

MINUTES

2019 Annual Meeting-Coventry Manor

June 6, 2019 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 20 households were in attendance.
- III. Proof of meeting notice was established with a postmarked date of May 6, 2019, meeting the requirement.
- IV. Review of 2018 annual meeting minutes. A change was noted to be made in the dues assessment section. With this change, Fred made a motion to accept the minutes. All were in favor and motion carried.
- V.
 - a. **Board:** Kim announced that this would be her last annual meeting after serving on the board for at least 20 years and being president for 5 years. She mentioned that a new president would need to be elected at this meeting.
 - b. **Dues Assessment:** The Board voted to increase dues the allowable 5% for 2020. The annual dues amount will increase from \$85.00 to \$89.25 and a notice will be mailed out before January 2020. Kim stated that Coventry's dues are still very low compared to other homeowner associations, but the increase is needed since it is recommended to have at least two years' worth of dues in case something happens within the HOA so that it can still function without dissolving.
 - c. **Delinquent Dues:** There are 4 homeowners who are past due, but none were taken to small claims this year. Three of them are 2 years past due and one is 3 years past due. Homeowners are sent monthly statements when past due and are given the opportunity to contact DSI to set up payment arrangements. The board would rather see small monthly payments being made than nothing at all as collections can be costly to the homeowner. The fee for a demand letter is \$75.00 and the current certified mailing fee is \$6.85, for a total of \$81.85 which is almost as much as their annual dues. It has been decided by the board that stronger action will be taken for homeowners that are 3 years past due which may result in these additional fees.
 - d. **Association Management Contract:** The contract with Development Services is for three years, with one more year remaining. Since the contract has been with Development Services, there has been a 97% collection of dues. 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, files records with Secretary of the State of Idaho, prepares liens and extension of liens and/or small claims, and obtains bids for insurance and landscaping contract if needed. They also drive through subdivision monthly and write letters to homeowners on CC& R Violations.
 - e. **Landscaping:** Lawn Co is the current lawn maintenance company and they have been very responsive with communication and tasks. Their contract has been renewed for 2019.
 - f. **Projected Major Projects:** This year another layer of wood chips will need to be applied to all the flower beds. The deciduous trees on Pierce Park need to be trimmed by an arborist so they do not overhang sidewalk. Pierce Park evergreen trees need to be trimmed so signs are visible and meet city code. The State

Street entrance evergreen in the middle islands needs to be trimmed by an arborist since several big limbs were lost due to excessive weight.

- g. **Proposal:** There was a proposal sent by City of Boise to put in a drive through restaurant across from the Egg Factory. The style and architectural language will be complementary to the surrounding development. The project will provide improvements to the site, including landscaping and elements which enhance pedestrian access. If you have questions about the meeting or proposed project, please contact Jeffery L. Hatch with Hatch Design Architecture, LLC at 208-475-3204.
 - h. **Financials:** Financials were reviewed by all. Kim stated that about 78% of the budget goes to landscaping and management and there were no unusual expenses.
 - i. **CCR Compliance:** CCR compliance has been quite good during the past year. Concerns were brought up about lawn maintenance and disabled vehicles. DSI sends letters monthly for CCR violations, but Kim expressed that the HOA has no teeth for enforcement. Homeowners are able to report city code violations if needed and have an officer access the situation for maintenance or liens placed against the property. It is difficult to enforce issues for vehicles that are parked on the homeowner's driveway.
 - j. **Neighborhood Watch:** Vilate has been the contact person for the Neighborhood Watch program over the years, but is no longer able to fill this position. A volunteer has been requested to take her position and Marlene Devlin accepted. Officer Boureau at 208-331-3424 is very responsive and a great resource.
 - k. **Nominations for Board Members:** Since Kim has resigned from the board, Fred Devlin was nominated for president. All were in favor and motion carried. Other volunteers elected to the board were Mark Rich and Linda Donahue. Vilate Gee, Tony Perreira and Barbara Peterson remained on the board.
 - l. **Communication:** Fred mentioned starting a communication chain where the homeowners can communicate to the board directly. Emails will be initiated from cmanorhoa@gmail.com.
- VI. **Adjournment:** There being no further business, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Lashae Hernandez/HOA Manager