

## **Board Meeting 7/13/23**

Tami Minnick called meeting to order at 6:32pm, we set up a remote meeting connection, so that any HOA Member could listen in to the mtg. One HOA member, on Board Member attended. The call in link was posted two weeks in advance on the HOA Web Site.

**Roll Call: Attendees:** Tami Minnick, Chuck Baker, Eric Olsen, Nathan Kunasek, Dave Pattison, Jeff Behr, Jeremy Edwards

### **Old Business:**

- Tami made motion to accept the minutes from the 6/8/23 board meeting, Eric seconded the motion to accept the minutes.
  
- **Review outstanding action items**
  - **AI: BOD:** Forward the tree removal action item to the next meeting, didn't have time to address.
  - **AI: Jeff Behr:** Hook up fee is wrong on the Web Site. It says \$500 and should state \$600. Jeff updated the Web Site.
    - Chuck needs to buy two backflow valves for folks that are building and paying the fee.
  - **AI: Jeff Behr:** Will contact the Road Contractor that gave us the bid last year and check their availability and get an updated quote.
  - **AI: Chuck:** share the letters from the State that mentions this new requirement with the BODs. DONE. Chuck sent copies to Nathan.
  - **AI: Nathan, Dave P:** Will meet with Chuck July 1st and learn about the water system, Saturday. So it's not all on Chuck all the time and we spread his knowledge of the system. 7/13: Chuck, Dave, Nathan met at the well head and the water tank and walked through the entire process. Read report out on the Water Committee for the findings.
  - **AI: Tami:** Will send out the list for the owners and their lot number electronically
  - **AI: Tami:** No update on the water tank lot. Carry over from 6/8/23. Tami made a motion to go to the Law Firm that represented the HOA and handled the lawsuit regarding the water tank and get documentation. Dave seconded the motion.
  - **AI: Dave:** 7/13/23: Carry Over from 6/8/23. Water committee will come back to the BOD with a proposal on how to manage the back flow valves, timing of testing and access for testing. This process should be documented and available to the HOA Members.
  - **AI: Dave P:** 7/13/23: Carry Over from 6/8/23. Find a Company that can do this sampling. We should use the same company that Emerald Meadows uses. (BoxR). We made need to upgrade the meter at the well head, so it can be read during the winter. It's snowed in several months of the year and is not accessible.

- Pumphouse at the water tank: Needs insulation and the booster pump installed. See Water Committee report out below. Dave P: Made a motion to have a pump company come in and do it and the HOA pay for. Tami seconded the motion.
- AI: Dave : 7/13/23: Carry Over from 6/8/23. Water committee will come back to the BOD with a proposal on how to manage the back flow valves, timing of testing and access for testing. This process should be documented and available to the HOA Members.

### **Report of Officers:**

- President: Tami: Will talk to Shane Propst about the documents regarding the lot next to the water tank, if future owners buy it, the HOA needs to be aware of the stipulations of the document.
- Treasurer: Eric: Working on clearing up QuickBooks. Need to get a solid starting point. Per Tami we need a special HOA auditor, a regular auditor cannot audit the books b/c of all the rules.
- Secretary: Jeff: After many follow ups, Jeff received an updated bid from TopLoc Asphalt Maintenance. This is a refresh of the bid that I received two years ago when did the road report/analysis. Can review during the road committee report out.

Action Items (AIs): BOD: Needs to investigate how many trees can be removed for building. Board needs to clarify what the rules are. 7/13/23. Carry over to next mtg. Can include the rules from the Architecture committee. This will be presented at the Annual HOA Sept 3rd, 2023.

- Action Items (AIs): BOD: Each committee needs to make a recommendation of changes of the BY Laws in their area of expertise at the next BOD mtg.
- These recommendations can be made at the Annual HOA Mtg and put out for electronic voting. Also put into the By Laws that we can do electronic voting to enable more HOA Members to participate.
- Each recommendation will have a line item and be voted on for that specific line item.

### **Report out of Committees:**

#### Architecture committee:

- A house color was submitted and it was Navy Blue. Per the HOA covenants, it has to match surrounding natural colors. Nathan will respond to the submission with guidance.
  - Nathan reviewed it with the owners and they will look for another color.

- Tami: Shared architectural prints for a garage construction, on their property. Plans include a metal roof and wood siding, matching their house. The design was approved by the Architecture Committee. Tami submitted the form to the architecture committee.
- Need to change architecture section to say no Conex boxes that are visible with no exterior siding. The architecture committee will make a proposal.

#### Road Committee:

- Last year we voted to increase the dues by \$150 to cover road repair based on a road proposal and analysis. To do a seal on the entire road, like the other HOAs, not just patching cracks. Most of the members have paid this fee. The proposal from the Road Committee will come back to the Annual mtg with a proposal to sort out the finances and get the road repaired, the Road Committee will try and get it done this year.
  - Al: Jeff: Will contact the Road Contractor that gave us the bid last year and check their availability and get an updated quote.
- Jeff: After many follow ups, Jeff received an updated bid from TopLoc Asphalt Maintenance. This is a refresh of the bid that I received two years ago when did the road report/analysis. Bid is \$44,850. Jeff was surprised it wasn't higher. Two years ago it was \$41,200. When we do this, we can't drive on it for 24-48 hours. Schedule on a non Holiday Week, for a Tuesday / Weds if at all possible to avoid disruption residents and minimize traffic.
  - Dave made the motion to vote to seal the road, Tami seconded it. We only gained about 25% of the funds needed last year for collecting specifically for road repair work, the remaining funds will come from the General Fund, as this is Maintenance, not a capital expenditure.
  - Al: Jeff to schedule it ASAP, as our roads have never been resealed like the other HOAs.
  - Do we need someone to rope it off? Jeff needs to verify. Need to post on web site and email. Book for Sept if possible Week day. Tues or Weds.
- People are cutting the corner with ATVs and damaging the road. Bring this up at the HOA annual meeting and remind members that they need to coach their kids and their tenants not to cut corners and not to speed.
- Low spot on the road by the water tank. It's been washed away by the water tank and needs to be repair. See picture below:



- - They need to be flushed up and have some reflectors in line with the road to keep people from driving on concrete caps. Jeff include pict here:
    - AI: Dave P: Will contact Defoe to see if he can add rock and get quote. Tami made motion to approve the repair if under \$500, Eric seconded it. Dave will send an email to the board when he has the quote.
- Need notice out there for folks NOT to be watering vegetation and trees with the water system, its not designed for that. AI: Tami will look at other HOAs and see what they have in their BI Laws.

#### Finance Committee:

- Will set up 'buckets' of money to ensure we are preparing for the large expenses ( IE; road or water repairs)
  - AI: Eric: Send address for billing, so Vendors can send the bills to the right location.
  - AI: Eric will look into an auditor and also look to see how much it cost to have someone to manage the HOA books.

#### Water Committee:

- Lot 7 is requesting to be get a water connection, 'hot tap' since there is no existing water box or valve existing
- Need to investigate and get a quote for all the lots that do not have water boxes. We need a map that shows what HOA lots don't have water boxes.
- AI: Nathan will contact a plumber / excavator and get a quote on what it will take to install a box and hot tap for all lots.

- **Al: Dave** to send map that shows water lines and boxes to Tami.
- **Al: Tami** Will create a consolidated map on which lots do not have water boxes.
- All the lower lots have water boxes and it's not right for a select few lots in the upper section that paid for water on their lot to not have water connections at their lot. The HOA needs to provide a water connection.
  - Homeowners are responsible for the connection from the box to their house and pay the \$600 for the back flow valve installation.
- **Well head:** At the well, there is a fiberglass cover. Across highway 58, we should spray foam the 'dog house' to protect it from freezing. The 6x8 fiberglass box, weighs a few 100 lbs. Nathan is having some spray foam done at his house and we can leverage the timing and have this done at the same time. This will save money. Under \$500 to get it down.
- **Al: Nathan** set the schedule with the spray foam and the BOD will help get the 'dog house' to Nathan's place to be spray foamed. We need to ensure the panels are still removable.
- A lock should be installed on the well head. There is a plate with bolts, we can remove some of the bolts and replace with locks to ensure no one vandalizes the well head.
- **Al: Dave:** Contact a telemetry contractor and see what it cost to get telemetry installed. We need the ability to see how much water we use and the level of the tank. It would have the ability to tell us if the pump is running constantly and we have an issue. Dave will continue researching.
- Well tank pump house, where the booster pump and pressure tank are, it's completely falling apart. It needs to be rebuilt. The boards are rotting and ants are eating the wood.
  - Needs insulation and the booster pump installed.
  - Dave P: Made a motion to have a pump company come in and do it and the HOA pay for. Tami seconded the motion.





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- It's too late in the year to get bids and get a contractor up there and get it done before winter hits. We need to start the process and likely get it rebuilt in the Spring.
- **AI: Tami:** Will reach out to a local engineer to see if he's willing to spec out a solution. How can the building be built to last, no condensation, what ventilation, drainage, is required, etc.
- **AI: BOD:** We do need to get the booster pump installed. This pump provides pressure for the homes on Royce Mountain Drive. They've had water issues b/c of the failure of the existing pump.

#### **New Business:**

- Review guidelines on constructing sheds on property at next meeting.
- Notice to all members should not be watering vegetation with the water, as the water system is not designed for this and doesn't not have the capacity. Remind Members at the annual meeting in Sept.
  - We had to drill a new well two years ago because the existing well ran dry
- **Date set for HOA Annual mtg. Sept 3rd, 2 hr, 9-11am.**
  - This time was chosen since there are several members at Diamond Peak during Labor Day. Sunday morning was chosen, so it doesn't interrupt the entire day.

#### **Closing:**

- The Board realizes there are several issues that need to be addressed and will have to take them in order of priority.
- There is too much to do with the time and budget available.
- Tami made the motion to adjourn the mtg at 8:38pm, motion seconded by Nathan.

**Next BOD mtg:**

- Meeting time/date/location: TBD

**Board Contact Information:**

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