



Vista Point Owner's Association
Board of Directors Meeting
February 9 – 12:30 pm

- ❖ Call meeting to order: the meeting was called to order at 12:50. The following members were in attendance: Karen Adams (via telephone), Jeffrey Bergeron, and Kathy Chisholm.
- ❖ Approval of Minutes: (See below)
 - /M/S/P: Jeffrey/Karen: 3-0
- ❖ Report of Officers: None
- ❖ Report of Committees:
 - Landscape Committee: Karen Adams reported: We have sought new members of the committee. We also want to try to set up a date for clean up day. Jeffrey has expressed an interesting serving as part of committee. To date Jennifer reported that no other inquires had been received.
 - Finance:
 - ◆ Review and accept actual to budget:
 - ◆ M/S/P: Kathy/Jeffrey 3-0
- ❖ 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. (I will resend the copy to Ken since he cannot find the one he marked up) . Ken has returned his comments, Jen will consolidate this document, distribute it for the board. We will adopt it via email and then distribute and adopt it at the meeting in March.
- ❖ New Business
- Association Hot Issues:
 - Management Report:
 - Landscape Directives for 2012 – We have put out a call to for more members of the landscape committee. Right now Jeffrey Bergeron has expressed interest in participating.
 - 2012 Budget –Based in that feedback from the last meeting Mike and Jennifer worked on the budget and looked to keep dues at the same level as last year. We invited Sue Todd who had



expressed interest in the past and she was unavailable on the day Mike and Jen had set aside for this. We have this for your approval today.

- Budget Approval for AGM adoption:
 - ◆ Jennifer walked the board members present through the budget line by line. We are budgeting very close to last year with a small increase in our dues collections due to the home at 23 Sheppard Circle being slated for completion during July of 2012. The homes of Reiling are an unknown at this time so we have not budgeted additional funds to be collected until we have better understanding of dates for possible CO's. (Note Vacant lots are assessed at \$50 a month to cover common area expenses upon CO they are switched to the single family/duplex rate of dues. This may be subject to a new class of homes once we fully understand if the regular maintenance costs of the larger lots and driveways impact our snow removal and landscape budgets) The budgets includes funding for reserves for both common area and townhomes. The Common area budget increased slightly and the Townhome reserve budget remained the same. We also increased the landscaping budget by using monies that were used previously for additional snow removal. With the below average snow fall and our expectation that we will not require additional pushbacks or hauling we moved some of these funds into landscaping to give accommodate a new landscape company. The amount budgeted should come closer to covering costs we had seen from other bidders last summer. Even so we will continue to seek out someone who can do a great job and be cost effective. Our reserve budget includes some reserves for a landscaping project and possible painting at the town homes. These projects will be evaluated during our spring walkthought which is scheduled for June 1. Jennifer has volunteered to go through the budget with Ken and Mike. Mike worked with Jennifer on this budget so is familiar with the contents. A motion to approve the budget was made:
 - M/S/P: Karen/Kathy: 3-0
 - Enforcement issues: We will keep letting neighbors know that there is no parking on unpaved surfaces. People parking in the street is a town issue & on GH open space next to Hank Scott and Sloane Burton's home.
 - ◆ Karen wanted to know if we can do it from the HOA as well as the police. For the neighborhood people who short term their homes we give them a document to hand out to their renters. We can also clarify what they will ticket – on the right away vs. the street. Karen will draft something to send out to everyone.
- Board of Directors Issues & Topics
 - Work Day – Let's get dates down for spring work day and Fall Bulb planting Effort, board walk thought etc remaining board meetings and garage sale.



- ◆ Walk through June 1st, Work Day June 16th, Garage Sale second Saturday in July.
 - ◆ How will work day function this year.- We are going to reach to out Larry who has some thoughts on this and work for recommendations from the committee. Karen will offer to host.
 - 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. – Mike is following up with her on this.
- Policy Decisions:
- Determine who is up for election in 2012 so that our seats are staggered over three years 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. I fully reviewed the old minutes and since they did not designate which role was replaced we have no way of determining which seat that currently exists is up for election. Our next elections are for Karen and Kathy in 2013. The other seats are up for election in 2014. How do you want to handle this issue?
 - We flipped a coin and it was determined that Kathy's seat was up for election this year.
 - What are the rules about storing dirt bikes on porches? They must be covered.
- ❖ Public Comment Session: None
- ❖ Final Board Comments: None
- Meeting Adjournment:
- M/S/P: Jeffrey/Kathy 3-0



Vista Point Owner's Association

Board of Directors Meeting Minutes

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