**Executive Board Meeting**

April 12th, 2017

Location: The Residence of Peter May – 703 Kings Row Avenue

Board Members in Attendance: Peter May, Carolyn Dahlgren, Mimi Trombatore, GR Fielding and Krystle Beattie (recording secretary)

Homeowners in Attendance: Carol Nieuwenhuizen, Tim Trombatore and Adam Sahnow

1. The Meeting was called to order at 7:10pm
2. Approval of February 8, 2017 Minutes – Peter May motions to approve minutes as is; Mimi Trombatore seconds; all were in favor.
	1. It was clarified that Krystle Beattie feels uncomfortable placing phone calls to homeowners to collect payment and will send statements and/or an email with the following language requesting payment: “Krystle Beattie does not have the authority to forgive interest/last fees. The next Board meeting is \_\_\_\_; if you wish please make an appointment to speak with the Board regarding late fees/interest.”
3. Approval of Minutes from earlier meetings
	1. October 12, 2016 Minutes – GR Fielding motions to approve minutes as amended; Mimi Tromabore seconds; all were in favor.
	2. August 24, 2016 – Peter May motions to approve minutes as is; GR Fielding seconds; all were in favor.
	3. July 28, 2016 - Peter May motions to approve minutes as is; GR Fielding seconds; all were in favor.
4. Approval of draft 2016 Annual Meeting Minutes – GR Fielding motions to approve minutes with updated homeowner attendance (Krystle Beattie to complete); Peter May seconds; all were in favor.
	* + 1. **Assignment:** Krystle Beattie to amend the annual meeting minutes to reflect who was present.
			2. **Assignment:**  Krystle Beattie to post previous minutes and draft annual meeting minutes on website.
5. Curb Stop Project
	1. General Discussion
		* 1. **Assignment:** Tom Hazard, Tim Trombatore & Carolyn Dahlgren to discuss collation update and discuss emailing and/or calling homeowners who did not respond.
			2. Tim Trombatore suggested using more permanent markers – such as fiberglass stakes - so that the HOA does not have to replace the markers in the future.
			3. Some homes may not even have a curb stop and therefore may have to install one.
			4. The ultimate goal of the curb stop location is for the HOA Board to be able to stop contaminated water from entering homeowner’s homes.
	2. Update from Tom Hazard – Tom Hazard was not present, but did send information.
	3. Contract with John McDermott
		* 1. GR Fielding suggests the HOA establish a ‘not to exceed figure’ with John McDermott for the curb stop location.
			2. GR Fielding motions for a contract with John McDermott to not exceed $4,500.00; Peter May seconds; all were in favor.
	4. Next steps in curb stop project: (**Assignments below)**
		* 1. Tim, Tom and Carolyn to work on getting markers to homeowners who know where their curb stops are located.
			2. Email/call homeowners that the Board has not heard from regarding curb stops.
			3. Send data to John McDermott with how many curb stops locations are already known
			4. Determine what process John is using to find curb stops – propose cap on time/money to find single curb stops. If digging is required the Board will need to meet to discuss costs.
6. Back Flow Project
	1. It was decided that the Board would not send out recommendations on backflow devices until Tom Hazard could attend a meeting.
	2. The state requires testable backflow devices.
7. Irrigation Square Footage – Carol Nieuwenhuizen.
	1. Carol has not received a response from 10 lots.
	2. Water decree requires reporting of irrigation square footage.
		* 1. **Assignment:** Carolyn Dahlgren to update old survey and send to Krystle Beattie to mail to homeowners.
			2. **Assignment:** Carolyn will review survey with Tim Trombatore.
				1. The new survey needs to make it clear that ditch irrigation water is not of concern, only potable water used to irrigate. Include on survey that the state requires that homeowners have less than 2,000 square feet of land irrigated by potable water. Include a possible increase in dues or special assessment if homeowners do not respond, as the Board will have to hire engineer to determine.
8. Fire Hydrants
	1. **Assignment:** Tim Trombatore to reach out to Scott (with the fire department) to determine if fire hydrant testing is required on an annual basis.
	2. Table hiring John McDermott for fire hydrant testing until Tim gathers additional information from Scott.
9. Administrative Assistant’s Report
	1. HOA fee payments – no homeowners are more than 1 quarter behind on dues.
	2. Budget to date – Krystle Beattie reminded the Board that they moved $1,000 from reserves to cover 2016 operating expense. The Board decided to table if the $1,000 is moved back to reserves until June.
10. MHMMIC
	1. Membership Fees – remain the same as they were in 2016.
	2. Clean up ditches - **Assignment:** Carolyn Dahlgren to reach out to MHMMIC to see if Kings Row can provide labor vs. paying for ditch cleanup
	3. Prediction – ditch opening date – as of 4/12/17 there is no prediction of when the ditch will open.
11. EPC and State SWPP – The HOA has asked EPC if they can hire EPC to do SWPP; as of 4/12/17 they had not responded.
12. Zancanella Bill – Carolyn Dahlgren has been requesting HOA documents from Zancanella with no response as of 4/12/17.
13. ARC
	1. Lot 1 – Sahnow; accept next application without HOA fees paid?
		* 1. Adam Sahnow attended the meeting and informed the Board that he must have missed his invoice and that his HOA Dues would be paid in full ASAP.
			2. Adam wants to build a garage that would go right to the ditch easement line. Adam will get with Tom Hazard to discuss speaking with Gay Lewis (the ditch captain) regarding the garage and how close he can get to the easement line.
	2. Lot 7 – Bader – Building a new home. No formal application to the ARC as of 4/12/17.
	3. Lot 9 – approve draft letter to Antonia and Ryan
		* 1. Letter was approved but the Board recommends addressing the letter to the lot owner, Ryan Turner, and cc’ing Antonia Cooper.
14. Covenant update – CMD and JT this Saturday – Carolyn Dahlgren will take the covenants on vacation with her and will send out certain covenants for review upon her return.
15. Lawyer Update
	1. Bandit Trail – lawyer is working on getting an update; he is currently working with the insurance company
	2. Wind Mill Property – agreement signed, **assignment:** Carolyn Dahlgren to sign.
	3. Well No. 2 – lawyer is still dealing with state
		* 1. The current well permit leaves out stock watering; this may have been missed on application by lawyer.
16. Set next meeting date and Motion to Close
	1. The next meeting will be held on May 17th at 7:00pm at Carolyn Dahlgren’s house.
	2. There being no further matters to come before the HOA, the meeting adjourned at 9:00 pm.