

The Villages of Garrison Creek

MPMA Board of Directors Meeting

Thursday 21 December 2017 @ SonBridge Community Center [5:30 pm]

MPMA Directors

Doug Botimer/Declarant , Allan Fisher/Declarant, Dick Cook, John Cress, Jim Murphy, Scott Towslee, Mark Benzel

Minutes

1. Call to order, welcome and quorum count [Dick Cook]

A quorum was established with all members being present by proxy or phone. Allan Fisher held Doug Botimer's proxy solely for the election of the Board of Director Officers. Jim Murphy attended by phone. Dick Cook gave an overview of the agenda.

2. Vote for the Board of Director Officers

Votes for the following were all unanimous:

Mark Benzel – Secretary/Treasurer

Dick Cook – President

Scott Towslee – Vice President

3. 2018 common area maintenance planning (attached)

Dick handed out copies of the VGC Common Area Grounds Maintenance Plan spreadsheet which was then reviewed. Scott explained that the purpose of the handout was for coordination and information flow for the homeowners as well as for the contractors. Jim noticed that there was no entry for the gazebo. Dick mentioned that street lights also needed to be added to the spreadsheet. There is a plan to paint them in 2018.

4. City of College Place water rates

There was a discussion of the decision made by the College Place City Council to impose a 10% utility tax. This decision is described in ordinance 17-048. Allan Fisher volunteered to email information he had received from Jim Hall regarding the tax.

5. Review of 2018 VGC issues, challenges, priorities (attached)

Dick handed out a list of VGC Issues, Priorities, & Challenges for 2018 and beyond for review and discussion. Mark mentioned that previous Boards had looked into possibly pursuing a Property Management company – this was added to the list. As part of the discussion of Doug Botimer's exit, Scott had questions regarding easements along GVW. Another question was raised as to whether or not the Phases own portions of GVW. Dick suggested it might be best to conduct a conference call with the MPMA attorney in order

to get any questions regarding GVW answered.

6. **2018 MPMA Board of Directors meeting schedule**

All meetings will be held at the SonBridge Community Center. The first meeting in 2018 will be held January 10 starting at 3:00 PM. The second meeting will be held February 21 starting at 5:30 PM. For the remainder of 2018, the meetings will be held the second Wednesday of each month starting at 5:30 PM.

7. **Next meeting agenda items**

Finances review

Set the priorities for 2018 (get input from Phase leaders)

How to organize for the Phase 10 exit

8. **Adjournment**

The meeting was adjourned at 7:22 PM.

VGC COMMON AREA GROUNDS MAINTENANCE PLAN

NOTE .. This general maintenance calendar serves as guideline and may change dependent on weather conditions.

** MB/Common Area Committee ... C/CONTRACTOR [Ike Muros]	Ja	Fe	Ma	Ap	May	Jun	Jul	Au	Sept	Oc	No	De
	n	b	r	r		e	y	g		t	v	c
MB .. LONG RANGE PLAN review ...complete “WALK AROUND LIST”	X									X		
MB .. SPECIAL PROJECTS review: NEW trees, bark, plantings, repairs, reserve, etc.	X											
MB .. CLOCK TOWER Maintenance	X									X		
MB .. BARK REPLACEMENT ORDER DEADLINE [include phases ?]		X										
C .. TREE TRIMMING begins [common areas, where necessary]	X	X										
MB .. NATURAL GAS GENERATOR test		X		X						X		
C .. IRRIGATION PUMPS [inspect/ service Clock Tower, Creek, Pond, Sump PUMPS]		X			X				X			
C .. IRRIGATION SYSTEM [start-up, inspect all heads, drippers, back flow values]			X	X								
C .. IRRIGATION SYSTEM [regular checks, seasonal adjustments as needed]		X			X		X		X			
MB .. SPECIAL PROJECTS .. finalize arrangements with CONTRACTOR [S]		X	x				X					
MB .. POND PLAN [vegetation removal, algae control, water circulation, check pumps]		X	x					U				
C .. POND SURROUNDS [weeding, pre-emerge, RU, as needed]			X		X		X		X		X	
C .. WALKING TRAILS [weeding/spraying, trimming, weekly safety & tree checks]			X	X	X	X	X	X	X	X		
C .. MOWING [weekly mowing parks, parkways]			X	X	X	X	X	X	X	X		
C/MB RIPARIAN ZONE [MOW sidewalk strips as needed + MB/safety & tree checks]			X	X	X	X	X	X	X	X		
C .. RIPARIAN ZONE [trim black berries, noxious weed control, down debris]			X						X			
C .. FERTILIZE, SPRAY PARKS .. includes two spot sprays, if needed		X		X		X		X		X		X
C .. SHRUB FERTILIZATION [includes spring pre-emerge]				X							X	
C .. SHRUB/BED WORK [weeding, pre-emerge trimming when necessary]			X		X	X						
C .. STREET DRAINS [inspect, clean when needed]		X		X								
C .. AERATE, OVERSEED turf, if necessary [front yards, common area]				X					X		X	
C .. LARCH STREET BERM [trim arborvitaes, spot spray, WEEDING, clean-up]				X		X		X				
MB .. Contractor [s] EVALUATION [include feedback from MB & Phase Reps.]					X					X		
MB .. Contractor [s] OVERSITE MEETINGS [discuss outcomes, projects, issues]		X				X				X		
C .. NEW PLANTINGS [i.e. OVERSIGHT, special projects]		X			X							
C .. BILLBUG/grub APPLICATIONS [as needed on problem areas]												
MB .. POND PERFORMANCE REVIEW						X		X		X		
C .. WINTERIZE IRRIGATION SYSTEM									X	X		
C .. LEAF PICK-UP [common areas, Riparian Zone]										x		
MB .. SNOW REMOVAL .. finalize plan for 2017-18 winter [see MPMA Policy]									x	x		
MB .. YEAR END CONTRACTOR [S] EVALUATION.. contract adjustments										x	X	
C .. 2018 IMPROVEMENTS [recommendations, costs, special & reserve projects]										x	X	
C .. 2018 Contractor CONTRACTS [finalize with Master Board]										x	X	
	Ja	Fe	Ma	Ap	May	Jun	Jul	Au	Sept	Oc	No	De
	n	b	r	r		e	y	g		t	v	c

DRAFT .. Dick's List: VGC Issues, Priorities, & Challenges 2018 & Beyond

IMMEDIATE ISSUES & PRIORITIES

- .. Finalize Doug's EXIT [re Declarancy, ARC, GVW Road/Parkway & Walking Trails Agreements]**
 - 1 .. and, Phases 3-4 and Myra Road Commercial EXITS**
- .. Review COMMON AREAS Maintenance Plan & MATRIX including Phase responsibilities & "walk-around"**
- .. Form Phase 9 Government [when homeownership reaches 50%]**
- .. Phase 10 EXIT**

CHALLENGES & PRIORITIES for 2018 & Beyond

- .. Plan for VGC Governance without a Declarant/Developer**
- .. Recruit [new] STRATEGIC PLANNING COMM [short/long goals + new/revised CC&R's]**
 - 1 .. start with newest Pahlisch CC&R's**
- .. Will a consultant [s] be needed in the future .. if so, when and for what reason [s]**
- .. Recruit/Retain VGC COMMITTEE LEADERSHIP for 2018 & beyond**
 - .. 2019 Board Candidates [start recruiting NOW]**
 - .. 2018 COMMITTEES**
 - 1 .. FINANCE COMMITTEE [Operating Budget/Reserve]**
 - 2 .. COMMUNICATIONS [website, emails, newsletters, etc.]**
 - 3 .. CRIME PREVENTION /SAFETY**
 - 4 .. COMMON AREAS & LANDSCAPE REPS [includes South of Creek & Winter "walk-around"]**
 - 5 .. [new] NOMINATIONS/RECRUITMENT/ELECTIONS**
 - 6 .. [new] Irrigation Water Costs/Equity Study**
 - 7 .. [restart] NEW Homeowner, Renter Orientation [also includes continuous REALTOR ED]**
- .. Update GVW Road/Parkway & Walking Trail Annual Costs [re Botimer Phase 14 agreement]**
- .. Support ARC restart if asked .. [new members Dennis Olson, Jim Murphy & Tom Emmerson]**
- .. Review Current VGC/ARC Rental/Renter Rules with a focus on Vacation Rentals By Owner**
- .. Update or Replace our VGC Governing Documents [i.e. Covenants, By-Laws, Articles]**
- .. Review Working Relationships between Individual Phases and Master Board**
- .. Review Need for and Role of Volunteers at VGC**
- .. Organize official VGC RECORDS & update INVENTORY of VGC owned equipment**
- .. Create Special Committee to review VGC Water Equity & Costs including CP vs Pumping Costs**
- .. Review of HOA Insurance needs including special policy's available to individual homeowners**
- .. Review our Liens/Collections issues [connect with Phase Treasurers & Daryl Schreiner]**
- .. Review timeline, costs for transferring MRC Hillside to VGC**