



POA Board Meeting 6/10/2023

Agenda

1. Administrative & Financials- Amy Karcher
2. Amenities- Nate Cason & Ross Karcher
3. Maintenance- Dan Fillion & Michael Wade
4. Garbage- Michael Wade
5. Water- Dan Fillion
6. Compliance- Michael Wade & Michelle Fillion
7. Technology- Amy Karcher

Attendees

Board Attendees:

Amy Karcher

Michael Wade

Michelle Fillion

Ralph Lewis

Maintenance & Water:

Dan Fillion

Lowell Howlett

Absent Board Members:

Marty Phipps

Nate Cason-excused

Other Members:

Bruce Kilheffner

1. Admin & Financials

Amy Karcher

- The board approved May meeting minutes
- Financials- not yet ready, will distribute. I identified a few billing/payment errors from the Accounting firm this month.
 - We had been assessing interest on a member's account where they had an overpayment on 1 lot equal to the past due amount on a second lot. The accounting firm corrected and removed interest charges.
 - The accounting firm had applied a check (written for 2 lots) to one incorrect lot. The member who had been receiving past due notices had not contacted us. It was caught because Amy was contacting owners with apparent overpayments.
 - One owner had accumulated almost \$1200 in overpayments. When contacted, the member said he routinely pays \$100 each month and had been trying to get someone to help him understand where his balance was. He stated he has never received a statement to show his status. The accounting firm stated they send statements monthly to all members where balance <> \$0.
- Insurance- Lowell asked for insurance cards. We learned we did not have insurance on the new Dodge truck that was purchased in early 2022. We had been paying insurance for the truck that was sold to Mr. Howard. We corrected effective 6/2/23.
- Attorney- The attorney provided by Dan said he was too large and expensive for an HOA and recommended Joseph Harris from Harris Preston & Chambers (Logan). Waiting on a call back. Also contacted our current attorney, Racine Olsen, to complain about their lack of responsiveness and to get up update on a foreclosure they started in 2021. Amy has a meeting next Wednesday.

1. Admin & Financials

Amy Karcher

- Contractor vs Employees- Lowell and Dan prefer to be employees. Researched costs- roughly 20% increase. Board members are interested in exploring more implications, but generally feel it is the right thing to do. Our workers should be covered by Workman's comp. Quote came in at \$3244. Board voted on changing maintenance contractors into employees, all in favor.

	Budget	\$ 45,000	
	Workman's Comp	\$ 3,244	
	Payroll Processing, Tax filings & W-2	\$ 715	
	FUTA/SUTA	\$ 4,921	
	Total	\$ 53,880	20% Increase

- Under Idaho laws an independent contractor is free from direction and control over how the work is performed. Some Idaho laws also require that independent contractors be established businesses which may include having business expenses and income.
- Idaho is a "work at will" state. This means there is no set length for an employment relationship and either the employer or the employee may end it at any time, with or without notice; with or without cause. If there is an employer policy, employment contract or union agreement, the employment relationship may be subject to the terms and conditions of that policy, contract or agreement.
- There are some exceptions to an employer's right to terminate an employee. For example, employees should never be terminated for a discriminatory or retaliatory reason or a violation of public policy.

To do:

Annual Meeting @ Sunrise Event Center- Amy and Michelle will coordinate food for annual meeting with HOA

Budget- Consider dues

Michael Wade to go with Amy to a Mountain America to be added onto our accounts next time he's in Salt Lake City

2. Amenities

Ross Karcher

- Ross Karcher provided an update on the Amenities meeting. See Amenities meeting minutes for details of the update.
- Board discussed briefly the annual meeting to be held this year at the Sunrise Event Center in Garden City, Utah. Need to get with Chris to see if Cooper's can/wants to provide light meal/appetizers for meeting. Amy will talk to Chris.

3. Maintenance

Dan Fillion

- The power steering/hydo-boost pump on the Ford F-550 has been replaced and the truck is back in service, still need to inspect and grease.
- The 570LXT has had a full service oil change, as well as all filters and a grease job, and the engine heater replaced. A hydraulic leak was noted and will be repaired in the next week or so, need to have a hose built to fit.
- The 570MXT has had the plow and chains removed, still need to give it a full service and replace a leaking hydraulic line and general inspection.
- Parts are in for the Dodge plow truck, will replace clutch when time allows.
- Bear Lake construction brought several more loads of road base and pit run, which was used to work on the Plat-C reservoir road and parking area. I spent the better part of 4 days on this project, grading the roads and expanding the parking area as well as clearing some brush and rocks to make a safer work area.
- Road base was also spread in several areas throughout the POA in order to fill washouts and pot holes. Mountain Way, Red Pine, Juniper, Cottonwood and Comanche have had at least some work done on them.
- Sand has been removed from Parking area and put in storage for future use.
- Lowell has been working on Dumpster area and fence on BLM land.
- There is a drainage channel on Juniper which was cleaned out to prevent runoff from crossing the road and causing wash outs, need to do more work on Juniper in general.
- If the POA Board has any maintenance specific requests please relate those via Email to Dan so he can add them to his list and schedule accordingly.

3. Maintenance

Michael Wade

- Overview of maintenance meeting held by Michael Wade with Dan Fillion, Lowell Howlett and Michael Howlett
- Michael Wade had a maintenance meeting with Dan Fillion, Lowell Howlett, & Michael Howlette in the Spring where they discussed how the winter went, including challenges and needs going forward. He intends to hold similar meetings twice a year, in the fall and spring.
- In the Maintenance meeting, Dan Fillion and Michael Howlett expressed concerns with plowing driveways going forward. The topic of privatizing the driveway plow program was again discussed.
- Lowell commented that he can go either way. He doesn't feel the POA's equipment is ideal for plowing driveways, and it puts excessive wear and tear on the equipment. If the POA were to continue to plow, he recommends we put a snow thrower for the Polaris. But if he was to privatize plowing, he would purchase a larger snow thrower for his personal machine. We should make a decision soon, so the appropriate equipment can be purchased in time.
- The Board agreed to discuss the pros and cons offline.
- Rolloff dumpster was a success, except it got over filled and they couldn't haul all of the refuse away. Lowell took care of remainder.

4. Garbage

1. Rolloff- We had a rolloff for Memorial Day weekend for the first time- it seemed successful and filled quickly. We will continue to align with the HOA's schedule- 5 holiday weekends (Memorial Day, Fourth of July, Pioneer Day, Raspberry Days, and Labor Day).

We can ask TJ to either remove and replace when full, or extend for the whole week.

Brush in rolloff vs burn pile-if dumping a trailer full, please take to landfill, otherwise use rolloff or burn pile.

2. Gate- We've had varying people look at a few options. Michael Wade to get another bid from the company adding the beach gate. Ideally, we want a solar gate that goes up and down, not swinging sideways (becomes issue when snow is heavy, and too slow). Michael will continue to work on it.



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
2. Getting No Parking signs from Atlas Towing

5. Water

Dan Fillion

Water usage: Water usage for the last 30 day period was 304K, 11K on Plat-B and 191K on Plat-C. These numbers are a decrease from recent years, The cool wet spring is the most likely cause.

Maintenance & Testing: Both PRV vaults on Plat-C were inspected, both vault had water leaks in the small pressure control lines. The leaks have been repaired, and extra replacement parts put in stock for future use.

Fire hydrants still need to be flushed, waiting for warmer weather to get done.

The May coliform test came back and was good, we are up to date on testing at this time. June test will be taken on the 12th.

New Meters: Water meter has been installed at B-172. Please keep me informed of new construction approvals so I can locate water stubs for contractors.

To do:

Need to obtain proof of insurance from Amtech

Issues: After a recent power outage, the Plat-C well radio system had a failure. The small backup batteries in the two radios had gone bad and had to be replaced for the units to function properly. The batteries were replaced and the system is now working properly. The replacement radios on the Plat-B well are also working well now.

Winter/ice caused some damage to drainage piping on the Plat-C well house, parts have arrived and repairs should be completed in the next few days.

Plat C Reservoir Reline Project: The meeting with the Amtech representative went well. They are planning to arrive in late August to begin work on the Plat-C reservoir. The work is expected to take 4 to 7 days to complete.

PFAS Settlement: There was a 1.185B settlement to go towards testing for PFAS and to water systems who subsequently do find PFAS in their water system.

Water Rights Adjudication: We rescheduled the meeting for a couple weeks from now. I will get the invite and date and send it out next week to anyone that would like to join.

6. Compliance

Michael Wade & Michelle Fillion

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 bond.
- Michelle is in contact with Carlos, he understood about waiting till snowmelt. He is currently laying road base

Building Applications incoming:

- 24 Marmot Court, lot B196-received partial plans, will be receiving more from builder

Bonds needing to be returned:

- 176 Canyon Ridge, lot C402-ready to send
- 63 Comanche, lot B238, pending.

New builds planned: 240 Dutch Canyon has started, this was approved by prior board, have asked owner if he could send me a copy so we know what's going there.

Michelle has been speaking with contractors who are/will be digging on the mountain of the importance of calling blue stakes, and speaking with homeowners that are having digging/ground disturbing activities done to ensure they know they have to have board approval prior to commencing. Being done on as needed basis. One member wasn't aware of needing approval because he said they weren't really 'digging', just removing a rock wall to restack it. It involved heavy equipment, so explained the clause in CC&Rs about it.

Incident on 6/06/23- Member was getting driveway asphalted. Utility lines and underground propane tank were marked. Contractor accidentally hit the propane tank while digging to level driveway. BL Fire(x2), Sheriff(x2), Ambulance and propane delivery trucks(x2) responded. No injuries occurred and no damage to property.

Board to look at Blue Stake's requirements to get a better understanding of when they are required to be contacted.

7. Technology

Amy Karcher

- Strongest requirements:
 - Quickbooks integration so members can self-service to view their outstanding balance, make payments, update contact information, etc.
 - Ensure data is secure- looking for software providers who encrypt data in transit and at rest. Data must reside in USA- ideally AWS, MS Azure or other large, well known provider.
- Other potential benefits (depending on the chosen solution)
 - Website replacement
 - Board portal- manage committee communications, agenda, minutes, etc
 - Member communications, newsfeed & voting
 - Community access control (garbage access)
- Amy, Nate and Michael observed a demo of HOA Life. Billings occur within the software and integrate to Quickbooks. It looks great, displays Quickbooks balance, and allows payments to be made in the portal. Downside is we can only map 4 revenue chart of accounts, so any type of “one-time fee” such as performance bonds, building applications and equipment rental would have to be paid outside of the system.
- Amy continues to find other potential solutions to show to the Board. She met with 4 other software solution providers (Neigbrs by Vinteam, Pilera, Vantaca and Zego Pay) and does not yet have another solution to propose to the Board.
- Quickbooks credit card payment pilot is going well. There is no ability to pass on credit card fees to the member, unless we manually create an invoice for it. We also noticed every invoice needs to be paid individually in order for the payment to automatically be applied. If a member makes a payment for multiple invoices, Accounting has to manually apply the payment against each invoice. Interest charges are challenging.
- Zego Pay is a resident payment portal that integrates with many other software solutions, including Quickbooks and other HOA software tools (some that include their own accounting software). Amy has a second meeting next Monday to better understand the Quickbooks integration, but was told a member would be able to see their balances for all lots and be able to make a payment. Their credit card fees can be configured to be passed onto the member, and are 3%. They also offer a lockbox for \$98/month (\$500 set-up), in the event we want manual checkers included.



Appendix A

A. Committees

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

- Compliance, Maintenance & Water-
 - Chair: Michael Wade
 - Members: Michelle Fillion, Ralph Lewis, Marty Phipps
 - Contractors: Lowell & Michael Howlett, Dan Fillion
- Nominating, Technology & Member Engagement-
 - Chair: Amy Karcher
 - Members: Nate Cason
- Finance-
 - Chair: Amy Karcher
- Amenities-
 - Members: Nate Cason & Ross Karcher (non-board member at large)
- Water Rights (Temporary Committee)-
 - Chair: Nate Cason

Board Members

Timeframe	Board Member
August 2020-2024	vacant position (formerly Gary Myers)
	Ralph Lewis (previously appointed to replace Daleen King)
	Marty Phipps
	Nate Cason (previously appointed to replace Terry Carlson)
August 2022-2026	Amy Karcher
	Michael Wade
	Michelle Fillion