

**6th Board Meeting
Reflection Lane Homeowners Association
Minutes
10 February 2004**



Location: DuGal Residence

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

1. **REPAIR BILL ON IRRIGATION SYSTEM:** The Board discussed the information gathered concerning the failure and replacement of the pump for the irrigation system in an effort to determine if we are liable for the bill. We have concluded that we will not be able to determine if any party is liable for the bill based on fault. We have determined that the equipment, at the time of failure, was out of warranty. Jim and Terry (HOA irrigation committee) were each contacted and both verified that they did not authorize any billable work be done. The Board holds that the system, even though out of warranty, should not fail after less than 2 years of service and that Agri-Lines shouldn't have worked on it without authorization to get paid for it. The Board decided to write and send a formal letter to Agri-Lines declining to pay the bill based on these conditions. It was also decided that the Board would start looking for an alternate company to service the system. This would/might include inventorying the present system, getting recommendations for improvements and potentially getting on a service program. Calvin got both these action items (letter to Agri-Lines, new service company).
2. **IRRIGATION SYSTEM:** The Board discussed algae buildup and that we need to look into this later. Toni has not be able to locate the key to the pump house but stopped by and locked the building anyway. Toni will check to see if Terry has the keys.
3. **CHANGE IN IRRIGATION COMMITTEE:** This topic was briefly discussed. It was decided to wait until the annual meeting in April to make formal changes to the Committee.
4. **COMMON AREA LANDSCAPING:** Work on this is moving very slow due to weather and other issues taking high priority. The Marlatt's are still signed up to explore rock-type alternatives and get some rough quotes so this can be discussed at the annual meeting. We briefly discussed who this effort would be paid for.

There was some concern about getting payment from everyone. It was agreed that the payment would come in the form of a 1-time assessment. We are leaning away from grass in the common areas due to installation and maintenance costs. Toni got a bid of \$22,202.00 for grass/irrigation installation from one landscaper.

5. 3rd AMENDMENT: It was reported that the 3rd Amendment has been signed by each homeowner and officially recorded with the County. Calvin took the assignment to get a copy of the amendment to each homeowner for their personal records and to file the original copy with the HOA's official paperwork.
6. CC&R VIOLATORS: The Board discussed for a good portion of the meeting the problem of homeowner violation of the CC&R's. The primary problem is the violation of the time to complete construction rule, which was recently changed from 1 to 2 years and there are still violators. The Board is concerned both because of our obligation to the members and for personal reason about the ongoing eye-sore and the apparent (in some cases) lack of progress on some buildings. It was once again stated that the Board doesn't want to induce hard feelings by taking legal action. Most of the time was spent attempting to discover (by reading CC&R's and Bylaws) a more friendly method to get the problem resolved. No clear method was discovered. However, the Board felt that it was time to start being less tolerant. One method discussed was to determine if violators loose voting privileges. This topic was added to the list of topics for the annual meeting.
7. SPENDING APPROVAL: Due to the problem we experienced with Agri-Lines, we have been become aware of the issue of who has HOA spending approval. It was proposed that we make it clear to all HOA members that only the Board can authorize expenditures above a proposed threshold of \$50.00. This topic was also added to the agenda for the annual meeting.
8. INSURANCE: For some time the Board and been studying the idea of getting Officer and Common Area liability insurance. Quotes where obtained and presented at last years' annual meeting. The members voted against. Part of the problem was the Board was not properly prepare with info on policies. The Board is insistent that insurance be obtained. Toni is continuing her search for better quotes. A quote of about \$1000/per years was obtained from Lisa DuGal's father. This policy had a \$1000 deductible. Toni will look into a like policy with a higher deductible.

LIST OF TOPIC FOR ANNUAL MEETING PROPOSED FOR APRIL 10th, 2004

1. Road Maintenance
2. CC&R Violations/Enforcement
3. Entry Landscaping/New Tree
4. Roadside Landscaping
5. Insurance
6. Develop an Irrigation Schedule

7. Change Irrigation Committee
8. Iron in Wells
9. Water in Crawl Spaces
- 10.

Opened 8 new ARs (50-57 in table below)
Closed 6 ARs (42-45, 48, 49 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	2/10/04	Calvin	Done
43	Contact Alan Mills to see if he order the work done on the irrigation system.	11/6/03	11/13/03	2/10/04	Calvin	Done
44	Contact Jeff at Agri-Lines 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	2/10/04	Calvin	Done
45	Ask Jeff and Brian about winterization.	11/6/03	11/13/03	2/10/04	Calvin	Done
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	2/10/04	Margaret/ Calvin	Done
49	Notify Jim/Terry of change to irrigation committee.	11/6/03	11/13/03	2/10/04	Toni	Postponed
50	Find alternate service company for irrigation system	2/10/04	3/10/04		Calvin	
51	Write letter to Agri-Lines declining to pay unauthorized bill.	2/10/04	3/10/04		Calvin	
52	Deliver copy of 3 rd Amendment to each homeowner for their records	2/10/04	3/10/04	2/14/04	Calvin	Done
53	File original 3 rd Amendment with official HOA paperwork.	2/10/04	3/10/04	2/14/04	Calvin	Done
54	Validate insurance quotes and check on lower deductible.	2/10/04	4/10/04		Toni	
55	Check to see if the Board and amend the Bylaws	2/10/04	4/10/04		Margaret/ Calvin	
56	Research County records and determine lot ownership	2/10/04	4/10/04		Margaret	
57	Call County road department about hole in road by entry.	2/10/04	4/10/04		Toni	