



Camden Place HOA, Inc.

c/o Association Services, Inc.
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Camden Place 1st Addition Homeowners Association, Inc.

Board of Directors Meeting

Thursday, February 8, 2018 – 5:30p.m.
1110 Park Place, Coeur d'Alene, ID
Conference room – 3rd Floor

Meeting Minutes

Board Members in Attendance:

Zachary Batchelder, President
Judy Beadle, Secretary
Kim Listoe, Treasurer
Vivian Krause, Director

Management Co. (ASI):

Samantha Ruby, CMCA

- I. **Call to Order:** Meeting was called to order by Zach at 5:21pm and a quorum was established.
- II. **Appointment to Board of Directors:** The Board welcomed Vivian Krause; she was appointed to the Board of Directors via e-mail October 9, 2017 with a vote of four to zero; motion passed. Vivian will complete the term vacated by Director Derrick Cox. Vivian completed and returned a signed confidentiality agreement via e-mail shortly after and has been included on all correspondence since.
- III. **Minutes:** A motion was made by Kim and seconded by Zach to approve the October 3, 2017 Board meeting minutes as presented; motion passed.
- IV. **Financial Report:** Samantha provided a review of the financial reports. The Financials show as of December 31, 2017, the Operating Account shows a balance of \$3061.17; the Road Reserve Account shows a balance of \$13,648.25 and the Snow Reserve Account shows a balance of \$3206.53. The Balance Sheet shows Assets equaling Total Liabilities & Equities at \$19,364.73. This is a 15.7% increase from this time last year. There was a budgeted transfer to the Reserve account in the amount of \$1500.00 as well as a surplus transfer of \$2500.00 to the Reserve account from the Operating account. No funds were needed from the Snow Reserve account in 2017 to cover snow removal expenses. However, due to a heavy snow year and high water bills, the association ended the year with a net loss of \$1858.11. Judy made a motion to approve the year-end financial reports for 2017, seconded by Zach, and all were in favor; motion passed.

Samantha also presented the year-end budget performance report produced in each months' financial reports. This tool shows the Board how well the approved budget was followed for

the year, and can help in making future decisions. Many line items were under budget in 2017.

V. **Old Business:**

- A. 2018 Landscape Contract: Samantha provided copies of the contract with Senske Lawn & Tree Care for 2018 to the Board members. The Board wants to meet with a Senske supervisor on-site before the season begins to look at areas and address problems that were occurring in years' past. Senske is to complete a check and adjustment to the irrigation system at turn-on, and can hopefully address any problems at that time. Samantha will coordinate a time for Board members to meet with a Senske supervisor on-site.
- B. 2018 Budget: Samantha presented the draft 2018 budget. There were two items changed from the October Board meeting as requested by the Board. Zach made a motion to approve the budget as presented and seconded by Judy. All Board members were in favor; motion passed.

VI. **New Business:**

- A. Board of Directors binder: Vivian mentioned she would need a binder for all the documents needed as a Camden Place Board member. The Board agreed that Samantha should attempt to get one back from Derrick Cox. If that does not work, the Board unanimously agreed to have ASI prepare one for Vivian for \$50.00. The Board also asked that while preparing the binder, Samantha should e-mail the Board members the Resolutions of the Board so everyone has a copy.
- B. Towing: The Board members reported that Superior Towing came and installed signage on all streets in Camden Place. They also removed the old signage, which is a bonus. This now enables the Board to enforce towing on the east side of the private streets within Camden as there is now adequate signage.
- C. Towing mailout: After discussion, Zach made a motion to have Samantha draft a towing flyer that would be sent with the next monthly invoice that communicates the towing policy and procedure to owners and tenants. All Board members agreed; motion passed. Samantha will send a draft to the Board members via e-mail.
- D. Snow Removal: Samantha asked if there are or were any suggestions or comments regarding the snow removal vendor. All reports were positive except for a few berms. It was also noted that if cars weren't parked in the snow storage areas, they could be used to store snow.
- E. Storage fees for documents: The association has been paying storage fees for association documents to ASI since November 2017 at \$1.15 per box per month, as approved by Zach. The Board members agreed that this is appropriate, as no one wants the responsibility of storing the boxes of sensitive association documents. The Board asked that Samantha see if she can see how much it would cost to convert the paper documents to digital storage.
- F. Branches on corner lot: The Board members noticed hanging branches coming from a lot in Camden Place that are impeding the sidewalk on Camden Place common area. The Board asked that Samantha make an attempt to call the owner of the tree

and see if they will be taking action. Samantha will then communicate this to the Board and determine what to do after.

- G. Upcoming Board meetings and Annual meeting: It was agreed that the next two Board meetings and Annual meeting could be planned now.

Upcoming Board Meetings are as follows:

-5:30pm - Thursday, April 5th, 2018 (ASI 3rd Floor Conference Room)

-5:30pm – Thursday, June 14, 2018 (ASI 3rd Floor Conference Room)

Samantha will work to plan the Annual Members meeting for the last week of July, 2018 at 6:00pm at the Post Falls Police Department. When a date is solidified, the Board will be notified.

- VI. **Adjournment:** With no further business to discuss, the meeting was adjourned at 6:22 p.m.

Meeting Minutes respectfully submitted by Samantha Ruby, ASI.

Approved at April 5, 2018 Board of Directors Meeting