

9th Board Meeting
Reflection Lane Homeowners Association
Minutes
7 April 2005

Location: DuGal Residence (8801 Reflection Lane)

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

MEETING MINUTES:

Toni opened the meeting and provided the following agenda for the meeting:

- Pick a date, time and location for the Annual HOA Meeting
- Produce an agenda for the Annual HOA Meeting
- Generate a Annual Board Activity Report for the Annual Meeting

The date, time and location for the meeting were selected as April 18, 2005, 7pm at the DuGal residence. Calvin was assigned to mail out the official meeting notices on the 8th (tomorrow) in order to get them post marked the 10 days in advance, as is required.

The agenda produce for the Annual meeting is as follows:

- Report on Board activities
- Financial Report
- Architectural Control Report
- Discuss Draft of Amendment Covering Common Area
- 2005 Assessment Review
- Vote on Burgess Bill (already paid)
- Line Item Review of 2004 Special Assessments
- Review Legal Opinion and Zamzow Report
- Review Sept 2004 Assessment Decisions
- Officer Elections

The Board next produced a list of actions completed by the Board during the last year. The list is not reproduced here but will be included in final form in the Annual Meeting minutes.

Other items of business that came up (not on agenda)....

1. **INSURANCE:** Kaye reported that our insurance policy, when it arrived in writing, had a higher deductible than was reflected in the quote. Kaye will contact the insurance company and request an explanation/correction.
2. **IRRIGATION SYSTEM:** Toni reported that she has called Burgess and requested that the irrigation system be turned on April 15th.
3. **FRONT ENTRY:** The front entry was discussed. The key to the sprinkler controller box needs to be retrieved from Kim Bailey. The sprinkler system needs to be turned on. Maintenance was discussed. Replacing the dead tree was also discussed. Money for these activities will be proposed at the Annual Meeting. Toni reported having contacted Middleton Lawn and Landscape and arrange for them to maintain our entry this summer.
4. **COMMON AREA LANDSCAPING AMENDMENT:** Given that the HOA has determined the common area for the roadway is actually 60 feet wide and owned by the HOA, it was concluded that we need to adopt an amendment to the CC&Rs to cover the usage allowance and requirement of this area by the member who's lots are directly behind the common area between the lot and the roadway. It was agreed that we would deliver for membership consideration, alteration and approval at the Annual Meeting, a rough draft of said amendment. It was also agreed that Toni would ask Margaret if she would be willing to produce the rough draft. The Board produced a short list of general topics, rules and allowance to provide Margaret to seed her effort. Also relating to the common area, there was some discussion on what to do with the common area in front of the church lot. It was decided to pass this topic on to the Annual Meeting to get ideas from the membership.

Opened 4 new ARs (69-72 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	Done
64	Report last years category expenses to Toni to help here prepare for March 1 meeting.	2/15/05	2/18/05		Calvin	Done
65	Create agenda for March 1 meeting.	2/15/05	3/1/05		Toni	Done
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 Annual Meeting notices w/proxy forms	4/7/05	4/8/05	4/8/05	Calvin	Done
70	Get sprinkler controller and pump house keys from Kim Bailey	4/7/05	4/14/05		Toni	
71	Ask Margaret to draft a Common Area Amendment to the CC&Rs	4/7/05	4/14/05		Toni	
72	Contact insurance company about discrepancy in the deductible amount for our policy and the quote	4/7/05	4/14/05		Kaye	