

**MINUTES**  
**2016 ANNUAL MEETING**  
**COVENTRY MANOR**  
**June 9, 2016 – 7:00 pm**

**Pierce Park Baptist Church – 5350 N, Pierce Park Lane Boise, Idaho**

- I. Interim President Kim Pierce opened the meeting at 7pm. Attendees were welcomed and board members were introduced: Kim Pierce, Vilate Gee, Barbara Peterson, (Tony Perreira and Liz Hodges not in attendance).
- II. Five proxies were submitted prior to the meeting and 12 households were in attendance for a total of 17.
- III. Proof of meeting notice was established with a postmarked date of 5-4-16, meeting the 10-50 day requirement.
- IV. Review and approval of 2015 Annual Meeting Minutes- Motion was moved by Jerry Helgeson and seconded by Barbara Peterson. Motion carried and was approved.
- V. Presidents Report given by Kim Pierce and Neighborhood Watch by Vilate Gee
  - a. **Dues-** board approved dues to remain the same of \$78.00/year for the fiscal year of 2016-2017
  - b. **Delinquent Dues and Interest Policy-** Policy that was adopted in 2008 remains the same: Interest accrues on past due accounts of 30+ days but will be waived if paid within 90 days. After 90 days interest will not be waived and will accrue until paid. Monthly payments can be set up if unable to pay full amount. There are currently 4 homeowners who are delinquent on their HOA dues for 2015, statements have been sent each month, 2 property owners were taken to small claims court for past due balances.
  - c. **Small Claims-** Next board meeting will have discussion to determine at what point homeowners should be taken to small claims court. Past due homeowners will be responsible for delinquent dues, past due interest and court costs.
  - d. **Association Management Contract-** Lashae Hernandez and Georgia Mackley were introduced from Development Services and their responsibilities were discussed. The board remains pleased with the performance over the past year with 97% of dues collected and continued revenue from transfer fees.
  - e. **Landscaping-** New landscape company Lawnco was awarded the contract after a competitive bidding process based on written specifications. They are more of a full service contractor and Kim has been pleased with the service provided and the ease of communication. They have since trimmed the trees to meet city code requirements. Fertilization and weed control will be provided by True Green.
  - f. **Irrigation System-** There was major problem with the irrigation system this year which included replacing the main shut off valve along with other items for a total of \$655.00. Suez Water, the new provider called and informed Development Services that there has been no backflow inspection for many years and should have been happening yearly. This had to be done or the water would be shut off and during inspection Idaho Backflow noticed that the handle was installed backwards repair cost of \$125.00.
  - g. **State Street Entrance-** rehabilitation and replacement of worn out vegetation will be discussed at the next board meeting that needs to be completed on the Hair of the Dog side of entrance. State Street Entrance sign light was repaired by Alloway Electric, last time was in 2010.
  - h. **Christmas Lights and Decorations-** Kim expressed thanks to everyone who helped decorate for Christmas, Russ, Sandy & Jason Knapp, Stephanie Kukay, Kim Pierce, Rick & Kasia Wheldon.
  - i. **Neighborhood Watch-** National Night Out will be Tuesday August 2, 2016 with Vilate Gee and Tony Perreira in charge. (Cancelled for 2016)
  - j. **Yard Sale-** scheduled for Saturday June 11 8:00 am- 3:00 pm.
  - k. **Activities-** several sign-up sheets were at meeting (Bunco, walking group, Roundup Ranger, Women's Group, Family Group, Men's Group, Music Group, etc.)
  - l. **Architectural Modifications-** The architectural review process was discussed as well as the need for approval on changes such as external paint color, roof if color changes, fence replacements, additions or

changes to driveways or parking facilities, storage sheds, and any other exterior modifications. The form is available through Development Services and can also be found online at [www.dev-services.com](http://www.dev-services.com).

- m. **CC&R Compliance-** Overall has been quite good with letters being sent for negligent lawn care. Yards/Homeowners in violation of Boise City Weed and Lawn Care Code can be reported to Boise Code Compliance. If you have a problem with a neighbor or property in our subdivision you can report them to BOISE Code Compliance (report Weeds or unmowed Lawns, 12 inches high to <http://pds.cityofboise.org/planning/pz/enforcement/>)
- n. **Speed Limit-** reminder that speed limit is 20mph and violators can be reported to Officer Boureau at 331-3424.
- o. **Street Parking-** Vehicles cannot park on the street longer than 48 hours without violating City of Boise code. Parking violations or those that obstruct view can be reported to the Boise Police. report parking violations: <http://dfa.cityofboise.org/parking-services/parking-enforcement-request/>
- p. **Trash Cans-** According to the City of Boise, trash cans should be removed from curb within 24 hours of pickup. Residents are encouraged to keep Trash Cans and Recycle Bins in garage, behind fence or to **the side of garage rather than in front of garage door.**
- q. **Homeowner liability-** Clearing snow and ice on sidewalks and property is the homeowner's responsibility and they may be held liable for any injuries.
- r. **Roundup Ranger-** Coventry Manor is in need of a Roundup Ranger for the Summer. This person does weed treatment in the gutters along the road. Lawns, flower beds, driveways, around trees and in gravel areas are the responsibility of the homeowner.
- s. **Volunteers-** There is a need for board members! Kim expressed appreciation to those who have helped make Coventry Manor a wonderful place to live whether it is serving on the board, abiding by the speed limit, caring for lawns, or keeping sidewalks clear.

VI. **Financial Reports-** 2015-2016 Profit and Loss statement, 2015-2016 Balance sheet and 2016-2017 Budget was reviewed. Steve Cox moved motion to accept, Jerry Helgeson seconded motion and it was carried.

VII. **Comments/Questions/Concerns-** Can be directed to Development Services

VIII. **Nominations and Election of Board-** call for board members. Kim was nominated for President by Vilate Gee and seconded by Jerry Helgeson.

IX. There being no further business, meeting was adjourned at 7:50 p.m.

Respectfully submitted, Lashae Hernandez/Association Manager