

**MERIDIAN VALLEY MAINTENANCE ASSOCIATION**  
**MONTHLY BOARD MEETING MINUTES**  
**August 10, 2016**

**CALLED TO ORDER BY PRESIDENT** Brian Goodell at 7:00 p.m.

**ATTENDANCE:** Brian Goodell, Jack Ottini, Jim Stott, Rich Sleep, Sam Shirley, and Cheryl Havener

**Absent:** Jan Lewis and Bill Naubert

**Guest:** Jack Houser

**PREVIOUS MEETING MINUTES:** Approved as written

**PRESIDENT'S REPORT:** Brian Goodell

- Draft letter concerning threats to the guards was reviewed. Brian will rewrite and have Sam review then mail.
- Discussion concerning Lot 197. Motion, seconded, and passed to have Phil Mattern, Esq. from DEMCO Law Firm pursue the removal of the shed.
- Discussion was held concerning turning away contractors after 6:00 when they are giving a homeowner a bid, rather than working. A statement will be written giving the guards direction as how to handle these situations.

**TREASURER'S REPORT:** Rich Sleep

- As of July 3, 2016 (eight months into the fiscal year), our financial performance has continued to track favorably. The only expense category over budget is Security (by about \$4K) mostly due to the guard house repair and re-roof. We settled and paid for the road sealing project – this was over \$28K (including tax). With the budgeted storm drain repairs moved to next fiscal year, this will open up some additional room in the budget which I would like to hold in reserve for our 2016 Capital Fund contribution. Our YTD operating results are posted at the MVMA office (bulletin board) and are also available from the Quick Books accounting system.
- Following the meeting with the MVMA Investment Committee, Brian and I made the \$28K contribution to the Capital Fund from last year, investing in the Vanguard Total Stock Market Index fund. We also rolled over \$14K of a matured CD into a new five year CD also through Vanguard.
- In other matters, the new shelving units have been put up – essentially freeing up one large filing cabinet. I will meet with our CPAs to finalize the fiscal 2015 corporate tax return on Friday morning. I am investigating the possible move to using ACH (through First Financial NW Bank) for homeowner fees charges – for homeowners who agree to do so. Unlike using credit card charges, it is very low cost and appears to be relatively straightforward. It could also be useful in potentially moving to more frequent billing cycles (semi-annual, quarterly, etc.). Ideally, I would like to have this ready to roll for the next dues payment cycle and to be highlighted at the next general membership meeting.

## **COMMITTEE REPORTS:**

### **FACILITIES:** Jack Ottini

- The security truck was taken in for service and minor repairs.
- Stop lines and all but two speed bumps have been painted. Missing reflectors have been replaced. No problems with signs and posts.
- The lightbulbs and one ballast were replaced on the two signs at the main gate. All other lights were also checked.
- A new motor has been installed at the north inbound gate. When cars hit the reversing loop, the motor slowed down which caused a relay to pop out and stop the gate.
- Storm drains have been checked and three have minor damage. They will be repaired by Trent Allen, Brian Applebury and myself.

### **WEBSITE:** Bob Steiner – absent – report read

- Posted July Board meeting minutes to the website.
- Posted July Newsletter to the website.
- Sent out a test e-mail to facilitate updating the e-mail distribution list.
- Added e-mail addresses for new residents.
- Edited the Saturday stop working time to 6:00 on the web version of the Concrete Policy.
- Waiting for final AC/BOT approval of revised policies so they can be uploaded to the website.
- If it was possible to create the forms show below, so that they can be completed on a computer, by filling in the fields that require data and then e-mailed back to 1) the MVMA Office, 2) the Security Gatehouse and/or 3) the chair of the Architectural Committee, would the BOT be interested in pursuing this. I believe the cost would be about \$15 per month for the software.
  - Architectural Request Form
  - External Antenna Installation Form
  - Remote Request Form
  - Guest List Form
  - Absence Form
  - Resident Feedback Form
- Discussion was held concerning forms being completed on the computer. Question if it would be used enough to make it cost efficient. We are not able to print some of the forms. We will get more information and review again.

### **ARCHITECTURAL:** Jan Lewis

- Requests for roof replacements continue to be a frequent submission, seasonally expected. Applications for projects were unseasonably diminished during the July AC meeting.
- Lot #169 owner came to the meeting and presented additional information. He reports a nice working relationship with neighbor and is working to identify property boundary lines and answering questions/concerns raised.
- Lot #297 is progressing; lot #258 is on the market.
- The scope of work includes landscaping, tree removal, exterior painting, and window and door replacements.

**COMMON PROPERTIES:** Jack Ottini

- Ongoing maintenance for all common ground areas by Trent and his crew.
- More planting on 144<sup>th</sup> Avenue SE starting in late September.

**GUARD HOUSE/AV SYSTEMS:** Jim Stott

- The guard contract was discussed. Jim will talk to the Pierce County Security Human Resource person concerning benefits to their employees.

**SECURITY:** Sam Shirley

- Report included under other reports.

**MVCC:** Bill Naubert – absent – no report

**MEETING ADJOURNED:** 8:25 p.m.

Minutes prepared by Cheryl Havener