who attempted to understand who was liable to pay it. Calvin was assigned to call Agrilines (Jeff), Alan Mills and Brian at AME Electric in an attempt to see if enough data is available to determine who is responsible for the bill. Questions that needed answered are: Who ordered the work done? What caused the failure? Is the equipment under warranty?
2. **WINTERIZING IRRIGATION SYSTEM:** Both Jeff at AgriLines and Brian from AME Electric agree that simply shutting down our system is sufficient for the winter IF we protect the pump-house from freezing. We believe the pump-house should stay above freezing under normal conditions, if the door is kept shut. This brought up the issue of keeping the building door shut and locked. Toni took the AR to round up the key(s) so this can be done.
3. **CHANGE IN IRRIGATION COMMITTEE:** The Board agreed that we need a change in the Irrigation Committee, mainly due to the extended absence of Jim and Terry, who are both working out of state. Toni took the AR to notify both Jim and Terry that until next years annual meeting, the Board would serve as the Irrigation Committee.

4. COMMON AREA LANDSCAPING: The Board discussed briefly the ongoing issue of landscaping of the common areas along both sides of Reflection Lane. A quote to have the area plumbed for sprinkler irrigation and seeded with grass came in at over \$20,000 (quote obtained by Toni). This seemed expensive to the Board. Margaret took the AR to study the options and cost of finishing this area with different rock products.

Opened 8 new ARs (42-49 in table below)

Closed 4 ARs (38-41 in table below)

Calvin McDonald

Action Item Log

	Action Item	Date Opened	Date Required	Date Closed	Person(s) Assigned	Resolution
1	Have Rich Porter set up association then transfer to homeowners	4/10/02	5/1/02	5/28/02	Sheri Maupin	Done
2	Verify power has been connected to irrigation system, learn about system, set up irrigation schedule, and investigate if pond can be hooked up to water rights now.	4/10/02	5/1/02	5/28/02	Jim/Terry	Done, system in use routinely by DuGal's and McDonalds.
3	Evaluate the anticipated expenses and make a proposal on the assessment to the association.	4/10/02	5/1/02	5/28/02	Board	Done, found no reason to alter the \$200.00 called out in the current CC&R's
4	Repair lights at entrance	4/10/02	5/1/02		Sheri Maupin	Void
5	Draft amended language for architectural control	4/10/02	5/1/02	7/19/02	Margaret	Done
6	Contact General Contractor on road to discuss what testing was completed.	4/10/02	5/1/02	5/28/02	Toni	Done, Toni contacted American Paving and received a verbal description of the construction of the road. We determined we needed more. Follow-on Action logged below as #12
7	Investigate additional information about turning road over to county	4/10/02	5/15/02	7/19/02	Board	Done, Toni gather data. Additional data may be obtained while we await HOA decision about fate of road.
8	Find out information about proposed church (contact Ron Thurber)	4/10/02	5/1/02	5/28/02	Toni	Done, Toni acquired elevation and plat drawings of proposed building. Drawings on file for members availability at McDonald's home.
9	Contact Sheri and have old culverts removed	4/10/02	5/1/02		Toni	Done
10	Is there an irrigation system pipe ripped out on Todd's lot?	4/10/02	5/1/02	5/28/02	Todd	Done, false alarm.
11	HOA's By-laws written up	5/28/02	7/1/02	7/19/02	Margaret	Done
12	Contact American Paving and get more details about our road	5/28/02	7/1/02	7/19/02	Toni	Done

Action Item		Date Opened	Date Required	Date Closed	Person(s) Assigned	Resolution
13	Obtain the master electronic copy of our CC&R's.	5/28/02	7/1/02	7/19/02	Calvin	Done
14	Meet with George Porter about entryway	5/28/02	7/1/02	7/19/02	Calvin	Done
15	Ask George Porter to maintain entryway	7/19/02	8/1/02	9/24/02	Toni	Done
16	Distribute HOA documents to members	7/19/02	8/1/02	9/24/02	Calvin	Done – 3-ring binder with all documents given to all lot owners.
17	Invoice members for 2002 dues	7/19/02	8/1/02	9/24/02	Calvin	Done
18	Have second amendment signed by all members.	7/19/02	8/1/02	9/24/02	Calvin	Done – all signed but David Kimbrell
19	Have irrigation system finished	7/19/02	8/1/02		Jim/Terry	Waiting until spring
20	Get entry lights and install them ourselves	7/19/02	8/1/02	2/13/03	Toni	Done
21	Have second amendment recorded	7/19/02	9/31/02	2/13/03	Margaret	Done
22	Contract Porter/Mills and request changes to Entry and Roadway property descriptions. Roadway to be deeded to HOA, Entry to be resurveyed to include portions of land currently owned by lots 42A and 42B.	9/24/02	9/31/02		Toni	Roadway had been deeded. Still working on resurvey of Entry
23	Contract Poyzer's and inform that the Second Amendment is in effect and they can now gather their 6 signatures for their out-building.	9/24/02	9/31/02	2/13/03	Calvin	Done
24	Get with Jim and discuss irrigation shutdown procedure and schedule.	9/24/02	9/31/02		Toni	
25	Get with Jim and discuss possible leak in Entry irrigation system and the flooding in Jim's lot	9/24/02	9/31/02		Toni	
26	Get with Jim and discuss possible chemicals that might be added to pond to control algae.	9/24/02	9/31/02		Toni	
27	Publish a News Letter	9/24/02	9/31/02		Toni	
28	Get liability insurance quotes on HOA-owned property	9/24/02	10/31/02	3/27/03	Margaret	Done

Action Item		Date Opened	Date Required	Date Closed	Person(s) Assigned	Resolution
29	Contact Rich Porter about delay on paying back power bills	2/13/03	2/20/03	2/20/03	Calvin	Done
30	Check with Idaho Power on accuracy of irrigation power bill	2/13/03	2/20/03	2/20/03	Calvin	Done – Bill is correct.
31	Monitor Irrigation pump to determine source of high power bills.	2/13/03	2/26/03		Jim/Terry	Done
32	Produce a water schedule that will lower power bill	2/13/03	4/-/03		Jim/Terry	Not done
33	Determine if tax filing is required and file if so	2/13/03	3/15/03	3/27/03	Margaret / Calvin	Done, filed
34	Ask Terry to file construction paperwork for new barn	2/13/03	2/13/03	2/13/03	Toni	Done
35	Mail Annual Meeting Notification letters to all members	3/20/03	3/31/03	3/26/03	Calvin	Done
36	Call all members and verify receipt of Annual Meeting Notification letter.	3/27/03	3/31/03	3/31/03	Calvin	Done
37	Call father-in-law about liability insurance	3/27/03	4/10/03		Toni	
38	Stop Payment on check to Rich Porter.	3/27/03	3/28/03	11/6/03	Calvin	Done, check already cleared
39	Check on liability insurance held by Vic Lane HOA.	3/27/03	4/10/03	11/6/03	Calvin	Done
40	Post legal documents to HOA website.	3/27/03	4/10/03	11/6/03	Calvin	Done
41	Report on irrigation system and watering schedule.	3/27/03	4/10/03	11/6/03	Jim/Terry	Didn't happen, will not happen
42	Contact Irrigation Controller Installer (Brian) for details on who is responsible for the pump failure.	11/6/03	11/13/03		Calvin	
43	Contact Alan Mills to see if he order the work done on the irrigation system.	11/6/03	11/13/03		Calvin	
44	Contact Jeff at Agrilines and get is take on who is responsible for the bill, why the system failed and who ordered the work done.	11/6/03	11/13/03		Calvin	
45	Ask Jeff and Brian about winterization.	11/6/03	11/13/03		Calvin	
46	Locate key(s) to pump-house.	11/6/03	11/13/03		Toni	

Action Item		Date Opened	Date Required	Date Closed	Person(s) Assigned	Resolution
47	Study the options and cost of finishing the common areas along side Reflection Lane with rock products.	11/6/03	11/13/03		Margaret	
48	Study where we got to on the CC&R amendment (time to complete construction)	11/6/03	11/13/03		Margaret/ Calvin	
49	Notify Jim/Terry of change to irrigation committee.	11/6/03	11/13/03		Toni	