

## **Villages of Garrison Creek Master Property Management Association**

Board Meeting Minutes: 6pm, July 21, 2010, Wednesday

Location: Allan and Donna Fisher's home – 857 Covey Court, College Place (VGC-Phase V)

Attendees: Scott Towslee, Shaun Borth, Marlene Oddie, Donna Fisher, Allan Fisher

Proxies submitted electronically by Joyce Beecroft and Sam LaFore

Handouts sent prior to meeting:

- July Agenda Draft
- May Minutes
- May/June Transaction Report; Balance Sheet as of June 30, 2010; Detailed Budget vs. Actual Income Statement through June 30, 2010.
- City Agreements (4)

Handouts at meeting:

- Supplemental Rental Agreement Draft
- Common Area Change Requests Draft

1. Minutes from May 12, 2010 approved.
2. Financials for May and June, Budget to actual through June. Need to look at large electrical over budget—budget currently has Irrigation Controls as a separate item. Marlene will re-do the actual to show correctly against the budget. Report accepted.
3. Follow-up items completed with additional notes embedded.
  - a. Phase Presidents—request identification when a house is for sale, note the agent information, send to Joyce Beecroft (MPMA Board Welcomer) and the Treasurer of the phase. Discussed @ President's meeting, June 15 and put in June 21 newsletter to all residents. Paragon is part of the MLS database and can house the Land Use Standards in the Associated Documents part of the system. Marlene to send most recent approved Land Use Standards to Jayne DiDario for input into Paragon. This is recommended to help insure that prospective buyers receive these prior to purchase.
  - b. Locked mailbox research – black boxes, top knob preferred by ARC (Marlene) – discussed @ President's June 15 meeting and noted in newsletter. Volume discounts are available. If we spend \$10K-\$20K there would be a 25% discount. Less than that we can probably get a 20% discount. Additional information regarding keys:

“The PO manages the keys so we do not have to. We give them all of the keys and each resident goes to the PO to obtain them. When a resident moves the PO replaces the lock free of charge and issues new keys to the new resident. The only time there is a charge is if a resident loses all of their keys (2 keys are issued and can be copied). If a resident loses all of their keys and has to have the PO put in a new lock there is a \$40 charge, collected by the PO directly from the resident.” – Don Coleman, per conversation with the Postmaster.

Phase X locked mailboxes are going in the last weekend of July.

- c. History of why individual phases were created in the initial vision of VGC (Doug) – presented @ President's meeting, due to regulations of an approved plat. Each phase can opt to dissolve at a later date.

- d. Website. David Reiff has resigned as webmaster. Marlene will do updates now as part of her agreement with the Board.
  - e. Benches were repaired. The developer originally made with indoor wood and so they had rotted.
  - f. Newsletter sent out – June 21, 2010. (Marlene) Scott requested that we target a Sept/Oct newsletter to lead up to the newsletter for our annual meeting.
  - g. Creekside tie in with Phase VII discussion w/the City of College Place (Scott). Doug Botimer added that approximately August 15 Phase 8 access will be available during the time Phase 7 asphalt seal is being done.
  - h. Clocktower Clock was reset (Scott).
  - i. Creek work included the grasses being taken out. A permit was required. The west creek had a fallen tree and was used to shore up the bank. Grasses will additionally be removed in the Sept/Oct timeframes, putting the logs down to follow-up back of Anderson Property will probably be in October. (Scott)
4. Follow-up items still pending
- a. Plastic ball replacement on pump (Scott)
  - b. ARC Activity Report (Doug/Donna) – request the report be delivered with the ARC Assistant billing if not delivered at the most recent board meeting and a copy of each incident copied to the Phase President. A report was provided at the meeting that identifies the # of activities (but not categorized by observance type). ARC questions the need for the Board or Phase Leaders to know what is being violated within their phases and there may be privacy issues surrounding disclosing this information. Any homeowner with a question should approach the ARC to discuss the matter. The ARC will work on a categorized observance listing.
  - c. Rotating Term Limits, would this require legal documents to be changed? YES. Should we bring this before the annual meeting? Marlene was asked to write up a draft of new language and bring to future board meeting for term limits change to appropriate legal documentation.
  - d. Individual phase annual review of bookkeeping (Marlene); Phase V, VII, X, Master complete; We have been swapping books. So Gregg is to review Phase II and Marlene to review Phase I. Sill awaiting information / review w/Phase I, Gregg Irland.
  - e. Reserve Study projections and funding and investment to date (Marlene). See financials and reserve study. Also note activities that were recommended in the reserve study. Are they on our special projects list this year? Who is designated as operationally responsible for the upkeep of the common area? Reserve study review to be done by ARC and MPMA Board and identify items for use this year. A meeting will be scheduled.
5. New Business
- a. Agreements with the City
    - 1) \*Maintenance of traffic flow in Phase 8 by MPMA
    - 2) Parking Commitment of Phase FIVE Development based on Phase 8 approved plat, but required to be covered in Phase 14.
    - 3) \*Waiver of two-year growing season performance bond by MPMA -- two-year performance bond not necessary; Bob Rugar agreed that they would work in good partnership with the MPMA to deal with any plant issues that occur within the first two years

- 4) \*Berm and parking access during Phase VIII construction granted to Phase FIVE Development.

Ratified the \*three documents signed by Scott since the last board meeting.

- b. Parkside St. unsigned inlets (each end). Shall we put signage on them so that everybody is aware consistently as to how they are intended to be used? They are not required as emergency access only for turnarounds. ARC to create a sign for each end of the Parkside St. at the inlets to indicate day use parking.
- c. Locked Mailboxes may require specific areas be agreements vs. an entire phase. Can we have approval to move forward if a specific area would like to move forward? Agreed to let cluster box changes be made as logistically appropriate rather than by complete phase. Note discount if more do this together.
- d. Supplemental Rental Agreement – DRAFT distributed. Allan to research adding an implementation process for this and for charging the orientation fee.
- e. Crime Insurance - \$503 based on \$150K theft coverage. Marlene was requested by Scott to discuss with all phases for contributions to this premium. This would include all signers on accounts (post meeting, our insurance broker requested a re-consideration of discussion w/individual phases and to just have the MPMA pay for it).
- f. Common Area landscape report – a draft of a “Common Area Request For Changes” form was presented by the landscape committee primarily for the purpose to recognize that a project manager is needed whenever things are done, volunteers don’t necessarily understand all of the elements that need to be taken care of. This checklist should help in that process. Ideas should be sent to Marlene for changes to this DRAFT. Perhaps a title should be: Approval for Landscape Project; as a reminder, anyone hired should be a licensed contractor.
- g. Phase 7 seal coating is being prepped.
- h. GVW asphalt lift - Intermittent closure of GVW will occur close to the actual complete closure. Just be aware and be considerate of potential change of arrival or departure to your home. Any disruption to common area infrastructure will be replaced/repared by the developers. GVW will be done in stages; one day may lay gravel and we’ll then drive on that for a few days, etc .
- i. Social meeting of all residents this summer? Plan accordingly for social event at opening of GVW!
- j. Phase 8 update
  - 1) Overflow parking or emergency access through Phase 8 grove. There is a sewer easement on the east side of the grove. Parking in the grove is accessed from the paved “Alley B” between each row of trees. Start-up growth sprinklers are currently blocking this potential path.
  - 2) Were locked cluster box specifications (# of boxes that are available per cluster) for Phase 8 mailbox location and cluster numbers considered? No. MPMA requested Developers put in locked boxes to begin with but they denied the request.
  - 3) Tues. night next week Doug Botimer is hoping to have Phase 8 signed off and platted by next Thurs.
- k. Landscape representatives’ responsibilities vs. Phase leaders vs. ARC vs. Contracted Landscaper (currently Smith Brothers). Marlene to schedule a follow-up meeting to talk about this subject specifically.
- l. Document Review from Northwest Community Management Company. Allan to send this out to everyone. Let’s review the NW document at the next meeting.

Meeting adjourned approximately 8:30pm.