

**MERIDIAN VALLEY MAINTENANCE ASSOCIATION  
MONTHLY BOARD MEETING MINUTES  
December 2, 2015**

**CALLED TO ORDER BY PRESIDENT** Frank Wisdom at 7:10 p.m.

**ATTENDANCE:** Frank Wisdom, Jack Ottini, Brian Goodell, Bill Naubert, Bob Steiner, and Cheryl Havener    **Absent:** Eric Zerr, Jan Lewis    **Guest:** Jim Stott

**PREVIOUS MEETING MINUTES:** Approved as written

**TREASURER'S REPORT:** Brian Goodell

- Financial performance is favorable to budget through November 2015. Reports are available for review and discussion.
  - Revenue from dues and other sources is at budget.
  - Expense highlights:
    - North and south gate improvement projects are anticipated to cost over \$24,000. (This will result in our gate expenses being over budget for the year.)
    - New windows for the guardhouse will be installed in early December. We will back date the check to reflect the expenses as part of the 2014-2015 budget.
    - Reconfiguration of the gate camera systems (budgeted) is not complete and will be in part a 2015-2016 project.
    - Other expenses are projected to be at or below budget through year end.
  - Cash position:
    - We have adequate cash for projects under discussion for the remainder of this year. Our estimated year end cash for November 30, 2015 is \$55,000 prior to the planned contribution of \$48,617 to reserve funds.
    - Projected cash on hand at year end is \$26,248.
- Reserve funds are \$476,851.81 and near target for 2015 (as of October 31, 2015).
  - Fund balance is slightly up from a year ago.
  - Plan to transfer \$28,617 to the reserve fund as our cash position permits in January.
- Financial Report of Annual Meeting:
  - Should be able to close the books for 2014-2015 this week.
  - 2015-2016 budget recommendation is complete and has been sent to the homeowners.
- Audit Committee:
  - Met October 21, 2015 to review current financial performance, and budget options for 2016. Report of the committee is attached in file.
  - Recommendation: Raise annual dues to \$825. (+3.5%) or more to cover new or necessary improvements and expected increases in operating expenses. In addition, expect to need an additional \$25 dues increase for 2016-2017.

**COMMITTEE REPORTS:**

**SECURITY:** Eric Zerr – no report

**MVCC:** Bill Naubert – no report

**COMMON PROPERTIES:** Jack Ottini

- All areas have been cleaned and the storm drains kept clear. Broken and burned out light bulbs have been replaced at the main entrance.
- The sprinkler system is drained and turned off. The City of Kent will inspect drainage ditches between 132<sup>nd</sup> and 133<sup>rd</sup> Streets that appeared to be blocked.

**FACILITIES:** Jack Ottini

- The north and south gate fence upgrades are finished. Barbwire has been added where needed.
- Guardian Gate performed their Quarterly inspection of all the gates. They fixed two problems with the north inbound gate.
- The street sweeper was cancelled twice because of freezing temperatures. They are now scheduled for next Monday.
- An asphalt patch was put in around a catch basin on 142<sup>nd</sup> Street.
- Six reflectors were replaced.
- Damaged gutter on guardhouse has been repaired. The bill will be sent to the contractor's insurance carrier. Miscellaneous repairs at the Guardhouse have been done – loose doors, insulation, lighting, and mirror.
- Holiday lights have been put up on the Guardhouse.

**WEBSITE:** Robert Steiner

- Posted November Board meeting minutes to the website.
- Posted the December Newsletter to the website.
- Added two residences to the e-mail distribution list. Currently a total of 342 residences, 431 residents.
- Request permission to send out announcement of MVCC Fun Run to e-mail distribution list. Motion made, seconded, and passed to send the e-mail.

**ARCHITECTURAL:** Jan Lewis – no report

**PRESIDENT'S REPORT:** Frank Wisdom

- The date for the Board retreat dinner was discussed; will try to get January 3<sup>rd</sup> or 10<sup>th</sup>.
- Discussion was held concerning the new Board members and the need for two members to accept the position for three year terms and one member for one year.

**UNFINISHED BUSINESS:**

- Lot 258's new owner stated that he will replace the roof tarp today.

**NEW BUSINESS:**

- Discussion was held concerning changing the date for the Annual Meeting. The date will remain the same.
- The north inbound gate opens intermittently; Jack Ottini will check out the problem.
- The street sweeper will be here next Monday.

**MEETING ADJOURNED:** 8:05 p.m.

Minutes prepared by Cheryl Havener