



Camden Place HOA, Inc.

c/o Association Services, Inc.
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Camden Place Homeowners Association, Inc.

Meeting of the Board of Directors

Tuesday, October 3, 2017; 5:30 p.m.
1250 Ironwood Dr., Coeur d'Alene, ID
Conference Room – 3rd floor #335

Meeting Minutes

Board Members in Attendance:

Zachary Batchelder, President – partially via teleconference
Judy Beatle, Secretary
Kim Listoe, Treasurer

Management Co. (ASI):

Samantha Ruby, CMCA

- I. **Call to Order:** Meeting was called to order by Kim at 5:32pm and a quorum was established. All parties introduced themselves as Samantha with ASI will be taking over management duties of Camden Place HOA.
- II. **Minutes:** Motion was made by Judy and seconded by Zach to approve the July 10, 2017 meeting minutes as presented; motion passed.
- III. **Financial Report:** Samantha provided a review of the financial reports. The Financials show as of August 31, 2017, the Operating Account shows a balance of \$7500.67; the Road Reserve Account shows a balance of \$10,395.69 and the Snow Reserve Account shows a balance of \$3205.78. The Balance Sheet shows Total Liabilities & Equity at \$20,676.60.
- IV. **Old Business:**
 - A. **Irrigation Issues:** The Board members talked about the current irrigation issues and determined that the majority of the problems experienced with landscape this year were due to the irrigation system. Zach made a motion to have ASI coordinate an irrigation-specific vendor to come to Camden Place and provide an estimate as to repairing any problems and adjusting the system accordingly to alleviate some of the landscape problem areas that are not watered sufficiently. Judy seconded the motion and all were in favor. **Motion passed.** Samantha will coordinate a vendor to go on-site and possibly meet with a Board member to understand the current problems.
 - B. **Parking Enforcement:** The Board members reported that things are going well on the private streets at this time and parking enforcement hasn't been needed. The Board asked Samantha to call Recovery Masters' Towing to install additional signs on the private streets in Camden Place in case a vehicle would need to be towed.
 - C. There was no other old business to discuss.

V. **New Business:**

- A. 2018 Budget: Samantha presented the draft 2018 Budget. No increase in assessments is planned at this time. The Board requested a couple line items be adjusted, and Samantha will complete the edits and send the edited budget to the Board members via e-mail for further review.
- B. Winter mailing: Samantha proposed the idea of a one-page winter mailing to be enclosed with the November or December invoices and brought 2 examples of notices from past years. The Board members asked Samantha to edit the example from January 2017 with the addition of information regarding garbage can placement, then e-mail the edited version to the Board members for further review. The Board members also want the notice to go to tenants as well if the owner has an off-site mailing address.
- C. Website update: The Board members determined that the Camden Place HOA website requires updates. Samantha made a short list of items that were outdated, and all Board members were in favor of Samantha working with the webmaster to add the new items and make edits.
- D. Landscape and Snow Removal Vendors: The Board members determined they would like to go out for bid for 2018 landscape maintenance and for snow removal in 2017-2018 as the contractor stated he would not do work in Camden Place this season. Samantha will work towards getting at least 3 bids for each and send them to the Board members for consideration via e-mail. Zach suggested that we provide our normal scope of work as well as ask the vendor what normal services they provide; which may be a better scope of work than what we are used to.

VII. **Adjournment:** With no further business to discuss, the meeting was adjourned at 6:34 p.m.

Meeting Minutes respectfully submitted by Samantha Ruby, ASI.