

**8th Board Meeting
Reflection Lane Homeowners Association
Minutes
15 February 2005**

Location: Kimbrell Residence (8820 Reflection Lane)

Attendees: Toni DuGal (President)
Kaye Kimbrell (VP)
Calvin McDonald (Sec., minute's author)

EVENTS PRIOR TO MEETING:

On January 20th, 2005, Kimberly Bailey, the HOA President, sent an email (hard copy on file) to the Board and formally resigned as President of the HOA and as a Board member. On February 4th, 2005 Calvin McDonald responded to Kim Bailey via email (hard copy on file) and formally accepted her resignation.

The remaining Board members, Kaye Kimbrell and Calvin McDonald, met informally and agreed to appoint, as outlined by the HOA's bylaws, a new Board member to replace Kim. We asked our prior President, Toni DuGal, if she would fill the Board vacancy until April when our scheduled yearly elections will occur. Toni accepted.

MEETING MINUTES:

Kaye Kimbrell, HOA VP, opened and conducted the meeting. The first item of business was to nominate new Board member Toni DuGal as the President of the HOA. Toni accepted and voting was unanimous in favor. Kaye provided a hard copy of past Board emails to Toni to allow her to ramp up on past Board activities.

Items of business....

1. **SPECIAL MEETING:** It was felt by the Board that a meeting of the Association needed to be called ASAP to discuss two items of business concerning the reallocation of HOA funds. There are excess funds remaining from an irrigation report assessment and from the HOA's liability insurance fund. These funds are needed to cover other surprise irrigation repairs that occurred last fall and to cover some upcoming legal fees. March 1, 2005 was selected as the day of the meeting and Calvin was assigned to mail out the meeting notices. Calvin was also assigned to notify the new owners of Lot 38B about the Association proxy voting rules.

2. **INSURANCE:** Kaye reviewed with the Board her experience shopping for insurance and the coverage we acquire and that went into affect February 1, 2005. A review of the policy showed that the coverage was very well tailored for our HOA and the Board agreed that the coverage was at least as sufficient as the members expectations and cost about half what was accessed. Kaye was assigned to get a copy of the policy to Calvin to file with the HOA records when it is available.
3. **IRRIGATION SHUTDOWN:** The Board discussed why the irrigation system was not professionally shut down for the winter, as was planned. It was agreed that the informal shut down it got was sufficient for this year but that the Board needed to be more proactive in making sure this happens each fall.
4. **ANNUAL MEETING:** The Board then started plans of the Annual Association meeting held each year in April. Topics listed for this meetings agenda include: Entry maintenance, Tree care and replacement, Pine tree fungus treatment, Irrigation committee, Revisit annual assessment. Review Zamzow meeting notes, Revisit irrigation repair and maintenance activities for Spring.

Opened 8 new ARs (62-69 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	5/04	Toni	Done

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	4/10/04	Margaret	Done
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	4/10/04	Calvin	Done
51	Write letter to Agri-Lines declining to pay unauthorized bill.	2/10/04	3/10/04	2/17/04	Calvin	Done
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	Done
55	Check to see if the Board can amend the Bylaws	2/10/04	4/10/04	4/10/04	Margaret/ Calvin	Done - yes
56	Research County records and determine lot ownership	2/10/04	4/10/04	4/10/04	Margaret	Done
57	Call County road department about hole in road by entry.	2/10/04	4/10/04		Toni	Done
58	Gather data on method of tapping ground or canal water to the pond	7/13/04	7/27/04		Kim	Done
59	Mail out July 27 th Association meeting notices	7/13/04	7/14/04		Calvin	Done
60	Call Burgess Pump and remind them to install our pressure sustaining valve.	7/13/04	7/14/04		Kaye	Done
61	Contact Skinner Land Survey company and have them come and help us understand our property and roadway boundaries.	7/13/04	7/27/04		Calvin	Done
62	Continue with effort to purchase liability insurance for the HOA	7/13/04	7/27/04	2/1/05	Kaye	Done

Action Item		Date Opened	Date Required	Date Closed	Person(s) Assigned	Resolution
63	Mail March 1, 2005 Association meeting notice to members	2/15/05	2/16/05		Calvin	
64	Report last years category expenses to Toni to help here prepare for March 1 meeting.	2/15/05	2/18/05		Calvin	
65	Create agenda for March 1 meeting.	2/15/05	3/1/05		Toni	
66	Add Toni and remove Kim on IDADIV signature card.	2/15/05	3/1/05		Calvin	
67	Have statement about unoccupied lots on insurance policy corrected.	2/15/05	3/1/05		Kaye	
68	Mail in State and Fed taxes.	2/15/05	2/16/05		Calvin	
69	Mail in State and Fed taxes.	2/15/05	2/16/05		Calvin	