



Vista Point Owner's Association

Board of Directors Meeting

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 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.

- 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)



Vista Point Owner's Association

Board of Directors Meeting Minutes

June 9 – 12:00 pm

- ❖ *Call meeting to order: The following member were in attendance: Karen Adams, Jeffrey Bergeron, Kathy Chisholm, Mike Connelly, and Ken Sauerberg who was a few minutes late. Renate Fleisch and Sue Todd were homeowners in attendance e. Jennifer McAtamney was also present and taking meeting minutes.*
- ❖ *Approval of Minutes:*
 - */M/S/P: Karen/Jeffrey: 2-0/2 abstain because they were not present.*
- ❖ *Report of Officers: None*
- ❖ *Report of Committees:*
 - *Work Day/Landscape Committee: Here is a recap of yesterdays pre-cleanup day walk thru.*

Vista Point Sign Area

- *Weed and Trim existing plants and shrubs*
- *Plant Perennials (Karen will provide)*
- *Mulch (Ken to provide mulch)*

Culvert on Path

- *Remove some of the existing rock (Ken will mark area with spray paint)*
- *Lay a fabric barrier (Ken to provide)*
- *Fill with Rock*

New Trees on Path

- *Circle with Rock*
- *Fill with Mulch*

We are contacting Peter Joyce for permission to remove rock from lot at 27 Sheppard and store mulch on lot at 130 Rachel, Karen will contact P and A Trees for delivery of mulch hopefully to be stored at 130 Rachel.

Projects that can be completed before clean-up day.

- *Start bringing rocks to culvert area from 27 Sheppard*
- *Rock new trees*
- *Prune existing trees along path and in common areas*
- *Weed trees that already have rocks/mulch*
- *Stake pine trees with fertilizer*

Fall Project – Plant Daffodil Bulbs at sign area

Possible Benches for that park area at the Y in the path – During the walk through an area was identified where the new fire was created to also add benches in this area. The board was asked to look into this possibility. We have \$1000 in our reserve budget for landscape improvement the board could allocate some of these funds for benches/seats in this area. The Board was unanimously in favor of pursuing this. Karen will do some looking and provide pictures of possible alternatives to the board for a decision.



- *Finance:*
 - *Review and accept actual to budget statement: The statement was reviewed in detail with the board. Our dues collections are on track and thus far we have stayed within budget for both snow removal and shoveling. This was very fortunate given the amounts of snow fall we had. We also discussed the budget in terms of landscaping and given the pricing we saw for start up and shut down of systems from other vendors our landscaping budget should be increased dramatically next year.*
 - ◆ *M/S/P: Ken/Jeffrey Pass 5-0*
- ❖ *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 is going to send her comments to Jen who will then incorporate and send the final doc to Ken for his review. Once completed we will distribute it to the neighborhood and post it on the website.*
 - *The landscape work that was funded by the bond from WSG will be continuing. Spruce Trees and the small aspens already on site will be planted shortly. The remaining larger aspens have been delayed because the digging people cannot access them due to snow and mud. These may be delayed until fall unless they can find a new source with similar pricing.*
- ❖ *New Business*
- *Appointment/election of officers for 2011 – 2012 term*
 - *Ken Sauerberg: President*
 - *Karen Adams: Vice President*
 - *Mike Connelly: Treasurer*
 - *Kathy Chisholm: Secretary*
 - *Member at Large: Jeffrey Bergeron*
- *Association Hot Issues:*
 - *Management Report: Snow plowing and shoveling report – the season worked with with the current team. Even in April when we had ended shoveling early we did not hear from any neighbors during the copious snow we had this spring. We will continue with that schedule again next year based in how well things worked out. We also worked with Ken on RFP for landscaping this season. We met with 5 contractors on the project three chose to bid. Zen 4 You was chosed again this season. The other bids were more than double his bid and there was a lot of concern about brining a new person up to speed with the common area systems which have grown substantially with all of the new plantings. While the board was concerned about the complaints from last year they are committed to making sure that they do the proper job here in the*



neighborhood. Other project that are underway are gutters on the town homes, and inking the agreements for homeowners who have common area systems linked into their irrigation systems. Mike Connelly has offered to help with this agreement. Our other project has been reaching out to the different entities who might be interested in participating in our summer garage sale. We currently have Wellington and now Little Red on board for this project. We have also reached out to French Creek and Gibson Heights. The board is willing to match other contributions up to \$50 for a join ad to promote the event. We will also put it on Craig's list and do what we can to promote it with the BRC's calendar and local tv if we can get free coverage.

Board of Directors Issues & Topics

- *Schedule a walk though to look at landscaping for spring. Walk through with Landscape committee was on Tuesday, June 7th. We also need to schedule a walk though to look at maintenance needs for the neighborhood. June 17th is the tentative date for this. Time will be arranged as we get closer to the date.*
- *Report from Mike Connelly regarding questions that were raised at our AGM regarding our governing documents. To address the questions we have three options:.. Send questions to directly to our attorney, the Board can review and send their written opinion to all homeowners, or the third option would be to send letter to Mark that is really specific and have him answer yes or no to the inquires. The board discussed this at length and is going to have Mike draft a letter with the specific questions and distribute it to the board. Once the letter is approved by the board it will be sent to Mark for his opinion. Mike also asked Sue Todd to send him her specific questions in writing so they could be included.*
- *Work Day – plans and discussions for our June 18th work day. We are going to work on the sign entrance area, continue rocking and mulching trees in the way down the river and rock the detention pond in the Y of the common area.*

➤ Policy Decisions:

- *Implement neighbor review of landscape 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.*
- *At our meeting Karen presented the plan and the board discussed it at length. One important thought came out was that this gives a vehicle for neighbors who are impacted to provide input into the project. The board would like to add a extra piece to the application that acknowledgement that the plans were shared. Any input should be sent directly to the board of directors.*

❖ Public Comment Session:



- *Renate Fleisch was surprised that he came in so low after last year when he had mentioned that he had not made money on the neighborhood last year. She also noted that one areas works and one does not.*
 - *The board asked that Darryl make appointment to come out and meet with the neighbors to address their questions and concerns.*
 - *Sue Todd also is unhappy with her timer. It is not the same as last year and she was not provided directions for it.*
- ❖ *Final Board Comments:*
 - *Mike asked Sue to send him her questions in a written form so he can take them directly and put them into the letter for Mark Richmond.*
 - *Ken wanted to discuss – Budget for landscape costs needs to go up because of the additional trees, and additional irrigation that are now included in the common areas.*
- ❖ *Adjournment: 3:27 PM*
 - *M/S/P: Jeffrey/Karen 5-0*