



POA BOARD MEETING 11/12/2022

# AGENDA

1. Administrative, Amy Karcher, President
2. Water- Dan Fillion, Water System Operator
3. Financials- Gary Myers, Treasurer
4. Maintenance- Michael & Lowell Howlett, Maintenance
5. Compliance- Marty Phipps, Committee Member
6. Amenities- Amy Karcher, Amenities Director
7. Joint lunch with the HOA

# ATTENDEES

## **Board Attendees:**

Amy Karcher

Gary Myers

Michael Wade

Michelle Fillion

Nathan Cason

Marty Phipps

## **Maintenance:**

Lowell Howlett

Michael Howlett-absent

## **Other Members:**

Ross Karcher

**Absent Board Members:**

**none**

# 1. ADMINISTRATIVE- AMY KARCHER, PRESIDENT

## Topics:

- Annual member meeting venue- The Sunrise Event Center is booked for the second Saturday in August. We reserved separate meeting rooms for the HOA and POA annual membership meetings, and then we'll have a combined amenities meeting. Amy and Michelle to walk through the venue after the November meeting. Met with Karen Sexton, decided on Moose Hollow room, amenities will pay for it.
- Snacks for annual member meeting- It was also discussed whether we should have food catered, to promote community participation. Amy and Michelle will coordinate with HOA.
- Nominating Committee- Posted membership solicitations on Facebook, Next Door and our website. Would like to have a few candidates for the Board to consider.

## Action items:

1. Work with HOA to book catering at Sunrise Event Center for the annual membership meeting-met with Karen Sexton at Sunrise
2. Continue to solicit membership interest- review next meeting

# 1. ADMINISTRATIVE: COMMITTEES

In an effort to spread responsibility across the Board, we should have clear reporting lines to guide Board members, members, and contracted labor on who to discuss problems and concerns with.

This becomes more critical as we evolve to allow for a president who is not a full-time resident to be successful in their role. And as we navigate how to compensate people for work in a fair & transparent manner.

- Compliance, Maintenance & Water-
  - Chair: Michael Wade
  - Members: Marty Phipps, Michelle Fillion
- Nominating, Technology & Member Engagement-
  - Chair: Amy Karcher
  - Members: Nate Cason
- Finance-
  - Chair: Amy Karcher
  - Gary Myers- Announced he'll be resigning Dec 31, 2022, so Board appointed Amy Karcher as new Treasurer effectively immediately for overlap.
- Amenities-
  - Members: Nate Cason & Ross Karcher
  - Due to the new Treasurer role, Amy resigned and the Board appointed Ross Karcher as a Director of Amenities (non-board member at large)

## 2. WATER- DAN FILLION, WATER SYSTEM OPERATOR

**Water usage:** Water usage for the last 30 day period was 329K gallons, 118k on Plat-B and 211 K on Plat-C. This is a 30K increase over last year. The warmer fall weather is the most likely factor.

**Plat C Inspection:** POA staff met with Kal Tucker from Maguire Iron, he did an inspection of our Plat-C water tank. Maguire Iron will produce a report on the tanks condition and possible repair options.

The Plat-C water tank was drained and cleaned.

**Failures:** The #3 reservoir on Plat-B had a surge protector failure, the item was replaced with one from stock. Three new replacement units were also ordered and have been received. The cause of the failure was a vehicle accident on highway 89 that took out a power pole and caused a power surge.

The #1 reservoir on Plat-B had a pump control float failure, this caused the plat-B well to NOT refill the tank. This item has been replaced and 2 new replacement units were ordered and have arrived.

**Current Levels:** Water levels in both wells remain at acceptable levels, the Plat-C well has risen several feet in the past month as water usage has declined from Summer usage.

**Equipment:** The water meter installation parts order from Core & Main has arrived and parts have been put in stock. I have reached out to Core & Main as it seemed to me that their price on the water meter units was extremely high \$300 + each VS around \$85 each from other suppliers, still waiting for a reply from their staff on this issue. Their pricing on the other parts was in line with industry norms.

**Installations:** No water meters will be installed after November 15th as winter has arrived. New hook ups will be installed after mid April 2023.

Well houses have been winterized.

No other leaks or major issues to report at this time.

**Action item:** Maguire declined to complete project, Dan will move forward to solicit new possibilities for completion of relining tank vs replacement.

### 3. FINANCIALS- GARY MYERS, TREASURER

- Financial Statement Review- October review of financials, all looks good
- Follow-Up- Sewer board will install generator, in meantime, POA will use generator in the event of an emergency. We still need to get sewer power out of POA's name. Michelle called Bill Stock from Sewer District and provided necessary documentation so that they can call Rocky Mountain Power.
- Lowell brought up them needing a way to get fuel truck to pump station as they cannot use the 2-track road on POA property in the winter.
  - Gary suggested a large propane tank should work for the whole winter season, just like residents.
  - Michelle suggested them having the propane provider pull into Cul-de-Sac just above the pump station and pulling fuel hose down.

#### Action items:

- Michelle to watch Rocky Mountain Power bills to ensure meter gets transferred over.
- Lowell to reconsider fuel truck or propane tank options with Sewer Board

# 4. MAINTENANCE

- Snow plowing-
  - All plowing equipment ready to go except for one truck, where the seller did not include all the brackets needed to install the plow.
  - Forms and instructions were mailed with water bills in October. Forms and payment due date extended to Nov 30, 2022.
  - We are currently plowing everyone that was on the list last year for now until cutoff due date to allow everyone time to get signed up and paid. If not paid by November 30, they will not get plowed this year. Gary will relay who has paid to Lowell as he gets them.
- Road maintenance- still in discussions with County about upper portion of Mtn Way, Michelle will attend Commissioners meeting this month and try to schedule Brad Jensen and Todd Boehme to attend a special meeting in December to settle the matter.
- Equipment- Michael Wade was referred to Joey Weiss and got him to agree to come look at POA equipment and make sure all is running properly and let us know if anything needs to be repaired. Board agreed to move forward with inspection of equipment.
- Reporting structure- As per committee conversations, Michael Wade agreed to oversee Maintenance. Lowell and Michael Howlett will report to him in the future. Lowell agreed Michael should be moved to an hourly contract.

## Action items:

- Get Shop and equipment keys copied for Michael Wade
- Lowell to provide an hourly contract template that Craig had been working with him on.



# 4. MAINTENANCE- GARBAGE

Problems: continued from last month

1. Rolloff to be scheduled in conjunction with HOA's schedule- 5 holiday weekends (Memorial Day, Fourth of July, Pioneer Day, Raspberry Days, and Labor Day)-Amy spoke with TJ about this.
2. Posted dumpster guidelines on Facebook, Next Door and our website. Michelle included it in our update New Member packet which is now on our website.
3. Need to confirm gate specifics- want solar, gate needs to go up and down, not swing sideways(becomes issue when snow is heavy, and too slow)
4. Lowell still looking for alternative binder for road base.



## BLW POA Dumpster Waste Guidelines

Your actions can cause damage to the County's trucks.

Please respect the following rules:



Starting in the spring of 2023, we plan to have a roll-off dumpster available for these items (no refrigerators or tires) on the following weekends:

- Memorial Day
- Independence Day
- Pioneer Day
- Raspberry Days
- Labor Day

Each property can bring 5 tons of items for free (extra charges for refrigerators and tires) to:

Bear Lake County Landfill  
175 Willowbrook Lane  
Montpelier, ID 83254  
(208) 847-4259

M-Sat. 7:30 AM – 5:00 PM

Action items:

1. Moving forward with a solar gate in the spring

# 4. MAINTENANCE- LOWELL & MICHAEL HOWLETT, MAINTENANCE

<b>Mountain Maintenance</b>	<b>Comments</b>
Fix electrical box on outside wall - Upper shed	Done
Finish sign with clear plexiglass	Done 9/22
Dig rocks out - Mtn Way from shed upward	Done
Repair fence above main shed	Better to replace

<b>Vehicle Maintenance</b>	<b>Comments</b>
Install snow plow mount to 94 Dodge	Waiting for part
MXT, LXT 580K replace light bulbs	Work in progress
Emergency lights on Fire truck not working	Fixed
Order snow chains for MXT & LXT	Done \$2000
Order new snow blade for LXT	Done \$248
Order shoes for snow blades MXT & LXT	Ready 12/1

## 4. MAINTENANCE- ROADS (COUNTY TURNAROUND)

Lowell: Jim Degroot had been working to get an informal bid on turnaround. Have not been able to confirm.

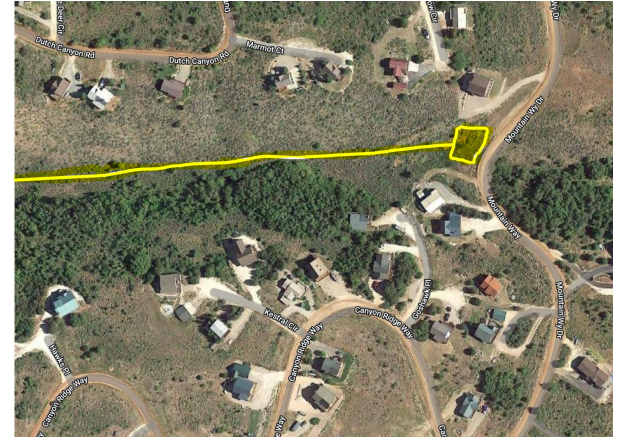
Michelle: Will attended 11-11-22 Commissioners meeting to invite Commissioner Jensen, County Roads Superintendent Boehme and possibly County Prosecutor to a future meeting to discuss Mountain Way and the recorded transfer letter signed by county commissioner, which accepted as their road to maintain.



# 4. MAINTENANCE- TRAILHEAD

## Dutch Canyon Trail & Trailhead Maintenance-

- **Background:** As members, Rod Miles & Connie Dooley asked permission to mow the weeds up Dutch Canyon trail so it can be used for hiking and snowshoeing. He previously had property in Timberlakes and they had a lot of community maintained amenities. He has a self propelled brush mower and acknowledged it's currently too dry to mow. Will try for Spring 2023
- **Release of Liability:** Need to get a release of liability letter written to be signed by anyone wanting to volunteer to do work on POA Property. Ask attorney for verbage of release letter.
- Should we have it mowed by Lowell instead of having a volunteer perform the work? Should we continue to rent equipment to members? Topic tabled for now until we can better understand liability.



### Action items:

1. Consider risk management of liability: Accept, mitigate, transfer, or resolve

# 5. COMPLIANCE- MARTY PHIPPS

Damage on Comanche Drive- continued from last month

The contractor/company that damaged the road is responsible for the cost of repairing road damage. This was a spec home, so the builder (Ram Tuff Construction-Carlos) is responsible and put up the \$10K bond. Michael Wade will contact.

Performance bond was refunded to homeowner who decided not to build on Plat C

Moratorium on Water Meter installation needs to be listed on building application.

Need to write another letter to member regarding vehicles on property that don't follow CCnR guidelines per Section N

## Action items:

1. Call the builder to discuss his responsibility of getting the road fixed. Michael Wade will call.
2. Michelle: update building application on website

# 6. AMENITIES- AMY KARCHER, DIRECTOR

Amy spoke about the amenities meeting:

- We will talk about the amenities budget in the joint meeting.
- Overall- we're on the same page with the other Amenities Directors that priorities include pickleball courts, beach access, and that there are improvements for the clubhouse (bar sinks, mini split AC, etc) and golf course (collapsed golf course pond drainage pipe, recurring golf course irrigation problems) Cooper's maintenance and upgrades, etc.
- We have leftover dues on our balance sheet- we will want to eventually use these funds. Should coordinate with HOA to re-allocate effective 1/1/23 in the same lot distribution as dues are paid into Amenities.
- Should better understand the intent of the burn pile with the HOA- is this for all member use?



## APPENDIX A- SCHEDULES & CALENDARS

# A.1 KEY DATES

<b>Timeframe</b>	<b>Task</b>
Every Month	Amenities Board meeting in person or over Zoom @ 9AM on second saturday
Every Month	Board meeting in person or over Zoom @ 10AM on second Saturday
January	Consider refunding any amenities carry-forward funds
August	Annual membership meeting for POA & Amenities- Exec to elect officers
September	Deadline to file annual report with State of Idaho - 9/30
September	Bill water usage
October	Annual budget due (timing conflicts between CC&Rs & Bylaws)
December	Bill POA dues
December	Consider accepting amenities carry-forward funds



# A.2 CURRENT BOARD MEMBER TERMS

<b>Timeframe</b>	<b>Board Member</b>
August 2020-2024	vacant position
	Gary Myers-resigning Dec 31, 2022
	Marty Phipps
	Nate Cason
August 2022-2026	Amy Karcher
	Michael Wade
	Michelle Fillion