



Master Property Management Association

Board Meeting Minutes

October 21, 2020 [2:00pm ZOOM Conference]

Board of Directors

Dick Cook, Marie Evans, Jim Murphy, Linda Olson, Joyce Becroft, Denise Bartlow

Quorum Call- All Board members present.

Guests- Jeanne Joyal, John Jaso, Michelle Wollert, Ray Goff, John Gisler, Lanny Collins, Daryl Schreiner

Communications- Marie indicated that compliments have been received via email and verbally concerning the tree project that occurred in September. Dick reviewed a letter he had received from Heather Dall, 975 SE Creekside, containing a couple of suggestions. 1-additional outdoor lighting on streets and pathways making it safer for runners. 2-Small playground for children. Both topics were discussed. Dick related that some of the street lighting is owned by the Village, but a major portion is owned by Columbia REA. He and Ray have had conversations concerning the type of bulbs used, replacing burnt out ones with brighter bulbs. John Jaso brought up the possibility of solar lights where electricity had not been run. Joyce recommended that homeowners turn on porch lights, and back alley way garage lights, creating a brighter environment for walkers. It was wondered if thinning out trees would bring extra light onto GVW. The proposal of a playground was discussed. Jim expressed concern about liability and maintenance, which was echoed by Marie. The consensus was that the proximity of two parks, one right next door, provided this type of equipment for children.

New Board Member- Village 2 resident Jeanne Joyal has lived in the Villages for 4 ½ years. In that time, she has become the lead for Village 2, and served on this year's Finance committee. She indicated to the Board that she loves living here and wants to be more than just a resident, she wants to participate. Jack Gisler, from the nomination committee, has forwarded a recommendation for Jeanne to be considered for the Board of Directors, to fill the vacancy that arose when Morris Kivett resigned. **Marie made a motion to vote for Jeanne Joyal to replace the Board of Directors seat left when Morris Kivett resigned. Joyce second the motion. All Board members were in favor and passed unanimously.** After welcoming Jeanne to the board, Daryl added his gratitude to those like Jeanne who love living here and want to participate.

Minutes-September 23, 2020 minutes were presented. Jim made motion to accept the minutes. Marie second motion. Minutes approved unanimously.

Financials-Marie presented the financial report for the month of September, which she also reminded everyone was posted on our website. She pointed out the report which now includes the move to Centralized Accounting, has a different look to it. There is a new line for the money market account in which deposits are made to. She pointed out the total amount held by the individual villages, and indicated this shows the necessity of why audits are needed. Confidential report showing delinquencies will only go to the treasurer. Each Village will also receive their own monthly financial report. **Marie made a motion to accept the September Financial report, and Jim second it. Passed unanimously.**

Newsletter-Copies of an end of year newsletter, outlining Committees activities have been distributed to board members. Committee leads have been asked to review and make additions or corrections. This newsletter will be included in the Annual Meeting packet.

Committee Update-A ad-hoc committee for future common area maintenance was established. Our landscaper, Ike Muro has indicated he will be retiring in two years, prompting this committee formation. Working together with Ike they will formulate plans and calendars for landscaping tasks, such as mowing, trimming, irrigation, and fertilizing, producing a timetable which future landscapers will follow. A couple of anticipated challenges, the irrigation system is 22 years old and will soon need major overhaul, along with the care and removal of overgrown trees and shrubs. This committee is comprised of volunteers from Villages working together with Ike. Ray reported on common area projects for the year 2020. Work is happening on the walking trails where shrubs and trees are being trimmed. South of the Creek area has blackberries removed, small cottonwood trees taken out, irrigation extended, and grass seed planted. The East pond is now completed, tree project on GVW completed, replacement trees planted and grass seed down. Bridges over creek and pond have been repaired. Safety has been the concern when deciding on bigger projects to complete.

Annual Meeting- We have conferred with our attorney and are making plans according to the directives in the Governor's Proclamation due to the Covid-19 pandemic. There will be an annual meeting, as required in our bylaws, this year on December 6, 2020. As we are unable to meet in large crowds, this will be a ZOOM meeting. This year voting will be by mail. Packets, which will include budget and fund plans, ballots, candidates bios, and agenda with Zoom link will be mailed out the first part of November. Ballots will be printed on paper that cannot be copied and an addressed, prepaid, return envelope will be included. Persons not associated with the Village have been asked to be Inspector of Elections, and will have the responsibility of separating the ballots from the envelopes. Homeowners will be encouraged to mail their ballots so that they are received by December 12, 2020 in order to be counted. The election committee will then count ballots and tally. Ballots received will count towards quorum. If a quorum is not met, board members will remain until replaced, the meeting minutes will hold until next annual meeting. The budget vote does not require a quorum by state law. Ray recommended that the board do everything possible to encourage members to participate in this meeting. Jim asked if we knew how many owners do not have a computer or have knowledge of getting onto ZOOM. Denise stated that currently, according to the Village contact list, there are only 14 owners without email, but that doesn't tell us how many are aware or knowledgeable of ZOOM.

Calendar- Upcoming events

November 6, 2020-annual meeting mailing packet

November 18, 2020- VGC Board of Directors Meeting

November 29, 2020-Special membership information meeting and ZOOM

Education – 2pm on ZOOM

December 6, 2020-Annual Meeting 2pm ZOOM

December 12, 2020-Deadline for accepting mail-in ballots.

Proposed 2021 Budget and Reserve Fund-The finance committee, consisting of Co-Chairs Marie Evans, Jim Hall, members Dick Cook, Dennis Olson, Ray Goff, Jeanne Joyal, Judy Board, and Denise Bartlow, have completed the proposed budget for 2021 and presented it to the Board. The master dues will remain at 122.50. This was a primary objective of the committee. Some of the differences to the budget from last year are, a raise to Jim Hall, auditing fees have risen along with legal fees. A new line was added for a paid part-time administrative assistant who can support the work done by committees and board. Dick added the need for a consultation with a professional management company, to examine options for the future. More money was given to welcoming and social committee. Contingency dollars were lowered from previous year. Additional monies were added to irrigation in anticipation of repairs on the 22-year-old system. Snow removal monies were increased, in readiness for more snow. Marie pointed out the enormous amount of work completed in the South of the Creek area, resulting in only \$4000 of expenses. This was due to the immense amount of volunteer hours and labor given to this location to maintain and improve. The water for common area in Village 9 will lower, due to not watering hillside. John Jaso added that he will be researching the use of fertilizers in common areas, feeling that timing and lower levels of application will result in reduced cost, without lessening the look. Dick added that currently we are at the recommended level for the reserve fund, which will keep the HOA from asking for assessments. **Marie made motion to accept the 2021 operating budget and 2021 Reserve Fund. Jeanne seconded. Passed unanimously. Operating Budget 2021 and Reserve Fund 2021 will now be presented to general membership at the annual meeting for ratification.**

Additional Comments-Daryl offered his assistance to the welcoming committee in gaining contact info for new residents. He asked them to call him. John Jaso inquired about a new mower to replace the one used in the South of the Creek, as it is nearing the end of its lifetime. Marie indicated that it was budgeted in the reserves in the next couple of years.

Executive Session-Marie move to leave the board meeting and go to executive session for the purpose of discussing personnel, legal, and delinquency matters. Dick second the motion. Motion passed unanimously. No action taken during executive session. Marie moved to come out of executive session and Dick second. Motion passed unanimously.

Adjournment