

**Vista Del Lago Board Member Meeting
Meeting Minutes
July 7, 2007 9:00am
Community Center/Clubhouse**

Call to Order: The meeting was called to order by President Bob Dreisbach at 9:00am. In attendance were board members Dave Sneesby, Dick Groendyke, Leslie Burns and Larry Newland.

Approval of Minutes: The meeting minutes from the June 2, 2007 board meeting were reviewed. Motion to accept the meeting minutes was made by Dick Groendyke, seconded by Dave Sneesby. Unanimously approved.

Review of Agenda: Secretary Leslie Burns requested the addition of discussion involving a Special Homeowner's Association Meeting, to be held in September 2007, for ratification of the 2007-2008 budget. This request was added to the agenda under "New Business." Discussion involving the re-scheduling of the August board meeting was also requested, due to the fact that 4 of the 5 board members would not be present at the regularly scheduled meeting. This discussion was also added to the agenda under "New Business."

Treasurer's Report:

Treasurer Dick Groendyke reported the following balances in the Vista Del Lago Association accounts:

\$24,725.64 in the checking account, as of July 2007.

\$6,102.04 in the savings account.

\$583.14 in the Social Committee account.

All accounts have been paid to date.

\$5,642.00 has been earmarked for fence repairs.

The 5% dues increase will become effective during the 3rd and 4th quarters of the fiscal budget, thus homeowners will not see an increase in dues until the next quarter billing cycle.

Motion to accept the Treasurer's report by Leslie Burns, seconded by Larry Newland. Motion approved.

Secretary's Report:

Leslie Burns reported that there are two new owners. Kathy Jewell had forwarded the names and contact information to Leslie, who had forwarded the information to Janet Bolinger, who has added the information to the HOA contact list.

The Secretary reported she received an email from Larry Johnson, who provided some preliminary budget figures on starting up and maintaining a website, specifically devoted to Vista Del Lago (VDL). These budgetary figures were updated and presented during Larry's formal presentation, listed under "New Business."

The Secretary reported that she received a letter from a resident, who formally filed 5 complaints for apparent violations on 5 different lots.

The Secretary reported that she received some correspondence from the VDL CPA, Jordanna LaPorte in regards to the necessity of conducting annual audits of the VDL budget. This correspondence was presented in full under "New Business."

Motion to approve the Secretary's report made by Larry Newland, seconded by Dick Groendyke. Motion approved.

Committee Reports (Committee chairperson or board representative)

- **Architectural Committee/Building and Grounds Committee:**
Steve Hodgson reported for both the Architecture Committee and the Buildings and Ground Committee. Steve mentioned the following reminders:
 - ✓ All improvements to lots must be approved by the Architecture Committee, prior to any work commencing.
 - ✓ If owners have complaints regarding non-compliance matters, these complaints should be submitted to the Architecture Committee in writing before any action can be taken. The Architecture Committee will review the complaints, visit the site and research the CC&R's and Rules Manual to determine if indeed a violation or non-compliance issue exists.
 - ✓ Any homeowner who notices an item needing attention or repair, should advise a Building and Grounds Committee member in writing, so they can schedule or make the repair.
 - ✓ Suggestions, complaints and notifications to committee members or the board may be deposited in the black box, located at the entrance to the Community Center.
 - ✓ The B&G Committee has conducted research on how much water our irrigation system is using and also to determine if there are any pieces of the irrigation system needing maintenance. Steve

reported that we are on track for the amount of water we historically use and small repairs are currently underway.

- ✓ A cold patch is needed for a small sink hole at the entrance to VDL.
- ✓ Weeds continue to be a problem. The B&G Committee requests owners to not only maintain their property by keeping them weed free, but also to help maintain common areas and the easement areas between the lots and fenced areas. If owners do not help to keep the easement areas weed-free, the Association will incur costs to have the work done by outside sources.
- ✓ The B&G committee has requested to have a work party day scheduled where owners can get together as a group and knock out some easy to do projects, such as weeding and tidying up the park. This will be scheduled via the newsletter which is emailed to all homeowners who have an email address on file. There is also a copy of the newsletters posted on both bulletin boards in the Community Clubhouse.
- ✓ The Boat/RV Parking Lot improvement will likely begin in 2-3 weeks. Some trailers and RV's will have to be moved in order for the work to be completed. Homeowners should make arrangements to leave a key with a B&G Committee member or a trusted neighbor in the event the homeowner will not be in the park when the work is taking place.
- ✓ The fence repair has been scheduled. Chapparel Fencing has assured the Board that the work will be completed by the end of the summer. Fencing companies are in high demand during this part of the year and VDL is on the list to have the work completed.
- ✓ Steve has posted a list for volunteers to sign up to work on projects. The list is posted on the downstairs bulletin board. Homeowners may sign up to help with on-going and one-time projects which need to be completed.
- ✓ Jim Norton is conducting research regarding maintenance of the pool deck and the pool itself. The following work needs to be completed and Jim is in the process of obtaining bids:
 - Seal the pool deck (\$680)
 - Caulk around the pool lip
 - Repair cosmetic cracks inside pool
 - Paint the bottom of the pool
- ✓ Bob Sessous and Jim Dixon have completed installing a garbage disposal in the kitchen sink.
- ✓ Bob Sessous is working on improving the sprinkler system timing and coverage.
- ✓ Steve Hodgson is seeking bids for enclosing the outdoor shower by the pool.

- **Boat/RV Parking**

Heidi Hodgson is coordinating the Boat/RV parking this year. Heidi reported that she has collected \$2600 in fees so far this year. She still needs to collect from 2-3 owners for the use of their space. Payments of \$100 are due July 15, 2007. Any owner who has not paid for their space by this date, will lose the privilege to park on the lot and their space may be assigned to another party.

Heidi currently has 2 spaces available for rent by owners. If owners are interested in obtaining a parking space for their boat/RV, they should see Heidi. Spaces are rented on a first come, first served basis for any open spaces. Owners who currently have a space, will get the same space the following year, provided the item in the space is the proper size for the assigned space. Owners who have smaller items in larger spaces will be asked to move their item to a smaller space in order to accommodate those on the waiting list who need a larger space.

These spaces are community property and are not owned by the owner, thus assignment of spaces is made according to current need, rather than future need.

- **Finance Committee**

No report.

- **Membership Committee**

Leslie Burns reported for Janet Bolinger, who is away traveling. Leslie receives new owner information from Kathy Jewell. Leslie forwards this information along to Janet, who is keeping the HOA contact list up to date.

Lila Baker is also working with Leslie Burns on completing an Age Verification spreadsheet. These records are required to be kept, due to the status of VDL as a 55 and over community.

- **Social Committee**

Diane Fisher reported for the Social Committee.

- ✓ The Spaghetti dinner charge of \$4 per person brought in \$176.00. The Ridgway's and Dixon's each donated a bottle of wine, which was given away as door prizes. The total cost of the dinner was \$100.97. In addition, \$22.00 was raised in the 50/50 game.
- ✓ The July 4th BBQ raised another \$28 from the 50/50 game, which was turned over to Treasurer Dick Groendyke.
- ✓ The Social Committee has two more fund raising events scheduled before the August Board meeting.

- ✓ The Social Committee will be hosting a fundraiser at the yard sale on Saturday, July 14th, from 10:00am-noon. They will be selling hotdogs and bottled water.

New Business

- **Approval of 2007-2008 budget**

Treasurer Dick Groendyke presented the 2008-2009 to Board members. Each Board member had an opportunity to review the budget prior to the meeting. There was no discussion.

Motion to accept the budget as presented was made by Dave Sneesby, seconded by Bob Dreisbach. Motion approved.

- **Special HOA Meeting**

The HOA is required to vote to accept the budget. Therefore, a special HOA meeting will be held on Saturday, September 1, 2007, in the Community Center. Copies of the proposed budget will be included with the July 7, 2007 Meeting Minutes, as well as an agenda and notice for the meeting.

Motion to set special HOA meeting made by Leslie Burns, seconded by Larry Newland. Motion approved.

- **Reschedule August Board Meeting**

Four out of five of the Board members will not be able to attend the regularly scheduled Board meeting.

Leslie Burns made a motion to reschedule the August 2007 Board meeting to Saturday, August 18, 2007, at 9:00am in the Community Clubhouse. Seconded by Larry Newland. Motion approved.

- **Establish reserve fund account into the general budget**

Dick Groendyke voiced the need for establishing an official Reserve Account in the annual budget. The Board would need to eventually establish a cap for the Reserve Account. Currently there is approximately \$6,000 in the VDL savings account which could be deposited into the Reserve Account.

Motion by Leslie Burns to establish a Reserve Account, seconded by Dave Sneesby. Motion approved.

- **Website development**

Larry Johnson of the Membership Committee gave a visual presentation on the work he has completed to date on developing a VDL specific website, for use by its members. The many and varied benefits of having a website include allowing residents access to VDL information 24/7, a venue for posting Board meeting agendas, meeting minutes, announcements, classified ads, social events, news and happenings, etc.

Larry is currently conducting research on website names and provided the board with some budgetary figures for starting up and maintaining a website. Initial startup costs would be approximately \$150, with annual costs estimated at \$25-\$35.

Larry suggested a need for the following if the Board decides to proceed with the website:

- ✓ Develop basic standards for content
- ✓ Procedures for submittal
- ✓ Register a domain name
- ✓ Consistent and continual community effort in keeping the webpage up to date, with the most current information.

Motion to begin start-up of the website was made by Dick Groendyke, seconded by Dave Sneesby. Motion approved.

- **Lot #2 variance requested by Developer**

The Developer has a buyer for lot #2 with a 16' Airstream trailer. The Developer is requesting a variance to the rules, which require an RV to be 23' or longer on the lots. The Board voiced support for granting the variance, but requested additional information from the Developer, such as a photograph of the trailer. As of the time these meeting minutes were being drafted, there has been additional research by the Board and the variance may be rescinded. No final decision was made on this request.

- **Board Goals for 2007-2008**

- **Draft of 2008-2009 budget to be completed in October 2007.**

- ✓ All project proposals for 2008 must be submitted to the Board by September 1, 2007, for 2008 budget consideration.

- **Early renewal of annual contracts (Pool, landscaping, snow plowing and weed removal).**
 - ✓ All contracts will be entered into in the fall, for the following year, so the park is maintained properly, and the work begins at the proper time.
- **C&R Compliance/Lot Reviews**

The Board has received several violation complaints from homeowners. In addition, the grandfathering of certain variances to projects was never completed as promised by the Developer. Therefore, the Board, along with members of the Architecture Committee, will be conducting a lot by lot review beginning August 18, 2007. The intent of this review is to bring all homeowners and their lots into compliance with the CC&R's and Rules Manual. This review is not intended to be an aggressive or hostile act and the reviewing members have every intent to work with the homeowners to gain compliance, rather to work against them. Some non-compliance issues will be granted variances due the nature of the matter and the inability to easily and readily correct the issue, such as a home being placed too close to a property line. Variances will be granted on a case by case basis and there will be no "precedence" in granting variances.

The Board will make efforts to notify the homeowners when their review will take place. Homeowners will be provided with a list of the most frequent non-compliance issues via the VDL newsletter, in the hopes that each homeowner can take steps to come into compliance before their lot review. This will speed up the process of lot reviews and lessen the need for generating paperwork and follow up reviews.

Old Business

- **Formal audit of VDL financial records by CPA**

Dick Groendyke advised that by law, any Association with annual assessments totaling \$50,000 or more, is subject to an annual audit by an independent certified public accountant. However an audit may be waived if sixty-seven percent of the votes cast by owners vote to waive the audit. This information was presented as mentioned earlier, by VDL CPA Jordanna LaPorte.

Dick explained that when the Association took over the budget from Eastland Corporation, he was presented with a check in the approximate amount of \$6,000, with no other bookkeeping information. Thus, there would be little, if anything to audit from 2007. Dick suggested it would be

more prudent to spend funds on an audit beginning in 2008, when the Association has conducted a full year of financial business.

Motion to have the Association members vote on waiver of an audit at the September 1, 2007 HOA Special Meeting made by Bob Dreisbach, seconded by Larry Newland. Motion approved. This issue will be voted on by the membership at the September 1, 2007 Special HOA meeting.

Off-Agenda Items

- **Communication with the Board**

There is a mis-conception by some homeowners that they are not allowed to speak to board members. The Board simply wishes to remind the homeowners that the Board members are residents of the community and their private time and vacation time should be respected. Board members are open to talking to homeowners during the appropriate times such as during the "Off-Agenda" section of Board meetings and informally as time allows while in the park.

- **Purchasing of small items**

Small purchases should be approved by Steve Hodgson. All refunds will be issued by Treasurer Dick Groendyke. Purchases under \$500 can be authorized by the Treasurer. Any purchases over \$500 must be approved by the Treasurer and Board President.

- **Individual Complaints**

- ✓ First try to settle any non-compliance issues on a friendly basis with the offending party, as they may be unaware of the violation.
- ✓ If unsuccessful, forward a written complaint to the board or appropriate committee, which in most cases would be the Architecture Committee.
- ✓ The Architecture Committee will review all non-compliance complaints.
- ✓ The Board will issue a compliance letter if the issue is not immediately addressed and corrected.

Announcements

The semi-annual fundraising yard sale will be held on Saturday, July 14th, from 8:00am until 12:00. All proceeds will go towards the purchase of new pool furniture to include tables, chairs and umbrellas. All donations may be brought to the grassy area on the day of the sale, or stored in the laundry room on a space available basis. Any overflow may be kept in the downstairs portion of the Community Center, by the sliding glass door.

Adjourn

Motion to adjourn the meeting made by Leslie Burns, seconded by Larry Newland. Motion approved.