

**River Glen Home Owners Association  
Annual Homeowners Meeting  
July 11, 2009 – 9:00 a.m.**

**MEMBERS PRESENT:** Becky Boardsen (President), Sally Pillsbury (Vice President) & George Pillsbury, Mary Ann McShan (Secretary), Brian Nichols, Kathy Andrews

**MEMBERS PRESENT BY PROXY:** None

**OTHERS PRESENT:** Brian Lence (CMC President)

**WELCOME BY PRESIDENT, BECKY BOARDSEN:**

- President Becky Boardsen called the meeting to order at 9:04 a.m.
- Becky asked members to complete the sign-in sheet & update the address list.

**ROLL CALL/PROXY COUNT/QUORUM:**

- A count was taken of the members present & proxies received. It was determined a quorum of 33 1/3% of ownership was met.

**APPROVAL OF 2008 ANNUAL MEETING MINUTES:**

- Becky called for a motion to approve the July 12, 2008 meeting minutes. A motion was made, seconded and the minutes were approved as written.

**ELECTION OF BOARD MEMBERS:**

- The current Board of Directors as of November 3, 2008 is as follows:
  - President – Becky Boardsen
  - Vice President – Sally Pillsbury (not Roger Nichols as indicated on the Agenda)
  - Secretary – Mary Ann McShan
- The current Board of Directors positions have a term of 1-year. Sally replaced Roger as Vice President during the 1-year term.
- Becky, Sally & Mary Ann were nominated and accepted positions on the Board of Directors. The nominations were seconded, a vote was taken and all were in favor to approve the appointments to the Board of Directors.
- The Board of Directors as of July 11, 2009 for a 1-year term expiring 2010 is as follows:
  - President – Becky Boardsen
  - Vice President – Sally Pillsbury
  - Secretary – Mary Ann McShan

**FINANCIAL UPDATE:**

**a. Year-End 12/31/08 Financial Statement**

- Brian Lence presented the fiscal year-end 12/31/08 Balance Sheet:
  - A money market account was opened with Millennium Bank in August 2008. The current interest rate on the account is .5%. Total money market balance at 12/31/08 was \$17,102.
  - The Hot Tub Maintenance Fund was \$442.
  - The Maintenance Fund balance was \$17,958.
  - Year-end Current Over/Under Assessment was \$(710). The prime reason for a year-end under assessment was higher insurance expense, discussed with the presentation of the Income Statement.
- Brian Lence presented the Income Statement for the fiscal year 01/01/08 to 12/31/08:
  - Insurance expense was \$1,500 over budget. The 2007 insurance premium was paid in installments of various amounts throughout the policy year, which was August 1, 2007 to August 1, 2008. Two of the 2007 installments were paid in February & March, totaling \$806.65 of un-budgeted 2008 expense. The Building Policy insurance premium for the period August 1, 2008 to August 1, 2009 was \$2,426, which was \$421 over the budgeted amount of \$1,995. There was a discount if the premium was paid in 1 payment versus installments. A Non-Profit Directors & Officers Liability Policy for the period August 1, 2008 to August 1, 2009 was purchased for an un-budgeted amount of \$273. **Action Item: Mary Ann to call the American Family insurance agent Sean Dee to find out the Directors & Officers Liability Policy is required for the association.**
  - Extraordinary Maintenance expense was \$413 over budget for the year due to the drywall repair to #303 caused by a roof leak. CMC repaired the drywall but did not repair the roof. Becky had the roof

inspected by The Roofing Company after the ceiling fell through for a second time. An insurance claim was initiated but did not go through because the damage was not determined to be caused by the wind. The roof has been repaired & the unit still needs the drywall repaired. (Becky is initiating research into what transpired & will present this information in another document.)

**b. Year-to-Date 1/1/09-5/31/09 Financial Statement**

- Brian Lence presented the year-to-date Financial Statements as of 5/31/09:
  - The money market account balance was \$18,137.94. Total cash in the bank was \$19,632.06.
  - Accounts Receivable has a credit balance of \$331 due to a past payment in advance from unit #202. The owner has monthly automatic payments with their bank. In order not to have the owner cancel 1 month automatic payment only to re-start the following month, Becky said the association will reimburse them the \$331. **Action Item: CMC to issue a refund check for overpayment to the owners of unit #202.**
  - Brian Lence mentioned some expenses in the budget, such as utilities, were prorated over 12 months instead of being spread on historical actual usage periods. **Action Item: Brian Lence to adjust the current fiscal year budget to base expenses on last year's actual usage periods. Insurance expense budget was already been adjusted to reflect the month in which the premium is scheduled to be paid.**

**c. 2010 Budget Proposal**

- Discussion of the 2010 Budget Proposal was deferred to New Business portion of the meeting.

**MAINTENANCE UPDATE:**

- Long Term Replacement Study
  - Discussion of the Long Term Replacement Study was deferred to New Business portion of the meeting.

**OLD BUSINESS:**

- A motion was made & approved to remove the approval to add 2 new spruce trees alongside the driveway. The budget of \$500 was not enough, therefore it never got done. A new vote in the future will need to be made to move forward on this improvement.
- Building parking issues were discussed:
  - Spray painting white lines to mark the parking spots was suggested, as it would help guest & renters. The parking lot will need to be sealed first. **Action Item: Brian Nichols will research parking lot sealing & painting of lines, & how to enhance the expected life of the driveway.**
  - It was suggested to have a map of the parking area posted outside the building & a copy given to owners to have in their units. **Action Item: Kathy to make a map of the parking lot once lines are painted to give to unit owners.**
  - A "do not block" sign for the garage was also suggested. **Action Item: Becky will research a sign for the garage.**
- There is no longer a gas smell in the garage. The gas company will inspect for free if the smell returns. It was suggested to have the gas company's account number & phone number posted in the garage, or perhaps a notebook with all the utility company information. **Action Item: Sally & Mary Ann will get a list together of company phone & account numbers to give to unit owners.**

**NEW BUSINESS:**

**a. Hot Tub**

- The current condition of the hot tub was discussed. It was discovered that where the siding was missing, there was no insulation for the tub.
- Maintenance records showed water was being added every other week. A leak was also detected with mildew forming on the concrete.
- Maintenance records indicate that on May 4<sup>th</sup>, the hot tub was vandalized. It said there were tons of dirt & a highly dissolvable concrete block in the tub. The frame was broken in.
- There was discussion about what to do with the current hot tub:
  - Keep the current hot tub - If the Association keeps the current hot tub, they need to consider how much it would cost owners to have the leak repaired, the siding replaced, & energy cost savings if a new one was purchased. Also, what are the remaining life years once repaired.
  - Replace with a new hot tub - If the Association decides to purchase a new hot tub, the owners would have to be in 100% agreement on the new tub.
  - Don't replace hot tub - The Association would remove the hot tub all together, take the \$120 spent monthly on hot tub maintenance & put it toward capital improvements.

- The leak damage needs to be assessed before a decision about what to do with the current hot tub can be made. **Action Item: Sally to contact Dan the Spa Man about the leak.**
  - **Action Item: Becky to contact Kevin McClure about replacing the siding & insulation.**
  - **Action Item: Brian Nichols will research the cost of replacing the hot tub & how best to protect it from vandalism & the elements.**
  - **Action Item: Would the vandalism be covered by insurance?**
  - **Action Item: All research findings regarding the hot tub are to be emailed to owners by September 1<sup>st</sup>, 2009.**
- b. **Ants** – the ant hotels are out.
- c. Brian Nichols stated he tried to refinance but was declined because the Association Bylaws do not comply with Freddie Mac rules. Changing the Bylaws may involve hiring a lawyer. **Action Item: Brian Nichols to email the Freddie Mac rules.**
- d. **Long Term Replacement -**
- Brian Lence presented the Long Term Replacement Plan. It is the duty of the Board to have a plan in place for all HOAs. Since River Glen HOA does not have a property management contract with CMC, the Board will need to assist with updates to the plan.
  - Brian Lence updated the 2008 plan. There is not a current life year projection for the roof. Brian increased the estimated current replacement value of the roof from \$6,000 to \$15,000 however the Association will need to get a professional inspection for more accurate estimates.
  - The estimated life of the exterior stain was changed from 8 to 6 years per last year's meeting minutes. The future cost decreased due to the inflation factor calculation.
  - Based on the updated plan, the Reserve is currently over-funded approximately \$127.00 per month. Brian Lence suggested getting current professional opinions for estimated life, cost, etc. for the items in the replacement plan before adjusting the monthly reserve allocation.
  - **Action Item: Becky to research the cost to replace the roof & the boiler by September 1st.**
  - Possible replacement of the hot tub would require a special assessment. It would not be funded by the Reserve or by HOA operating funds.
- e. **2010 Budget Proposal**
- Brian Lence prepared 2 budgets for fiscal year 2010. Budget #1 had no increase in dues, which left a deficit of \$2,565 for the year. Budget # 2 had an increase in dues of \$36 per unit per month, which resulted in an annual profit of \$27. Estimated expenses were based on the following assumptions:
    - Water & Sewer to increase 2% based on historical information.
    - Utilities are always assumed to increase. Brian used 5% for Electric & Gas.
    - Business Management will not increase.
    - Insurance to increase 8% based on conversation with Sean Dee.
    - Cable increase of 7% was in line with the 2009 increase.
    - Snow Removal & Other Expense increase \$50-60 per year.
    - **Action Item: Per Becky's request, Brian Lence to remove the increase for Snow Removal & Other Expense in the 2010 budget proposal.**
  - The current over-funding to the Reserves based on the Long Term Replacement plan could be reallocated to the 2010 operating budget however the plan amounts may change based on research and/or inspections.
  - A motion was made to reallocate the \$120 monthly over-funding to the Reserve to the 2010 operating budget with no increase in the dues at this point. The budget will be re-evaluated in September. The motion was seconded & approved. **Action Item: Re-evaluate the 2010 budget in September 2009.**

#### **SCHEDULING OF 2010 ANNUAL MEETING:**

The 2010 Annual Homeowner Meeting was scheduled for Saturday July 10, 2010 at 9:00 a.m.

**ADJOURNMENT:** The meeting was adjourned at 10:54 a.m.

Minutes recorded by Becky Varga of CMC & reviewed by the Board of Directors prior to distribution. Minutes are not formally approved until voted on at the next Homeowners Meeting.

**RIVER GLEN HOMEOWNERS  
ANNUAL MEETING  
JULY 12, 2008**

**MEMBERS PRESENT:** Brian Nichols, Roger Nichols, George & Sally Pillsbury, Kathleen Andrews, Mary Ann McShan

**MEMBERS PRESENT BY PHONE:** Becky Boardsen

**OTHERS PRESENT:** Noreen Frye, CMC Accounting & Association Business Manager; Donna Lively, Accounts Receivable

**CALL TO ORDER:** Roger Nichols called the meeting to order 9:18 a.m.

**ROLL CALL:** 33 1/3% of units were represented, so quorum was met.

**APPROVAL OF ANNUAL MINUTES:** Roger motioned to approve the July 14, 2007 annual meeting minutes. The motion was seconded and approved.

**ELECTION OF BOARD OF DIRECTORS:**

- Motion to renew Becky Boardsen as President was made, seconded, and approved.
- Motion to renew Roger Nichols as Vice President was made, seconded, and approved.
- Motion to renew Mary Ann McShan as Secretary was made, seconded, and approved.

**FINANCIAL REPORT:**

- Noreen presented the year-ended December 31, 2007 and the year-to-date May 31, 2008 financial statements
- A motion was made to store the RG Igniters in the garage and to fund them from the Maintenance Fund. The motion was seconded and approved.
- Noreen presents the proposed 2009 Operational Budget #1. A motion was made to accept budget # 1 and not change dues. It was seconded and approved.
- Brian asked Noreen to pull some electric bills to see if the new hot tub covers helped to reduce costs.

**MAINTENANCE REPORT:**

- Noreen presented the Long Term Replacement Reserve Project.
- It was agreed that the estimated useful life of the exterior staining should be changed to six years rather than eight years. A motion was made for Matt Priebe, CMC Property Manager, to get quotes and have the staining done within a year. It was seconded and approved.
- Noreen will speak to Matt about the Hot Tub maintenance sheet not being filled out.
- Mary Ann mentioned smelling gas, and it was agreed that public service should check this out. Noreen will contact public service.

#### OLD BUSINESS:

- There was a discussion about trees. Roger said they will look for trees that fit into their budget of \$500. Roger suggested a fall planting to eliminate the water issues of the trees.
- A motion was made to get rid of picnic table. It was seconded and approved. It was agreed that it be replaced with a heavy-duty bench or side table.

#### NEW BUSINESS:

- Roof Inspection - Kathleen mentioned the leak from this past winter that was fixed is back. Becky said she will call The Roofing Company and talk to them, and then e-mail everyone. Noreen will talk to Matt about this matter.
- Building Parking - Parking issues were discussed. An agreement was made that each owner/unit is designated to have two parking spaces; one in the garage and one outside. Another agreement was made that if more than two spaces are needed, guests are to be asked to park across the street. There was a discussion about painting parking lines on the driveway to designate parking spaces as to avoid blocking other people in the parking lot, however there was no motion made to do so.
- Music at the Hot Tub - Be aware that people have been disturbed and it is a common courtesy to keep music turned down. It should be added to the information sheet for renters or guests that 10 PM is the beginning of quiet time. Brian will get a marine grade lock and 8 copies of keys for the hot tub.
- Cable Service - Noreen explained that it is a bulk agreement with Comcast and she will e-mail the bulk account number to everyone.
- A motion to transfer money from the Reserve Fund to a Money Market account was made, seconded, and passed. Noreen will transfer the funds this week.
- It was agreed to keep the garage locked with a dead bolt.
- Mary Ann will purchase fluorescent bulbs and give the receipt to Noreen.
- A motion to do patching on the driveway was made, seconded, and passed.
- Noreen will pay the insurance payment in full ahead of time.
- The following River Glen Association account numbers were communicated:
  - Cable: 8497505860093872
  - Gas/Public Service: 53-1045330-4
  - Electric: 0150676101
  - Water & Sewer: 00006080
- River Glen owners can find information such as Bylaws, Meeting Minutes and Insurance Policy by going to the [www.vacationsinc.com](http://www.vacationsinc.com) website. From the website home page, select the following:
  - Property Management
  - Association
  - River Glen
  - There is also a Board of Directors link on the website. River Glen HOA can use the code/password 'cmc1616' to access.

**SCHEDULING OF ANNUAL MEETING:** The next annual meeting is scheduled for Saturday, July 11<sup>th</sup>, 2009 at 9:00 a.m.

**ADJOURNMENT:** The meeting adjourned at 11:19 a.m.