

MINUTES

2018 Annual Meeting-Coventry Manor

June 7, 2018 7:00 pm

Pierce Park Baptist Church- 5350 N Pierce Park Lane Boise, Idaho

- I. President Kim Pierce began meeting at 7 pm and welcomed everyone to the meeting. Board members were introduced.
- II. Three proxies were collected and 19 households were in attendance.
- III. Proof of meeting notice was established with a postmarked date of May 4, 2018, meeting the requirement.
- IV. Review of 2017 annual meeting minutes, approved by all, motion carried.
- V. Presidents report given by Kim
 - a. **Board:** There is a major turnover on the Board and Kim Pierce announced she will be resigning from the Board as President by the next annual meeting. She will remain on the Board part time in hopes there will be a transition board. Barbara indicated she will also be resigning.
 - b. **Dues Assessment:** The Board increased dues to \$81.00 for 2018. The Board is announcing that dues for the fiscal year of 2018-2019 will increase to the 5% allowable to \$85.00 per year. If you have any questions regarding the information contact Development Services.
 - c. **Delinquent Dues Interest Policy:** The Board reminds the membership that the delinquent dues and interest policy adopted during 2008 remains in effect. This policy is:

Starting in Fiscal Year 2009 and thereafter, interest will start accruing on unpaid dues after 30 days, but will be waived if dues are paid by 90 days. After 90 days, accrued interest will not be waived and will accrue to the delinquent account until paid.

In the notifications letters sent to homeowners of delinquent accounts we indicate the home owner can make monthly payments if they are not able to pay the full amount of the annual dues or the past due balances.

- d. **Collections:** This year the Board unfortunately had to take 1 homeowners to small claims court to obtain a judgement. We are receiving monthly payments from 1 homeowner that we also took to small claims in 2016. We have 3 non-paying homeowners for 2017 owing a total of \$243.24. They have been sent monthly statement asking for payment.
 - a. **Small Claims:** At our Board meeting we discussed at what point we start taking residents who are delinquent with their annual fees to small claims court.

Standard should be:

Receive Monthly bill.

1. Over 90 days get a letter
2. Over 180 days get another letter
3. Over 1 year get another letter indicating small claims court
4. start with 1 again
5. Over 1 year and 90 days another letter indicating small claims court with additional costs that occur with filing of small claims court
6. Over 1 year and 180 days another letter indicating with the amounts of additional costs that occur with filing small claims court.
7. At 2 years letter and file small claims court.

Not only will the homeowner be responsible for the unpaid annual dues but also all the cost incurred with taking them to court to include Development Services attending court hearing and interest accruing on the unpaid balance.

- e. **Association Management Contract:** The Board remains very pleased with the performance of Development Services and our Manager, Lashae Hernandez, over the past year. With Development Services we have had 97% of dues collection, continued revenue from transfer fees. Development Services prepares billing statements, receives payments & makes deposits. Prepares financials, reconciles all bank statements and account payables and receivables for invoicing, files tax returns, file 1-9 forms, file records with Secretary of the State of Idaho. Preparing of liens and extension of liens and/or small claims. Obtain quotes of liability and D&O Insurance. Obtain bid for vendor contracts. Drive through subdivision monthly and write letters to homeowners on CC& R Violations. Attend Annual Meeting.
- f. **Landscaping:** We have been pleased with our landscape company, Lawnco. Their contract has been renewed for the 2018 year. Lawnco will complete the fertilization and weed control this year.
- g. **Trees/Shrubs next to sidewalk:** Homeowner's have been asked to please trim low hanging branches on trees and bushes that are crowding sidewalks on their property. There are many vision-impaired residents who walk to the bus stops and need the sidewalks clear of low hanging branches and shrubs that intrude onto the side walk.
- h. **Snow Pocalypse 2017:** Due to all the snow in 2017 we had some sidewalk and gutter systems rise up. I worked with Ada County Highway District (ACHD) to have those areas repaired. Because it was gutter related they made the repairs.
- i. **State Street Entrance:** The Board discussed rehabilitation that needed to be completed on the Hair of the Dog side of our Entrance. The Board approved spending \$400.00 for plant replacement. Lawnco planted them at \$40.00 per hour per person. The tree doctor worked on the evergreen tree removing all the dead. It has a Charlie Brown appearance but seems to be doing much better this year.
- j. **State Street and Glenwood intersection:** Vilate and Kim attended the meeting. It could be possible with the changes ACHD and IDT will eliminate the center turn lane and it will not be impossible to make a left turn on State Street.
- k. **The State Street Entrance and Hertford:** I want to give a big "Thank You" to Kathleen Morris for contacting ACHD to do a study on the possibility of marking our intersection on State Street with a 'do not block' sign & marking so that we can turn in & out when cars stop there in the
- l. **Christmas Lights and Decorations:** Rick and Kim went thru the lights and got rid of the non-working lights. Lawnco installed the Christmas Lights and Wreaths this year at a cost of \$300. Thanks to Kim Pierce, and Rick Wheldon for taking down the wreaths after the weather changed and Lawnco removed the lights.
- m. **Neighborhood Watch:** Last year Coventry Manor participated in National Night Out with the Pierce Park Neighborhood Association. It was held in the gym at Pierce Park Elementary, food was provided, everyone seemed to have a good time. It was good that we got involved with the event. Coventry Manor Homeowners Association donated \$100 to help with food. The Board all agree that we should donate \$100 to Pierce Park Neighborhood Association again if they invite us to the National Night Out.
- n. **Yard Sale:** Not schedule if someone would like to spearhead this
- o. **CC& R Modifications to Home:** The Board reminds homeowner of the Architectural Review Process, the Architectural Review and Approval Form for front yard modifications, external paint colors, roof (if color changes), fence replacement, additions, and changes to or new driveways adding parking facilities, storage

sheds, and any other modifications to exterior of your property. The form is available through Development Services; all homeowners are reminded that the above actions require approval by the Architectural Committee.

- p. **CC&R compliance:** Things have been quite good during the past year. Trailers are always an issue. Letters have been sent to a few homeowners who seem to be negligent with the care of their lawns. Please pay attention to weeds in your lawns and in driveway and sidewalk cracks and treat them appropriately. Unsightly weeds in your yard create a negative impression for your neighbors. Think about how your friend/neighbor feels living next to someone who does not take care of their yard. 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): <http://pds.cityofboise.org/planning/pz/enforcement/>
 - q. **Speed Limit:** We remind all homeowners that the speed is 20 mph. If you can obtain the license number of repeated speeders this can be reported to Officer Boureau at 331-3424. Our subdivision has many new families who have you children so please slow down.
 - r. **Street Parking:** Long-Term parking (greater than 48 hours) of vehicles on the street is in violation of City of Boise Code. In some instances, vehicles parked near intersections or on curves create a dangerous traffic situation when driver's vision of the street beyond is blocked. These can be reported to Boise Police: report parking violations:
<http://dfa.cityofboise.org/parking-services/parking-enforcement-request/>
 - s. **Trash Cans:** We encourage all homeowners to do their best to minimize the impact these containers have on the aesthetic atmosphere of our subdivision. The City of Boise requires that all trash and recycling bins be removed from the curbs within 24 hours of pickup. We encourage the trash cans be placed in garages, behind fences or too the side of your garage and not in front of your garage door.
 - t. **Snow Removal:** Homeowners are reminded that they are responsible to keep sidewalks on their property cleared of snow and ice. They can be held liable for injuries if sidewalks are not kept clear of snow and ice.
 - u. **Roundup Ranger:** It is the homeowner's responsibility to control weeds in driveways in flower beds, lawns, around trees and in gravel areas. Remember to use a weed control such as "Weed-B-Gone" for lawn weed control. Dandelions can be a big nuisance and you do not want your weeds invading your neighbor's lawn.
 - v. **Nominations and Need for Board Members:** I will be resigning as president effective Coventry Manor Annual meeting 2019. This would allow for other prospective Board Members to get some experience before I resign. With no other volunteers, the board remained the same.
- VI. **Financial Reports:** Financial statements for the fiscal year were provided and reviewed.
- VII. **Adjournment:** There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Lashae Hernandez/HOA Manager