

**Two Rivers Homeowners Association
Board of Directors Meeting
Minutes
October 14, 2015**

Present: Board members: Victor Miller, Jack Adkins, Lorena Ott, Darrin Pampaian, Nancy Soares, Bob Fontaine, Tom Schowalter, and Dennis Dillon by phone; representing Sentry Management was Christian Brockl. Dennis Dillon left the meeting 8:00pm

Call to Order: The meeting was called to order at 7:10 p.m. by President Victor Miller.

Minutes: Minutes from the August 19, 2015 Board of Directors meeting were read and reviewed by Lorena Ott. **Motion:** A motion was made to accept the minutes as presented. (Miller; Adkins; passed)

Financials: September financials were presented and reviewed by Treasurer, Jack Adkins. There were a few things that were abnormal for the month of September, but were not cause of concern. The items were the following: wetland tree stump removal; duck weed treatment for Pond 3; 2 months of irrigation repairs; and line item 6305, the demolition of waterfall 12. **Motion:** A Motion to accept the financials as presented was made. (Fontaine; Schowalter; passed).

Budget review: Jack and Victor reviewed the yearly budget versus expenses and reported that the association should be able to put \$85,000 into reserves by year end.

Reserve Account: A motion was made via email and vote taken to Transfer \$10,000 from the Operating Account to the Reserve Account. **Motion:** A Motion was made to ratify the email motion and vote, to move \$10,000 from the Operating account into the Reserve account. (Adkins; Miller; passed)

Management Report: ACC and CC&R violations were presented. Management asked permission for several small projects.

- Carpet Cleaning and Window Washing in the clubhouse. **Motion:** A Motion was made to allow Sentry to hire a vendor to clean windows and carpets at a cost up to \$500.00. (Ott; Adkins; passed)
- Board discussed wetlands trimming behind 311 W Rivermont Lane. Sentry to write a second letter inviting homeowner to appear at the November 7th, 2015, Board Meeting.
- Stereo in Clubhouse is old and needs updating. Sentry to get bid to simplify and redo system.
- Clubhouse doors need repairing. Sentry to get doors repaired, as need.
- Touch up painting on clubhouse walls needs to be performed on a spot by spot basis. Normal wear and tear. Sentry to get bid.

Washington Federal Resolution CD's: Sentry presented 4 Board held CD's that will mature in the coming months. **Motion:** A motion was made to cash out CD's and decide on where to put the money at the maturation date. (Ott; Adkins; passed)

Estoppel/Transfer: Management proposed a resolution to change the current Estoppel fees charged by the Two Rivers to homeowners when a property changes ownership. Estoppel fees will now be \$100.00 rather than \$240. **Motion:** a motion was made to accept the board resolution to change the amount charged for estoppel at the transfer of property. (Miller; Ott; passed)

Old Business:

- **Channel Parking Lot: Motion:** A motion was made to close the South Channel Parking lot for public parking and installing a locked gate at the entrance. The parking lot will only be utilized by the Management Company, vendors and contractors. (Miller; Dillon; passed)
- **Public Access Trail:** The City of Eagle would still like to discuss a maintenance agreement of the existing public access trail along the river. Signage for the trail head and trail location on a map will likely occur next year. The main goal of the city is to have the trail maintained to the same standard as other city public trails.
- **Email motion:** Discussed during financials.
- **Flat Screens:** Tabled until November meeting.
- **Insurance:** Resolved and answered in management report.

New Business:

- **Christmas Lights:** Management presented two bids for Christmas lights. **Motion:** A motion was made to have Summer Lawns install and remove Christmas Lights. (Miller; Adkins; passed 7-1).
- **Ponds RFB:** Darrin Pampaian updated the board on the bidding process for shorelines and aquatic maintenance.
- **Communication with homeowners:** The board discussed ways to better communicate with the Homeowners. Several ideas were presented, but none were decided upon.

Operations:

- **Waterfall 3:** Replacement of pump was completed.
- **Waterfall 12:** Demolition of waterfall 12 was completed.
- **Rocks from waterfall 12:** Waterfall 12 contained 32 rocks. The board decided that 7 rocks will be moved to the tennis courts. 5 rocks will be strategically placed in the wetlands area. 1 rock will be used for a bench. The rest will be sold. Tom Schowalter will contact Dave Vincen, Stonehenge Landscaping, about selling the rocks.
- **Waterfall 4:** Waterfall operating on one pump instead of two. Two bids were presented for non-operational pump replacement. **Motion:** Motion to employ Burgess Pumps to replace pump at Waterfall 4. (Ott; Schowalter; passed.)

Policy and Procedures:

- **Code of Conduct:** Bob Fontaine attended a Vial Fotheringham Round Table Discussion, regarding HOA Board Code of Conduct. The following was discussed:
 - Most small HOA's do not have code of conduct.
 - Signed by all board members.
 - The board should always speak with one unified voice.
 - The board should not accept any gifts from contractors or vendors.
 - Personal attacks from residents and/or other board members should not be allowed.
 - Discussion of consequences of not abiding by code of conduct.
 - The board will better define the definition of board meeting "attendance" in January.

Committee Reports:

- **Budget in November.** Everyone to bring budget numbers to November meeting.
- **Landscape Committee:** 2016 Proposed Special Project and Non-contract Work Budget handout distributed.
- **ACC:** No report
- **Ponds and Shorelines/ Water Acquisition:** Top vendors will present to Board.
- **Waterfalls:** Acquiring bids for pump replacement on Waterfall 5, Pointe Main Gate.
- **Policy:** No report.
- **River and Streams:** No report

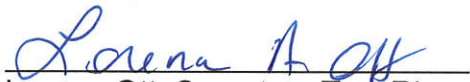
Board of director: Patrick Wirta submitted a Board of Directors Application. Based on Patrick's qualifications, the board discussed having Patrick fill the vacant seat, left by Laurel Baker's resignation. **Motion:** A motion was made to appoint Patrick Wirta, as a new board member, to fulfill the rest of Laurel Baker's term. (Pampaian; Schowalter; passed.)

Next Meetings:

Board of Directors Meeting. Thursday, November 12, 2015 7:00pm.

Meeting Adjournment: The Meeting adjourned at 8:48 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.

Two Rivers October 2015 Task List

- Notify Patrick Wirta of Board appointment. (Christian and Victor)
- Solar powered automated head gate at ditch entrance. (Darrin)

- Before January of 2016, acquire BIDs to install a head gate for the main Pumps and vault located at the Clubhouse. (Christian)
- Look into cost of 50"-55" flat screens for the clubhouse. (Lorena and Darrin)
- Reminder to Islands Homeowners, in Spring, not to cut grasses in wetlands. Consequences of being fined by the Army Corps of Engineers. (Christian)
- Acquire bids for Channel parking lot gate. (Christian and Tom)
- Authorize Burgess Pumps for Waterfall 4. (Christian)
- Communicate with Summer Lawns and Sterling about Christmas Lights (Christian)
- Stereo bid, Clubhouse (Christian)
- Intermountain property Services for Clubhouse work (Christian)