

**Two Rivers Home Owners Association
Board of Directors Meeting
Minutes
February 12, 2015**

Present: Board members: Victor Miller, Bob Fontaine, Jack Adkins, Lorena Ott, Darrin Pampaian, Nancy Soares, Tom Schowalter, and by phone Dennis Dillon. Representing Sentry Management was Christian Brockl.

Call to Order: The meeting was called to order at 7:00 p.m. by President Victor Miller.

Overview: Victor Miller reported that he met individually with each board member, and all members are on board for the direction the board is moving in the New Year.

Minutes: Minutes from the January 7, 2015 Board of Directors meeting were read and reviewed. **Motion:** A motion was made to accept the minutes as written. (Fontaine; Schowalter; passed).

Old Business:

- **Email Motion:** An E-mail motion that was made by Victor Miller to allow additional spending by the landscaping committee to use non-contract money for leaf clean-up. **Motion:** A Motion was made to ratify the email motion that allowed Nancy Soares, Landscape Chair, to authorize Sterling Landscape to perform \$2200 in additional services throughout the Main common area. (Miller; Adkins; passed)
- **Check Signers:** Christian obtained signatures from board members for digital checking.
- **Umbrellas:** Umbrellas were obtained and are now stored in the garage.
- **Proxy Process:** Bob Fontaine spoke on the subject of proxy use.
 - The board cannot add any restrictions to use of proxies.
 - State statutes, Bylaws, and CC&R's allow for use of general and specific proxies.
 - Nominating Committee to be explored.

New Business:

- **Outreach to Lot Owners:** The board discussed a desire to reach out to all homeowners by canvassing the neighborhood and introducing themselves to all homes in the community. Discussion was tabled for a future date.

Operations:

- **Committees:** Proposed Committees with chairmen were put forth. **Motion:** A motion was made to accept the following committees and chairs.(Soares; Adkins; passed)
 - Policy – Bob Fontaine
 - Landscape – Nancy Soares

- Streams – Jack Adkins/ Dennis Dillon
- Waterfalls – Lorena Ott
- Ponds and Shorelines – Darrin Pampaian
- Social/ Clubhouse- Laurel Baker
- ACC/ Project Management – Tom Schowalter
- Long Term Financial – Victor Miller
- **Website:** Tabled until next meeting.
- **Waterfall 12:** Board discussed merits of turning on or removing Waterfall 12 located behind the Island and Rivermoor. Decision tabled until next meeting. Expenses requested from Sentry for operations.
- **Collections:** Victor Miller introduced Jeremy Evans, Attorney from Vial Fotheringham.
- **Executive Session:** An Executive Session was called at 7:45 to discuss collections procedures and cases. Executive session ended at 8:20. Attorney Jeremy Evans was thanked and dismissed. **Motion:** A motion was made to accept a stipulated judgment in the amount of \$8700 in Case Number One filed by Vial Fotheringham. (Dillon; Miller; passed). **Motion:** A motion was made to settle Case Number Two for \$3,500. (Soares; Ott; passed).
- **Two Rivers/ Pointe Landscaping:** The Pointe and Main Landscape committees and several board members met onsite to discuss overlapping landscape issues. The area at issue is located at the Mace entrance to the Pointe and the Mace Entrance to the Tesoro Trail. The committees agreed that the Pointe would pay and care for all landscaping on the South side of the concrete path up to Lot 30 in the Pointe. The main would care and pay for all landscaping on the North side of the path. **Motion:** A Motion was made to agree with the suggestions of the landscape committees from the Pointe and Two Rivers Main HOA. (Miller; Dillon; passed)
- **Pond shoreline contract:** Three items to be added to later meetings after Pond and Shorelines Committee Review.
 - 1) Perimeter trims behind shores.
 - 2) Concept of Sterling taking over all shorelines and connecting land.
 - 3) ~~Payment of fall clean-up should be \$,824.00 less this year due to annual carry over in the past to be checked at end of year, and tracked by Darrin.~~
- **Snow Contract:** Snow contract was finished and signed and in place with Sterling Landscaping.

Policy and Procedures:

- **Email Voting:** Process for email voting will be as detailed below.
 - 1) A board member proposes an issue to be voted on my email and sends that request to the President.
 - 2) The President and Vice President will discuss the merits of an email vote for this issue.
 - 3) Regarding voting, the board primarily would always prefer to wait to vote on matters at scheduled monthly board meetings - secondarily the board would prefer to call a brief meeting specifically to deal with any issue which requires a vote and lastly the Board would resort to an email vote.

- 4) Instances in which an email might make sense would be 1) votes requiring small dollar amounts of funds, 2) projects in which committee members are spending monies from their board-approved budgets (again the board should be sensitive to dollar amounts), 3) votes required when the board cannot possibly be assembled in person that would constitute a quorum (summer vacation for example), 4) issues that demand a very quick response time (again with lower importance) and 5) where the issue would likely generate little to no controversy.
- **Code of Conduct:** All present board members signed and turned in their Code of Conduct sheets. The signed copies are stored in the corporate book.

Committee Reports:

- **ACC/ Project Management:** 3 houses under construction.
- **Landscape:** Landscape committee is requesting to spend an additional \$7825 in tree projects. **Motion:** A motion was made to allow Landscape chair to authorize Sterling to remove additional trees, including Junipers around tennis and basketball courts, at the cost of \$7825. (Miller; Fontaine; passed)
- **Ponds and Shorelines:** Darrin to get bids from TMS for removal of tree on pond 14, and the trimming of some trees around Pond 2.
- **Waterfalls:** All waterfalls to be inspected in the Spring.
- **Rivers and Streams:** No Report.
- **Social and Clubhouse:** No Report.

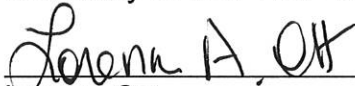
Next Meeting:

March – Thursday, March 12, 2015, 7:00pm. Two Rivers Clubhouse.

All Future meetings will be on the Second Thursday of each month at 7:00 p.m., the Two Rivers Clubhouse until further notice.

Meeting Adjournment: The Meeting adjourned at 9:00 p.m.

Prepared and respectfully submitted by Christian Brockl, on behalf of Lorena Ott, Secretary of The Two Rivers Home Owners Association Inc.



Lorena Ott,
Secretary Two Rivers HOA Inc.