

VALLEY WEST HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes  
October 9, 2013  
Wittich Law Firm

Directors Present: Greg Stratton, President; Steve Brown (via phone), Vice President, Tad Tsukamoto, Secretary

Others Present: Margot Ogburn, HOA Counsel, Dave Wieggl, HOA Committee Representative, Monica O'Brien, Lee Ann Matzinger, Katharine Bost - all from Peak Property Management

I. Call to order by President at 10:00 am

II. Establish Quorum – quorum present

III. Approval of prior BOD meeting minutes (dated July 10, 2013)

Motion made by Steve to approve amended minutes; Seconded by Tad. Passed unanimously

July 10, 2013 Minutes approved

IV. Presentation by Jesse Danford for snow removal

- Jesse currently does east side of Valley West, would like to do snow removal for west side as well
- Greg would prefer to keep two companies in case something happens with one of them, to ensure the snow removal will still be covered. Steve and Tad in agreement with keeping two companies

V. HOA Advisory Committee status update

- HOA Committee has compiled several priorities/concerns based on input from VW owners, among the issues discussed were:
  - ✓ Covenant updates and enforcement; specifically regarding architectural guidelines and trailer/boat parking
  - ✓ Maintenance contracts
  - ✓ Sidewalks and/or safe method of travel for kids to Meadowlark
  - ✓ Signage on east side of park to slow drivers
  - ✓ Specific questions from homeowners that require board answers:
    - Deadline for lot mowing-summer 2014; will give notice by the end of May to have all lots mowed by July 4
    - Procedure for getting trails built; trail maintenance, widening and new trail creation all in future plans for HOA
    - Board meetings that homeowners can attend?
    - Full names of board members and access to board meeting minutes-Board of Director names and one contact number will be on Valley West website along with board meeting minutes

Approved at BoD meeting 11.21.13

- ✓ Q&A page on website will be used to respond to questions such as these from homeowners
- ✓ Letter will go from Peak to homeowners to include: website info; progress report on improvement items; a copy of rules/regs/fines and due process and information that revised covenants are on website

#### VI. Action items list

- Website is almost ready to go (pending some fine tuning and document uploads) with public areas and private areas - accessible only with specific homeowner log-in information. Discussed & settled on website content. Website details and log-ins will be mailed to all owners.
- Park lighting-Christie Electric bid for \$2000 approved, \$1000 under bid so Greg will talk to Christie about additional rope lighting for pavilion
- Pet waste stations-5 stations at Peak office; VW resident has volunteered to locate other areas for pet stations
- Trail improvements-Cascade to volleyball court and creek to Hanley will be done in the spring, current bid from NPK at \$2260; transition areas from bridges to trails need to be addressed now as they have settled and caused a tripping hazard-Greg will ask NPK to do this as part of their regular grounds maintenance contract
- Picnic table for pavilion-to be considered in the spring, budgeted \$1000
- Bridge/pavilion staining-on hold as the budget may be used up by other projects
- Sidewalk/well/landscape project-sidewalk done, in the process of working out the drilling of the well
- Covenant revisions-Tad has draft of covenant revisions ready to go for editing, Margot is going to review them first, after Margot has approved they will go to the Board Members, Peak and the HOA Committee for one final review before being posted on the VW website and notice mailed to owners

#### VII. BUDGET

- Improvements budget of \$10,000-\$1365.65 has been spent so far for website start-up and dog waste stations, remaining items have been bid to be completed this fall or considered in spring 2014 including Meyers park lighting, trail improvements and picnic table, will evaluate budget after these items have been done to see if anything is left for staining of bridges/pavilion
- Tree replacement budget of \$2500 went to 12 trees-6 will go along Ferguson and 6 will go along Babcock

#### VIII. RESERVE STUDY

- Dave Wieggl contacted three companies about the reserve study; Reserve Advisors, MCCaffrey and another that did not get back to him-Reserve Advisors have done reserve studies in MT and know the area-estimates between \$3000-4000 to complete study
- Peak Property Mgmt has also been working with a company-Reserve Data Analysis Intl., they have also done studies in MT and are familiar with the area-estimate \$3800 to complete study

Approved at BoD meeting 11.21.13

- Steve motioned to fund the reserve study using funds out of the association reserve account, Tad seconded the motion, passed unanimously
- Peak will review the study proposals, choose a company and move forward with having the reserve study done

IX. EXECUTIVE SESSION

- Time started 12:20 PM
- Time ended 12:45 PM

X. OPEN SESSION continued 12:45 PM

A. Rule and Regulation: Due Process Rights

- Steve motioned to approve Dues Process Rights as written. Tad seconded the motion, passed unanimously.

B. Rules and Regulation: Fine Schedule

- Steve motioned to approve Fine Schedule as modified by Margot Ogburn. Tad seconded the motion, passed unanimously.

XI. Steve motioned to adjourn the meeting, Tad seconded, meeting adjourned at 12:55 PM