



POA Board Meeting 5/13/2023

Agenda

1. Administrative, Nominating- Amy Karcher
2. Amenities- Nate Cason & Ross Karcher
3. Financials- Amy Karcher
4. Technology- Amy Karcher
5. Maintenance- Dan Fillion
6. Equipment Use
7. Garbage Dumpsters
8. Water- Dan Fillion
9. Compliance- Michael Wade
10. Mountain Way- Michael Arambel (guest) 11:30AM

Attendees

Board Attendees:

Amy Karcher-(remote)

Michael Wade

Michelle Fillion

Nathan Cason-(remote)

Marty Phipps (remote)

Ralph Lewis (new)

Mike Arambel-Container home owner to the south of POA

Maintenance & Water:

Lowell Howlett

Michael Howlett-absent

Dan Fillion

Absent Board Members:

none

Other Members:

none

1. Admin/Nominating

Amy Karcher

- The board approved April meeting minutes
- Nominating Committee- Ralph Lewis introduced himself and explained why wanted to be involved with the board. Board voted to appoint Ralph Lewis to replace 1 of the vacant positions. He will be involved in Compliance/Maintenance/Water committee to start.

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

To do:

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

2. Amenities

Ross Karcher & Nate Cason

Ross Karcher provided an update on the Amenities meeting. See Amenities meeting minutes for details of the update.

- Waiting to dredge pond till september time frame
- Updated the board on the electrical situation at Cooper's- time and cost out of our control right now
- Amy spoke with both Gary Myers and Eide Bailly about amenities \$\$ and the need to re-accrue the funds in our financials
- Discussed beach parking by Bluebird. Ross spoke with Verizon who wants to put tower in. It will be amenities project on non verizon area, but it's HOA land so it will need to be figured out.
- Issue of errant golf ball problems, responsibility for damage:it's nobody's responsibility but the golfer, there's signage posted in regards to this issue.

3. Financials

Amy Karcher

- Banking- Previously discussed adding Michael Wade onto the bank accounts- need to meet up at the bank next time Michael is in SLC. Michelle was added as second approver, in addition to Amy, for all bills in Bill.com, so all bills will require dual approvals before the Accountant can remit payment.
- Credit Card Payments- For demo purposes, we enabled credit cards within Quickbooks and processed a few small amounts; however, there is not an option to pass on a convenience fee. Still considering a few options with respect to HOA software.
- Contractor vs Employees- Lowell and Dan prefer to be employees. Researched costs- roughly 16% 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.

Budget	\$	60,000			
Workman's Comp	\$	3,000			
Payroll Processing, Tax filings & W-2	\$	715			
FUTA/SUTA	\$	6,000			
Total	\$	69,715	16%	Increase	

- Financial Statement Review- April review of financials. Everything looking pretty good and on track with budget at this time. Accrual to be added for amenities.
- Need to find a new attorney for foreclosures. Dan Fillion found one and will provide info to Amy.

4. Technology

Amy Karcher

Technology Initiative

- Mapping property address into membership records within Quickbooks
- Worked with our website contractor to define requirements and evaluate 5 options for better HOA software. 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 south reside in USA- ideally AWS, MS Azure or other large, well known provider.
- All 5 options were eliminated for various reasons- cost, lack of functionality, etc.
- Identified 2 more viable options- HOA Life (\$250/mo) and HOA Start (\$125/mo). Demo of HOA Life, but concerns with limited functionality beyond member self-service.
- HOA Start demo to be scheduled for next week. The functionally could add (beyond HOA Life):
 - Website replacement
 - Board portal- manage committee communications, agenda, minutes, etc
 - Member communications, newsfeed & voting
 - Community access control (garbage access)
 - Events, tickets & reservations (if future need)

To do:

Demo HOA Start software

5. Maintenance

Michelle Fillion

- Dan's new service contract began May 1, 2023- will maintain vehicles and equipment, do road repair. Assist in plowing roads(no drives). It's a one year contract.
- Sandbags and sand: up to 10 bags per property to start. This includes up to 10 bags of sand if already have bags. County has limited supply of sand and not sure if they will get more. Suggest to members to try to get some in their home area(Salt Lake etc) if they think they will need more. County delivered more sand on Friday.
- Michelle contacted county about upper Mtn Way and Mike Arambel(container home). His heavy equipment/trucks is destroying upper part of Mtn Way. Emailed Mr. Arambel about repairing and keeping his workers on Mtn Way and not driving on POA internal roads. UPDATE: Arambel and his contractor Clint Bethers has spoken to county, agreed to work on mountain way all the way to shed, they're putting down pit run and road base at no cost to POA. Confirmed with Todd Boehme today. Also Mike Arambel has brought up cost share to handle plowing upper Mountain Way. Talked about Mr. Arambel assisting in plowing that section since he has larger, more competent equipment. Help keep road wider and in better condition during winter months.
- Michael will schedule a meeting with Dan, Lowell and Michael Howlett to discuss last winter season. What was accomplished, what were problems, plan going forward.

5. Maintenance

Dan Fillion

- Since May 1st, I have been busy getting an idea of what the POA's current/pressing needs are, getting approval for expenditures and setting priorities.
- The 570LXT has had the plow and chains removed and been converted to summer usage, and the loader section was greased. I have already used it to do some minor road grading on, Juniper, Red Pine, Alder, Cottonwood, Canyon ridge and Comanche.
- Bear Lake Construction came thru with 5 loads of road base, which I had them deposit in some locations on Plat-C so as to be near areas where it will be used. I am hoping they will also bring 2 more and drop them in the snowmobile parking lot for use on Comanche and other spots on Plat-B.
- The power line from our small maintenance shed to the larger equipment shed suffered a failure due to ground settling, which pulled the wires apart causing a power failure in the larger shed. I jack hammered the concrete slab out at the smaller shed and dug up the line. The wires and conduit have been extended and reconnected, the power is now working but I may have to do some other work on Larger shed side of the line as well. Also the power garage door opener in the large shop may have failed as a result of the short.
- All heavy equipment will be inspected and serviced over the next several weeks, as time allows. The new clutch parts have arrived for the dodge plow truck, will get to that soon I hope. There may also be issues with the transfer case, will inspect it when doing the clutch work. Will try to get the Ford checked out and switched over to summer use this week so we have something to make dump runs with.

5. Maintenance

Considerations for next season:

- Plan for 2024- Dan Fillion to take an early morning initial pass, and then Lowell & Michael can continue throughout the day
- Driveways- Do we continue this program? Dan & Michael do not want to plow driveways going forward. Who is willing to plow driveways? If we continue, need better signup process.
- Triage of issues
- Board communication

Projects

- Build Mountain Way from Maintenance shed to end
- County maintained roads needing help due to runoff from snow melt Other BLW roads – Comanche, Juniper, ?
- Build two (2) Level areas below the upper shed for parking equipment \$500

Annual Maintenance:

Pull, spray for weeds

Service fence line

Clean/maintain dumpster area

6. Garbage

1. Rolloff 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.

Spring cleaning? Don't forget- no furniture or bulky items can be placed in our dumpsters. Please wait until Memorial Day weekend, when our roll-off containers for larger, bulky items arrive. Please, no oils or chemicals, or vehicle parts like brake drums etc. Also, tires and refrigerators must be hauled to the landfill and extra charges apply.

Also, the Bear Lake County Landfill is providing a free week of landfill disposal from June 5-10th. This means the weight does not count towards your free 5 tons allotted per year.

2. 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).



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

7. Equipment Use

There was an incident last month where our former property manager used equipment without Board permission. Michelle to provide his new phone number so Amy can address with him.

Amy called the insurance company to get a better understanding of equipment coverage and liability.

We have equipment insurance- and that requires a cause of loss, such as theft or collision. There are no named operators. Completely separate from our liability and injury policies, which is what I think we are all more concerned with.

Our liability and injury coverage applies to anyone we, the POA, ask to do something or within their scope of responsibilities. They could be an employee, contractor or volunteer- so I will use a more generic term- agent.

If someone rents our equipment to do something on their own, then the operator is liable for injury and damage. They should have their own coverage.

If someone no longer working for us uses their own keys to do work not under the direction of the POA, then they are taking on liability and injury risk.

Continues to be discussion on this subject. If we allow homeowners to use equipment, there must be advance notice of when they want to use, so that our crew can schedule projects, etc.

8. Water

Dan Fillion

Water usage: Water usage for the last 30 day period was 258k gallons, 43K on Plat-B and 215K on Plat-C. These number show a decrease on Plat-B usage and average usage on Plat-C. The long wet winter is the most likely reason for the decrease on Plat-B, Increased full time population on Plat-C also is a factor.

Maintenance & Testing: The new pump control radios for the Plat-B well finally arrived and have been installed, will monitor their operation to be sure they work properly.

Still waiting for the rest of the snow to melt off before inspecting our PRV vaults, and flushing the fire hydrants.

Southeastern Idaho health dept. has reached out to me to schedule our 2023 Public Water System Sanitary Survey. Their representative will be here on August 8th to tour and inspect the BLW/POA system.

New Meters: B-258 Bott, is beginning construction, this lot already has a prepaid/grandfathered water meter on the property, so he does not need to pay a water fee. I showed him the meter location and his plumber will get him hooked up.

B-172, I see some activity at this lot not sure if it is all approved yet. I believe there is a Curb stop on the lot but will have to be sure and get it marked for their contractor to excavate for a hook up.

Issues: BLW/HOA returned the hydrant adapters and most on the fire hose they borrowed over the winter,as the frozen main line in Lakeside finally thawed out.

The possible leak I was monitoring down by the dumpsters has dried up, so must have just been run off.

Water Rights Adjudication: Nate Cason has contacted the water rights attorney and had a meeting scheduled. He will distribute information to the other Board members in case they would like to join.

8. Water

Dan Fillion

Plat-C Water Tank Repair

Dan Fillion had a talk with the owner of C-487 Welling, he also owns the house on the 20 acres above plat-C off Juniper. He explained that we will be working on the Plat-C reservoir this fall, and will need access thru his property for the crew doing the work. We may need to do some work to provide parking for their equipment and that we would need to do some road work to improve the access.

Mr. Welling indicated that he trusts Dan Fillion to handle it and allowed the access. Dan will keep him advised on the timeline and that we would do our best to improve the area and also do any necessary reclamation or remediation when the project was finished.

See April 2023 meeting minutes for discussions and approval of the project.

Mike from Amtech is planning on heading west around the first week of May. Travel expenses were approved via email after the April meeting occurred.

Need to get proof of insurance.

9. Compliance

Michael Wade & Michelle Fillion

Building applications submitted to be approved:

- Jeff Lewis-C505
- Bott- B289
- Reese B221- shed (no permit required, just approval?)
- Berrymore-C418-deck build

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.
- Michelle has spoken with Carlos, he understands about waiting till snowmelt.

Bonds returned:

- Michael Wade garage



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: Marty Phipps, Michelle Fillion, Ralph Lewis
 - 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