



Vista Point Owner's Association
Board of Directors Meeting
February 11 – 12:00 pm

- ❖ Call meeting to order: Meeting was called to order at 12:07 pm. The following members were in attendance: Ken Sauerberg, Kathy Chisholm & Jeffrey Bergeron. Paul is in the hospital and the board sending their best wishes to him. Karen is unable to attend and she requested that we skype her in but we were unable to connect with her at this time. The meeting will proceed with the quorum of 3.
- ❖ Public Comment Session: None
- ❖ Approval of Minutes:
 - /M/S/P: Ken/Jeffrey Pass – 3-0
- ❖ Report of Officers: None
- ❖ Report of Committees:
 - Work Day/Landscape Committee: no report
 - Finance:
 - Review and accept actual to budget statement: Accept
 - ◆ M/S/P: Jeffrey/Kathy Pass 3-0
- ❖ Unfinished Business:
 - Collection Policy: Put in rules: Collection policy that an owners is responsible for any and all assessments that they hold the deed for. Simply stated: The Association is entitled to collect assessments for real property held by an individual regardless of the address and status of the property closing.
 - Architectural Review Board Committee: 1st Draft of the Design Document please review and send comments to Jennifer. Once received comments will be incorporated and then we will post it on the website for use this summer. Following a summer of testing we will make any necessary adjustments and formally adopt it. Tabled waiting for comments.
 - Jen and Ken will also get together to discuss the landscaping bids and put together a new RFP that reflects our new policy for irrigation as well as the work that was done last summer.
 - The work from last summer will be completed once things melt – which could take a while.
 - Jennifer should work with Mark Richmond to handle irrigation issues where we have been hooked into a homeowner. We have identified all of those properties now and can do this. Homeowners will be reimbursed for water expenses when they exceed their normal water bill for a single family home.
- ❖ New Business
- Association Hot Issues:
 - Management Report: There were a number of items of business that have been addressed since our last board meeting. End of year mailing went out smoothly and even without sending out coupons we only had two requests for booklets – both of those were fulfilled. This saved the association approximately around \$180 in additional mailing and printing costs. We also have looked at solar/led options for the sign. The technology is not quite there and we are also hampered by the dark sky policies. We will continue to visit this as led/solar combinations



are evolving rapidly. We also looked at solar Christmas lights which could be used seasonally – but they were all sold out when we investigated this in early December. The request to build a skating rink was also a highlight since the last report. This required quite a bit of research on how to handle this special request and how we as an HOA could protect the association and neighbors interests. The outcome ended well with the conditional approval for this season with additional conditions to handle any issues that could arise. Plans for two new houses were also approved one on Reiling Road and one on Sheppard Circle. We hope to see some work on this come spring. Work on the 2011 budget has begun. We are also working closely with our snow contractors and the town streets department on what is shaping up to be a record breaking winter. We have secured permission to use the drainage areas for snow storage as well as permission from the lot owner on Rachel Lane to store snow there is needed.

- Board of Directors Issues & Topics
 - Schedule a walk through to look at landscaping for spring. – table until spring
- Policy Decisions:
 - Implement neighbor review of plans prior to board submission – this was discussed in great detail many points were raise in favor as well as opposed to the idea. Since Paul and Karen were unable to make this meeting the board made the decision to table this discussion until all were assembled to discuss it.
 - Review operating budget for 2011 – discuss possible reserve projects for this upcoming season. Jeffrey presented the budget which was worked in with the help of Sue Todd and Jennifer. Members thought it looked good and also wanted to add gutters to the reserve budget for 2011 as well as move out the crusher projects on the paths to 2012. We will be assessing these each year to determine when we will complete this work.
- ❖ Final Board Comments: Great meeting – thank you to Ken for hosting.
- ❖ Adjournment: 1:58 pm – M/S/P: Ken. Kathy Passed 3-0



Vista Point Owner's Association
Board of Directors Meeting
November 13, 2011 – 10:00 am

- ❖ *Call meeting to order: The meeting was called to order at 10:16 am. The following members were in attendance: Ken Sauerberg, Jeffrey Bergeron, Kathy Chisholm and Jennifer McAtamney the association administrator.*
- ❖ *Statement of compliance with procedures for notice of meeting or waiver of notice – completed.*
- ❖ *Public Comment Session: None*
- ❖ *Approval of Minutes: /M/S/P: Jeffrey, Ken, 3 - 0*
- ❖ *Report of Officers: None*
- ❖ *Report of Committees:*
 - *Work Day/Landscape Committee: no report*
 - *Finance:*
 - *Waste Management - \$129.65*
 - *Timberline Disposal - \$1257.00*
 - *Community First Association Management - \$1850.00*
 - *Richmond Sprouse & Murphy- 24.00*
 - *ALLPhase - \$1600*
 - *Visor Construction - \$1250.00*
 - *Adams – \$87.97 – water reimbursement*
 - *Jennifer Ladieu \$23.92 – water reimbursement*
 -
 - *Review and accept actual to budget statement: Accept updated statement from August Meeting as well as Thru October 2011. M/S/P: Ken/Jeffrey – 3-0*
 - *Ken also signed contracts from ALLPhase and Visor Construction for our winter snow removal.*
- ❖ *Unfinished Business:*
 - *Look at amending our collection policies to collect funds from Landis at closing on 125 Rachel Lane. Jennifer will put something together for the board to review at our next meeting.*
 - *Architectural Review Board Committee: 1st Draft of the Design Document please review and send comments to Jennifer. Once received comments will be incorporated and then we will post it on the website for use this summer. Following a summer of testing we will make any necessary adjustments and formally adopt it. Tabled waiting for comments.*
- ❖ *New Business*
- *Association Hot Issues:*
 - *Management Report: Since our last meeting we have resolved the debt remaining on the vacant lots on Rachel Lane and Sheppard Circle. We have also executed the agreement with the town to terminate the subdivision*



improvement agreement and release those funds. Native Landscaping (aka Ken) was selected by the town to complete this work. Irrigation is now installed and working and Ken will give us an update on how things are with the trees and shrubs he was working on planting. Trego Wakeeney Bank withdrew their request to separate those lots from the HOA so this is also complete. ALLPhase and Visor construction have been hired for the 2010 – 2011 snow removal season. Plowing is from Nov 15 – April 30th, shoveling is from Nov 1 – April 15th. By shortening the contracts we save over \$1000 and we have found that this works well as spring snows do not need shoveling as they melt so quickly. Mark Swanson or AllPhase will also do some extra plowing if needed before our contract begins. He does this for free. (What a great guy!) I have also met with two new landscaping companies in seeking bids for next year. Ken would like to note that while Darryl is a little spacey he does know what he is doing. Any new contractors we use references will be very important. We can also have very specific terms in our contracts. In order to make things on the river and common area works we need someone who really understands irrigation. We will have to weigh these decisions carefully.

We have had a request to adopt a quiet hours policy for the neighborhood: A Steve Greenwood has concerns about the proximity of the homes in the neighborhood – particularly duplexes and would like to look at a rule regarding quiet hours and submitted the following comments. He would like to see an 11:00 designated as a quiet hour, and use peer pressure and implement an escalating fine schedule for violations for repeat offenders.

After an extensive discussion, referencing our documents, town ordinances, and discussing the challenges of enforcement including late night nature of the issues and the many rental homes we have here the board determined that we do not have effective means to enforce a policy regarding late night noise because of the constraints of verifying to complaints and also pointed out that the town has a very good ordinance that goes into effect at 11:00 pm. Although we cannot effectively address complaints as we do when someone has an improperly parked vehicle or weeds in their yard the board did feel that it was important to provide neighbors a means of addressing this issue within the HOA. With this in mind they would like to take the following action: The first step is to send periodic reminders to neighbors in our email newsletters reminding people of the close quarters of our homes and that is important to respect the town's quiet policies which start at 11:00 pm. The second tool will be to have neighbors who are experiencing difficulties contact Jennifer and the HOA will send a gentle reminder to the neighbors to specifically address the issue. If there are additional issues beyond that the next remedy would be for the neighbor experiencing the issue to call the police who can follow up and verify and measure the noise based in the town's ordinances when they are occurring. They have decibel meters which can measure the sound and if it is above the 50 decibel level per their measurements they would have legal remedies for the problem. Examples of what 50 decibels are found below:

Moderate rainfall	50 dB
Inside an urban home	50 dB
Light traffic	50 dB
Normal conversation	50-60 dB

Budget input is needed for 2011. Steve Graham and Sue Todd have offered to be part of a finance committee. How do you want to handle creating the budget for 2011? The budget will be adopted at our meeting in the spring and will need to be adopted only 45 days out from that meeting date. Any increases in dues will take place subsequent to that meeting. Regarding the budget for 2011 - Jennifer will contact Steve and Sue and see if they want to meet with Jeffrey and Jennifer to work on the budget. Jeffrey will participate on behalf of the board.



- *Board of Directors Issues & Topics*
 - *Schedule a walk though to look at landscaping for spring. – table until spring*
 - *Dates for AGM and BOD meetings in 2011. – Saturday April 2nd for the AGM, for board meetings we are going to suggest that the 2nd Thursday of the second month of the quarter (e.g. Feb, May, August and November) We will throw these out to Karen and can amend if needed.*
 - *Memorializing water reimbursements and watering agreements . All board member were in agreement that this is something we need to do for the health of the neighborhood. We need to identify all the places this occur, contact those neighbors. We believe the systems are hooked up to the following houses: David Neihart, Jeffrey Bergeron, Karen Adams, Steven Standring, Jennifer Ladieu, Sam Murray. We would like to create a policy that the HOA will reimburse homeowners when they go over their standard water allotment for their home. They will need to submit bills to the HOA for reimbursement in the year that the expenses incur. We would like to also memorialize an agreement for each piece of property where it occurs. We will need to consult with Mark Richmond on how to proceed with this.*
- *Address any questions pertaining to the comments made at the opening of the August meeting regarding neighborhood policies and procedures. Jeffrey reviewed the documents and does not concur that there are term limits specified in our bylaws. Ken also had a brief conversation with the attorney who has been working with the HOA since it's inception and he concurs that the board has acted within it's powers.*
- *Policy Decisions:*
 - *Determine a long term policy for handing start up and winterization of irrigation systems. – we will table until all board members are here since this is such a broad issue for the neighborhood. We are finding a quite complicated landscape out there and a huge variation of types of systems. – Renate had a suggestion that we 1)Switch contractors – our current vendor is not a good service provider. Other suggestions included: 2) a check off list for the contractor. 3) We could install timers in the spring, remove in the fall, any other work is the homeowner's responsibility. The discussion continued and in the interest of our constrained time it is clear that this still needs more work because we need to deliver services equitably across the neighborhood. Pop up, rain bird and extensive drip systems need more attention that those neighbors who have a single drop system initially installed by the developer.*
 - *The board will be interviewing contractors for the 2011 season. They will be balancing cost vs. service requirements. Ken will work with Jennifer to create a check list for our contractor to use when doing the installs. We also need to document what each neighbor has if we are going to proceed with this.*
 - *After an extensive discussion the board decided the following to address the equality issue: The HOA board will choose a contractor. The board will budget for one zone for each house for start up and blow out. In the spring we will let everyone one know who has been chosen and a range of dates they will be hooking up irrigation. The contractor will then start up all systems unless a neighbor specifically opts out. Each neighbor will receive a credit for a single zone for start up. Any additional work/zones would be billed directly to the homeowners. We would also offer neighbors who want to use their own contractor an opportunity to do so. For home owners who water common areas the HOA will pay for the start up and blow out of the common area systems plus one zone. If an homeowner opts to use their own contractor no credit will be received.*



- ❖ *Final Board Comments: Jeffrey has to go!*
- ❖ *Adjournment: 11:58 pm – M/S/P:Ken/Kathy 3-0*