

**MERIDIAN VALLEY MAINTENANCE ASSOCIATION
MONTHLY BOARD MEETING MINUTES
December 7, 2011**

CALLED TO ORDER BY PRESIDENT Bill McLaughlin at 7:00 p.m.

ATTENDANCE: Bill McLaughlin, Jan Lewis, Dale Mjelde, Mike Rucker, Frank Wisdom, Barb Farley, Brian Applebury, Bob Steiner, and Cheryl Havener Guest: Steve Farley

PREVIOUS MEETING MINUTES: Approved as written

TREASURER'S REPORT: Mike Rucker

- **Budget:** Provided a summary of FY 2011 income and expenses. We exceeded the budget for income by \$10,052 and were under the expense budget by \$4,127 with cash reserves (checking and savings) of \$40,686. This will allow us to keep next years association dues at \$725 in spite of increasing costs for labor and utilities.
- **Reserve Fund:** The value of the reserve fund on November 31st was \$303,270 including \$10,000 added from the 2011 budget. Per the Long-Range Plan, the target fund value at the end of November is \$294,809.
- **2012 Budget Updates:** Several updates have been made to the proposed budget for 2012 since the draft was mailed in early November.
 - Increased guard pay by \$1,000 to include December bonuses.
 - Increased accounting by \$200 to match 2011 billing.
 - Increased Landscape Maintenance by \$500 for equipment rental.
 - Increased Insurance by \$200 due to increased D&O billing.
 - Added office computing expense of \$800 as a result of the change in ISP by MVCC.
 - Increased MVCC dues due to budget increases.
- **2011 LRP Updates:** Updated 2011 reserve fund values to match actual year-end results. Reduced the tax liability for fund withdrawals in 2035 to account for yearly contributions from the operating budget which increase the cost basis of the investments.
- **Investment Policy Guidelines:** Provided an update to the IPG for review and approval. This version removes the security gates from the reserve fund as there is no current or anticipated plan to replace the gates. Changed the replacement interval for the security truck from 7 to 9 years; previous truck lasted 10 years. The annual contribution to the fund will be 8% of the dues rather than increasing by 5% yearly, which is greater than the planned increases in the budget. Funds will not be added to the account at the beginning of each year. M/S/P to accept the changes to the guidelines, copy attached in file.
- **Capital Asset Policy:** Provided a draft Capital Asset Policy which will be reviewed with our tax accountant in connection with their preparation of our tax return for 2011.
- **Reserve Accounts and Studies for Homeowner's Associations (HOA) and Condominiums:** House Bill 1309, effective 1/1/2012 imposes new HOA requirements for reserve accounts and reserve studies. Provisions include information to be included in the study, financial information to be disclosed to association members and use of a reserve study professional. The Board is allowed some discretion in implementing these requirements. I believe our existing Long Range Plan and reserve fund complies with these requirements but we may have to document some additional information related to the plan.

COMMITTEE REPORTS:**FACILITIES:** Jan Lewis

- The streets were cleaned today. The sweeper had to go around trees in a few areas due to the overgrown tree limbs – these need to be trimmed back. Trees also need to be trimmed back from the street lights.
- The Inbound gate was repaired – new switch was needed.
- The upgrades to the guardhouse will be done next year – working on getting quotes.
- Fence repair was needed near Lot #171.
- The homeowner of Lot #365 needs to be invoiced \$500 for the street repair near their home.

MVCC: Brian Applebury – no report

COMMON PROPERTIES: Barb Farley

- Trent is currently working on leaf removal.

SECURITY: Dale Mjelde

- Owner of Lot #95 has been robbed several times; they need to call the police.
- The guards need to know who has a house key when the owner can not be reached.
- Owner of Lot #156 had an incident with the nephew of a homeowner – police were called.

WEBSITE: Robert Steiner

- Worked on the revised website, will continue as Gordon Fasbender is back from vacation.
- Posted the November meeting minutes to the website. The December Newsletter will be posted as soon as I get an electronic version.
- Added several residents to the e-mail distribution list.
- Mike Rucker sent out an e-mail to the member distribution list informing residents of the street cleaning.

ARCHITECTURAL: Frank Wisdom

- Seventeen letters were sent in November. Three for improvements and fourteen for yard maintenance.
- Lot #298 needs a follow-up yard and property maintenance letter.
- Lot #75 owner will be called concerning possible exterior up-grades.

PRESIDENT'S REPORT: Bill McLaughlin

- A letter from Boy Scout Troop 453 was read. M/S/P to allow their Christmas tree pick up project. Flyers will be given out on December 10th and 17th. All flyers will be removed if they are still on premises. Tree pick up will be January 7th.
- Discussion of the Staff end-of-year bonus was held. M/S/P to give the bonus as discussed and present them at the Annual Meeting.
- The Annual Meeting Agenda was reviewed.
- Discussion was held concerning the assignments for next year – Jan Lewis will be the President and Mike Rucker will remain as Treasurer.

- M/S/P to appoint Jack Ottini and Dick Metz as the two new Board members for 2012.
- Discussion was held concerning an email from a resident asking for an area garage sale; permission will not be granted.
- Discussion was held concerning an email from a homeowner about an aggressive dog. Dale will call the owner of the dog.
- Owner of Lot #348 has moved back into her home at Lot #265. We believe she plans on renting Lot #348. A reminder of outstanding dues will be sent along with her statement for the 2012 dues.

OLD BUSINESS:

- The old computer is still in the office, Dale will check with Sunshine Mountain to see if they would like it.

NEW BUSINESS:

- The owner of Lot #65 has passed away. M/S/P to send an invoice but will not penalize if payment is late – due to the time needed to go through probate.
- Mr. Farley made three points of interest.
 - On Thanksgiving Day there were golfers on the course who were not members. This is a MVCC issue.
 - It was suggested using an arm for the main gate to speed entry, this will be looked into.
 - Trent is considering purchasing a street sweeper and if so, he would like the MVMA business.
- Via email, the Board approved giving out going Board member, Frank Wisdom, a 24-hour access remote for his service.

MEETING ADJOURNED: 8:40 p.m.

Minutes prepared by Cheryl Havener