



Vista Point Owner's Association
Board of Directors Meeting
November 10 – 1:30 pm

- ❖ Call meeting to order: The meeting was called to order at 1:35 pm. The following member were in attendance: Jeffrey Bergeron, Ken Sauerberg, Mike Connelly and Jennifer McAtamney.
- ❖ Approval of Minutes: (See below)
 - /M/S/P: Jeffrey/Ken 3-0
- ❖ Report of Officers: None
- ❖ Report of Committees:
 - Landscape Committee: None
 - Finance:
 - ◆ Review and accept actual to budget statement authorize Jennifer to fully fund reserve items to date.
 - ◆ M/S/P: Jeffrey/Ken – 4-0
- ❖ Unfinished Business:
 - 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. Karen has made her comments and it is now on Ken's desk for final revisions. Ken is now has the document in hand and will finalize his comments. Jennifer will then compile those and put it in final form for the board's approval. Once received we will publish it for the neighborhood and formally adopt it at our spring AGM. Ken has completed his comments and will give to Jennifer to assemble and send out to the board.
 - The landscape work that was funded by the bond from WSG will be continuing. Ken has a few more aspens to get in the ground and that project will be wrapped up this fall. Over time the board will look at the adding new trees as needed. – The town did a walk through in October with members of the landscape committee and board. 27 new trees were added as a result. We expect that the town will now sign off on the completion of the project.
 - Native Landscaping this project has all be taken care of, holes were filled in. Everyone was happy with how things went. Comments were made by the town engineer that the trees were the most inexpensive he had seen and the subdivision was fortunate to make those dollars stretch very far. NLCI appreciated the board support and understanding during the process so that it could all be taken care of as was expected.



- Jeff Grant had a question about older dead trees in the neighborhood being replaced. Trees that have died and are not under warranty will not necessarily be replaced. Some of these were replaced as part of the project but in general if they die and are not under warranty they will not be replaced.
- ❖ New Business
- Association Hot Issues:
 - Management Report:
 - Landscape Directives for 2012 – the landscape committee is looking to expand and will make a recommendation to the board on the landscape program and contractor selection. Our new master irrigation list will be highly useful during the selection process as well as for the new contractor. We have met with Home Sweet Home and A&E Gutter and Irrigation to get some sense of possible pricing for next year. The expectation is that the landscape budget will need to increase. We need to make sure that people who are insured. We will have a performance period.
 - Water Agreements have gone to Mark Richmond for review then they will go out to owners for signature to be recorded.
 - Thoughts about winter contracts - We have selected All Phase and Visor Construction for plowing and shoveling respectively. Discuss adding soft paths for access to bus. Snow blowing the paths would not work well because of possible damage to the pathways. We will continue possible opportunities.
 - Town Home Roof and Ice issues: This fall we sought bids for both gutters and heat tape as well as another alternative to shore up the roof areas we have issues. We will share these bids at our meeting and then discuss with the town home owners. Based on the costs the board feels that raking the roofs with the rake we bought last year was a better option from a cost standpoint. (Put in costs, cost of heat tape, ...)
 - 2012 Budget – Levels of services and early thoughts – possible increase in landscaping based on the landscape committee’s recommendation. Kathy passed on her thoughts that we should keep our expenses as close to current as possible. She does not want to see an increase in the dues if possible. The members present also want to keep dues as they are currently if at all possible.
 - Lots 1 – 3 may need to have another dues structure because of the common driveway and possible landscape features.
 - Enforcement issues: We will keep let neighbors know that there is no parking on unpaved surfaces. People parking in the street is a town issue. The plow at 39 Rachel Lane
- Did everyone who participated in work day did they pay their assessment? At this point we have about 5 homeowners who have not paid. There is a concern that people who are doing projects are not doing work that is equal with the work done on work day. We will continue to invoice those who have not paid in



hopes of compliance. All in all the day is still a big success and has improved the visual appearance of the neighborhood throughout the years.

- Board of Directors Issues & Topics
 - Work Day – Fall Bulb planting Effort – this did not happen
 - Neighborhood Resource page on Website: We had two people interested in this. Their info is on the website.
 - Response to Sue Todd’s questions. Next steps. Mike is waiting for some clarification on these issues. When he receives these he will follow up.
 - Policy Decisions:
 - Determine who is up for election in 2012 so that our seats are staggered again. Jennifer did an initial search for this but there was nothing immediately documented that indicated the terms for all the seats. She will delve into this further since this came from back in Mount Royal/Big Horn Management days. Due to inadequate documentation we have not been able to determine this. Our terms are currently staggered with seats up in 2013 and 2014.
 - ❖ Public Comment Session: None
 - ❖ Final Board Comments: None
- Meeting Adjournment
M/S/P: Ken/Jeffrey 3-0



Vista Point Owner's Association
Board of Directors Meeting Minutes
August 11 – 1:30 pm

- ❖ *Call meeting to order: The Meeting was called to order at 1:34 pm. The following members were in attendance: Ken Sauerberg, Mike Connelly, Kathy Chisholm, Jeffrey Bergeron, and Jennifer McAtamney was in attendance to take minutes. Larry Wisniewski and Jeff Grant were also in attendance.*
- ❖ *Approval of Minutes: (See below) Approved*
 - */M/S/P: jeffrey/Kathy/ 4-0*
- ❖ *Report of Officers: None*
- ❖ *Report of Committees:*
 - *Landscape Committee:*
 - Fall Project – Plant Daffodil Bulbs at sign area –*
Ken felt it was a great idea. These are in expensive and the soil in that area could support those bulbs. They should last 3 – 5 years and the best strategy would be to plant annually so that they do not diminish over time. This was suggested as a volunteer effort. People who have not paid and want to do a project could also do this. The ideal time to do this would be in mid to late September.

Possible Benches for the park area at the Y in the path – Karen is looking at this. Ken occasionally sees things that may be suitable on line and he will pass them along to us.

Renate's comments:

August 10, 2011
Landscaping questions/suggestions for upcoming Board meeting

- *Will Zen4 you contract be renewed in 2012? – No.*
- *We should have a specific date by which start up of irrigation has to be completed for every property. The beginning of the season was very dry and without my calling the contractor, we would have been without functioning irrigation for too long. – We shall put an initial date with flexibility for the weather. More importantly it will have a date the work will be completed by with a penalty clause for incomplete work.*
- *A member of the landscaping committee should be in contact with the subcontractor to assure proper functioning of timers and change-out of broken sprinkler emitters. Committees should have authority from the board to function independently within their specific guidelines and report back to the board about any work performed or problems with a contractor.*

Zen4-You workers would have left our house, as well as our neighbor's house, without checking if the timer was working properly. Obviously none of the board members had time on their hands to supervise and inspect the contractors work. This should be addressed by using a better contractor. Having a member of the committee is a good idea as long as they are familiar with the systems. The committee would also supervise the start up series.

We should also better define and communicate what is included in start up and maintenance.
Another challenge that we had this year was people keeping their timers. Next year if people want to keep their timers they will need to be responsible for starting up their systems. Ken or Jen will keep the timers and they would be available for pick up.

Kathy also suggested that perhaps we should remove this from the HOA's service offerings – this may warrant discussion since it has been such a consuming problem. But we also know that it is an important service for the 2nd



homeowners. Perhaps we should set a meeting with the landscape committee to discuss this overall issue to determine a path tomorrow. (We would also invite all neighbors to participate so we could have a formal committee with proper representation of the neighborhood)

- I would also like to suggest adding monthly maintenance of common areas to the landscaping contract. Very few homeowners are willing to take care of any common property next to their homes and several of those areas are in truly bad shape. The grass should be mowed at least once a month and weeds should be pulled or sprayed. Volunteer work, once a year for 3 hours, is just not enough to keep our neighborhood in acceptable condition. Our property resale values are not at all helped by several common areas overgrown with weeds and in general looking rather run down.
 - The landscape was intended to be natural and native – so this means tall grasses that are rangy. With all the moisture this year things are even taller than usual.
 - We could do weed eating 2 x a year on a couple of those areas but we do not want to cut down the flowers that are growing so this would need to be selective.
 - We can ask for volunteers to do a weed pull.
 - Kathy would like to also consider mowing and do weed treatments in Gibson Heights.
 - Mike suggested that if that is a problem we send them a letter asking them to maintain it and that is they don't we will and send them a bill.
- With respect to our workday, I would like to echo Larry Wisniewski's request for an accounting of how many homeowners actually sent in \$50.00 if they were not able to participate in our work/cleanup day. I think it is time to increase our dues and have the spring cleanup done by a professional landscaper if the board has no authority to collect the money. This will give everyone the opportunity to contribute their fair share for keeping our neighborhood attractive. See the email that was sent to Renate, Theo, and Larry they found that information very helpful and were glad to see that it was being formally addressed.
- Does the HOA have an effective way to remind homeowners that their yard should be kept to at least a low minimum standard? Are Letters being sent out to remind homeowners of existing guidelines if they fall below that standard? Yes we do in fact we just did a walk through and send out letters asking neighbors to address their yard issues. The topics that we were specifically looking at were for noxious weeds, maintenance issues and painting/staining of homes.
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- Last but not least:

I would ask again to more open communication from our HOA Board. No message has been sent out to inform us all of the upcoming meeting this Thursday. So far I know the date & time but not the place. Again, please create some guidelines for open discussion but make sure all homeowners have the opportunity to attend the meeting if they wish to do so.

While the governing documents of the association do not require notification of members for the board meetings we would still like to keep in contact with our broader community. In order for this to be effective we need to be able to commit to not rescheduling meetings so that posted dates are firm. The board agrees to do this so Jennifer can post and publish the dates of our meetings.

▪ Finance:

- ◆ Review and accept actual to budget statement – The years budget is looking good at this point with some overages in the snow plowing category. All other items are staying within budget. The recent damage to the pathways was repaired and this was not included in our operating budget. Reserve dollars could be used to pay for these repairs with the board's permission
- ◆ Jeffrey made a motion to use reserve funds to pay for the path repairs.



- ◆ *M/S/P: Jeffrey/Mike 4-0*
- ◆ *Jeffrey motioned to accept the financials as presented*
- ◆ *M/S/P: Jeffrey/Mike 4-0*
- ❖ *Unfinished Business:*
 - *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. Karen has made her comments and it is now on Ken's desk for final revisions. Ken is now has the document in hand and will finalize his comments. Jennifer will then compile those and put it in final form for the board's approval. Once received we will publish it for the neighborhood and formally adopt it at our spring AGM.*
 - *The landscape work that was funded by the bond from WSG will be continuing. Ken has a few more aspens to get in the ground and that project will be wrapped up this fall. Jeff Grant had a question about older dead trees in the neighborhood being replaced. Trees that have died and are not under warranty will not necessarily be replaced. Over time the board will look at the adding new trees as needed.*
- ❖ *New Business*
- *Association Hot Issues:*
 - *Management Report:*
 - *Feedback on garage sale – none. We had it and some people participated. It was very inexpensive so generally they were supportive of continuing to hold these sales annually.*
 - *Landscape Directives for the remainder of the season – talk about weed management, irrigation policy etc. We need Bio Balance to come again to look at weed situations especially around the river. We will be cutting down the grasses in September as well.*
 - *Jen created a Master irrigation list which details what each neighbor has for irrigation as of June of 2011. This will be extremely helpful for our next contractor in understanding what is out there and what needs to happen to get the neighborhood up and running next season.*
 - *Thoughts about winter contracts - plowing and shoveling! The board felt our service levels were appropriate and given the amount of snow the plowing was great and the shoveling was fine. We will maintain service levels for this year.*
 - ◆ *A motion was made to contract with AllPhase for the same price as last year*
 - *Jeffrey/Mike/ 3-0 (Ken had to leave the meeting).*
 - ◆ *Shoveling was also fine unless you were in a windy spot. We will get a few bids and see how it goes from there. Reference will be important is consideration for this.*
- *Board of Directors Issues & Topics*
 - *Work Day – Fall Bulb planting Effort – see above*
 - *Neighborhood Resource page on Website: Would we consider letting neighbors post info /link on services they offer on our website. Answer: We would be delighted to put up info on the website. Please send it to Jen. We will send out an email to offer this again with a reply to date included and then add these and then other neighbors can submit and we will upload that information during regular updates of the website.*
- *Policy Decisions:*



- *Irrigation Agreement: See attached! Thanks to Mike Connelly for his work on this. Jen and Ken will work on the physical descriptions for the properties and get these out to homeowners for their signatures and recording.*
- *Determine who is up for election in 2012 so that our seats are staggered again. Jennifer did an initial search for this but there was nothing immediately documented that indicated the terms for all the seats. She will delve into this further since this came from back in Mount Royal/Big Horn Management days.*
- ❖ *Public Comment Session: None*
- ❖ *Final Board Comments:*
- ❖ *Mike Connelly – Regarding our conversations with Sue Todd on our policy implementation. Mike has received a list from Sue and he has now replied to her with list of questions for clarification. Once Mike has clarification from her he will put together a response to share with the board, and then the board can determine whether or not we need to send to Mark Richmond for his comment which will cost about \$350 - \$500. The final response will then be shared and the issues put to bed once and for all.*
- ❖ *Adjournment:*

M/S/P: Mike/Jeffrey 3-0 (Ken had to leave early)