



## Camden Place HOA, Inc.

c/o Association Services, Inc.  
1250 Ironwood Drive, Suite 226  
Coeur d'Alene, ID 83814  
(208) 676-8626 – Office | (208) 676-8603 – Fax

### Camden Place Homeowners Association, Inc.

**Meeting of the Board of Directors**  
Tuesday, February 9, 2016; 5:30 p.m.  
1250 Ironwood Dr., Coeur d'Alene, ID  
Conference Room – 3<sup>rd</sup> floor #335

#### Meeting Minutes

**Attendance:**

Mark Chafin, President  
Kim Listoe, Vice President  
Zach Batchelder, Treasurer  
Derrick Cox, Secretary

**Absent:**

Jeff Kyser, Director

**Management Co. (ASI):**

Samm Haight, Sr. Account Mgr.  
Kiana Muhs, Sr. Administrative Asst.

- I. Call to Order: President, Mark Chafin called the meeting order at 5:29 p.m.
- II. Minutes: Meeting minutes for the November 17, 2015 Special Meeting of the board were reviewed. Corrections were noted as follows:
  - Mark Chafin was in attendance
  - All Board members attended via phone due to the storm conditions
  - Review of the 2016 proposed budget was deferred to the next meeting.Motion was made and seconded. The November 17, 2015 meeting minutes were approved as corrected.  
Meeting minutes for the December 3, 2015 Board of Directors meeting were reviewed. Corrections were noted as follows:
  - Add the following: The Board made the decision not to move any additional funds to reserve for the 2015 fiscal year.Motion was made and seconded. The December 3, 2015 meeting minutes were approved as corrected.
- III. Financial Report: ASI provided a review of the year-end report for 2015. The Association ended the year with a negative Net Income of -\$3,410.09 primarily due to uncollectable income provisions and the expense for the new time clock. As of December 31, 2015, the Operating Account held a balance of \$3,350.40, the Road Reserves held a balance of \$11,732.86 and the Snow Reserves held a balance of \$3,203.01. ASI reported that the January 2016 Financials are reflecting a Net Income of \$946.07. Total Liabilities & Equity is reflecting \$19,238.43. Motion was made and seconded to approve the Financials as presented; motion passed.

IV. Old Business / Standing Reports:

A. Common Areas – Status

Discussion was held regarding the cost of the landscape maintenance contract and the effectiveness of the irrigation system and time clocks servicing the system. ASI was asked to set time for two other vendors to meet with Mark, review the development and provide a bid for 2016 maintenance including any recommended system upgrades.

B. Parking Enforcement – Status

Mark reported the contract with First Security ended on December 31, 2015. They are now self-managing the parking violations on the private streets. He reported that the Board members have the authority to request a tow from Recovery Masters. Mark stated that there was one tow authorized in December and no further issues since. Mark will check with Recovery Master for more permanent signage.

Mark also reported that he has attempted to contact the Fire Marshall to research acceptable street clearances for emergency vehicles at the hammerheads at Arlington and Kauffman.

C. Private Road Maintenance – Review Costs and Timing:

ASI reviewed the bids acquired last year. ASI was asked to get an updated bid from the vendor for the 2016 season. They were also asked to get a “big picture” understanding of the future maintenance and timing of the private roads so the Board can more accurately determine the reserves needed for this purpose.

D. Site Visits – Review Process:

Mark asked for copies of any violation letters sent to Owners. As the President, he receives inquiries from Owners; it would help him respond if he has a copy of the letter sent from ASI.

V. New Business:

A. 2016 Landscape/Irrigation Bids:

Discussed under Old Business, Common Areas.

B. Fence Repairs:

ASI presented 3 estimates for fence repair that were received in December 2015. Mark volunteered to review and respond to ASI on the status and responsibility of the bids for damaged fences.

C. Hubbard – Bell Ringing – 1 Month Assessment:

ASI wanted to confirm that the \$45.00 credit for the bell ringing effort by the Hubbards had been approved and credited. The Board agreed this was approved in January 2015 for their efforts in December 2014. ASI will confirm that the credit was processed to the Hubbard’s account.

VI. Executive Session: The Board entered into Executive Session at 6:32 p.m. to review the Accounts Receivable Aging Report. They adjourned from Executive Session and entered back into General Session at 6:37 p.m. ASI was asked to contact a delinquent Owner to inquire if they could present a payment plan the Board could consider.

VII. Other Business: The 2016 Board Meeting Schedule is as follows: May 10, 2016; July 12, 2016 and October 11, 2016. The Annual Meeting of the Members is set for July 19, 2016.

VII. Adjournment: With no further business, a motion was made and seconded to adjourn the meeting. The motion passed and the meeting was adjourned at 6:39 p.m.

*Meeting Minutes respectfully submitted by ASI.*