

**WOODEN CANOE  
BOARD OF DIRECTORS MEETING  
AUGUST 31, 2007**

**MINUTES**

1. **Call to Order.** The meeting was called to order by President Donna Leavitt at 3:05 p.m.
2. **Affirmation of Attendance and Quorum.**

A. Board members in attendance were Donna Leavitt, Jack Schiller, Pat Wallace, and Charles Williams.

A quorum was established.

B. Representing Mountain Managers were Eric Gill and Judy Freese (via conference call).

3. **Minutes from the 5/4/07 Board Meeting** were approved as written.

4. **Repair and Maintenance Report** was reviewed by Eric Gill with 12 work orders completed. Eric asked if there were any questions or explanations needed.

A question was raised concerning the dollar amounts listed and it was explained that the total listed was Wooden Canoe's 59% share of the total cost.

The amount spent on weed whacking and spraying for weeds was questioned. The amount seems high for the work done. Mountain Managers will check the daily planners and break out the cost for what was done. Information will be e-mailed to the Board.

The use of wooden posts on signs was mentioned. At a previous meeting the use of metal posts had been discussed, however these are expensive and it is more cost effective to keep using wooden posts.

Pat noted that there should be no more expense for Mountain Temp Services this year.

5. **Financial Report.** July Financials were reviewed by Eric Gill. These financials also reflect year-to-date numbers and over all, the Association is looking good on most items.

Snow storage was discussed. It was noted that there is no problem in the cul-de-sacs. This area is plowed by Mountain Managers' contractor and he stacks snow where directed. In areas plowed by the Town, the Association has no control and the Town stacks snow anywhere on their 15' easement.

The \$888 spent in July for the ponds included temp services, weed whacking, signs, etc. As previously requested, water for the ponds will be broken out. The budget currently reflects only "Water #2" (pond 2) since pond 1 is not yet up and running.

Some cleaning will be done at pond #1. Pat noted that the town allows use of 1,000 gallons of water before charging – it is not known at this time if the cleaning will go over that amount.

The balance in the checking account was \$11,161.73 and the money market account balance was at \$43,897.51.

There are only 2 delinquent owners that bear watching – both units have been liened and interest is being charged on the amount owed.

6. **Old Business**

- A. Stop signs need to be replaced and as noted earlier, wooden posts will continue to be used.
- B. Street light timers were discussed and all agreed that these are intermittent at best. Donna feels that it will be worth the time and money to get this straightened out. Where power is going to each light and photo cell location needs to be determined. It was noted that some photo cells operate more than one light.

Pat explained that Whit will be coming out to work on pond pumps and he will have him check the lights at the same time. Eric will call Whit and find out when he's planning to be at Wooden Canoe and meet him to discuss the cost for fixing the problem. Everything needs to be tied together and if possible, use photo cells rather than timers. (Note: Work has been completed.)

- C. A question was raised as to why the apron in front of the dumpster was not seal coated when the cul-de-sac was done. Mountain Managers will call the contractor and have him come back and do this. There will be no charge to the Association since this was part of the original contract.

Whether or not to seal coat under the dumpster was also discussed. The contractor will be asked if seal coating over concrete is feasible/advisable.

When the Town seal coated the streets they are responsible for, a gap was left between what they seal coated and what Wooden Canoe had already done. The contractor will be asked to "tidy up" this area when he returns to seal coat the apron in front of the dumpster.

- D. The dumpster is ready to be painted – inside and out. Mountain Managers will call Allman Painting and arrange to have this done. A solid stain will be used so no primer will be necessary.
- E. Donna noted that she and Betsy Burton are planning to walk the property again and prepare a list of homes that need attention. She explained that noxious weeds are a problem on some properties and there is a trailer in one yard that seems to be a permanent fixture. Mountain Managers will prepare letters to owners once Donna and Betsy have completed their inspection.

7. **New Business.**

A. Ponds

- (1) Pat presented bills for reimbursement. He handed out a list of what he has paid in, what has been paid to Mountain Temps, projected costs for next year, etc.
- (2) The Board questioned where the funds should come from to pay the 59% of the total that the Association is responsible for. It was explained that there is enough money in the reserve fund to cover the current costs.
- (3) The continuing upkeep and maintenance for the ponds was discussed. Pat had previously presented a "Scope of Work" detailing what needs to be done and bids will be solicited. Mountain Managers will prepare a bid for review by the Board. If the bid is accepted, additional duties will be added to the Management Agreement. The current agreement is primarily for financial management with property management duties being done on request.  
  
Pat noted that there is a new product ("Reward") for killing weeds growing out of the water. The product is tricky to use and Pat will continue to apply this until he's sure it can be correctly handled/applied by someone else.
- (4) Pond #2 is still using a substantial amount of water. Part of that is due to the fact that snowfall didn't completely fill the pond so additional filling was necessary.
- (5) As previously discussed in other meetings, it was felt that it still might be better to drain the ponds completely every year. This can't be done if fish are to be retained. It was noted that if fish are not kept, the cost of the aerators would not be wasted since they also function as algae control. It appears that there are too many fish in the back pond. Eric stated that fingerlings were not ordered, just full grown fish, so that isn't an issue. Discussion took place on whether to move ½ the fish to the front pond, discontinue ordering any fish, etc. It was decided that the fish issue needs to be discussed at an HOA meeting. The Board does not feel it is their decision to make.
- (6) Digging up the pipe/rocks in the front pond was a huge expense. More rocks will be needed in the future for both ponds. The rocks themselves aren't that expensive but moving huge rocks/boulders around is costly.

- (7) Pat explained that if one pump goes out both should be replaced at the same time to avoid separate draining/filling of the ponds. There is an existing butterfly valve but Pat doesn't think it seems adequate to keep water totally out of the pond when a pump is being changed out. Eric explained that Local's Choice replaced one pump in 2002 when it was damaged by a lightning strike. Pat will contact Dave at Local's Choice and ask him if it's necessary to drain the ponds for pump replacement.
- B. Pat had one of the temporary workers mow the berm around the dumpster. It looks good and whether or not to continue to have this done was discussed. The Board agreed that this should be continued and Mountain Managers will start mowing the berm next year.
- C. The date of the annual meeting was talked about. It had been moved from the summer months to December in order to coincide with the budget year. Meeting in the summer resulted in presenting a budget to the homeowners that was already 6 months old. It was asked if the budget year could be changed to coincide with a summer meeting but this would not be feasible due to tax issues.
- D. Reserves are being depleted and some options were discussed regarding how to keep the balance up. A "cost of living" increase in dues along and a possible assessment for the ponds were discussed. It was pointed out that in 2005 the Board decided to allocate a certain amount of every owner's dues to go directly into reserves to avoid special assessments. Therefore, an assessment should be avoided if at all possible. The possibility of having an assessment only for the expenses associated with the vandalism (\$10,000) was also discussed. It was felt that a dues increase would be a better option and a regular on-going every other year increase of 4-6% or a straight \$5.00 or \$6.00 for all owners seems like a good idea. Since the last dues increase was in 2006, the next one would be in 2008. This will be discussed again at the next Board meeting when budget plans are made and a final decision will be made at that time.
- E. The joint picnic with Water Dance was discussed and all agreed that having the picnic on the 4<sup>th</sup> of July does not work. Another date will be selected next year (possibly July 5<sup>th</sup>).
- F. A question was raised on the Management Agreement and its expiration date. Eric explained that it automatically renews every year and remains the same unless changes are agreed upon. In that case, an addendum to the agreement would be prepared. The Board will meet separately and decide if property management items need to be included in the agreement or if these should continue to be on an as requested basis. Mountain Managers currently charges \$40 per hour for tasks not included in the management agreement. It may be less expensive to include some items in the agreement. The Association would continue to pay for materials but would avoid the hourly charge. Pat noted that pond maintenance must be on-going and done on a regular basis. The Board will get information to Eric by mid October.

G. It was noted that some lights have metal cages over them and some don't. It was explained that the cages are purely for aesthetic purposes. Water is getting into the glass globes and they either need to have a hole drilled for drainage or they should be sealed to prevent water from getting in. Whit will be asked to take a look at these when he looks at the timers/photo cells.

8. **The Next Board Meeting** was scheduled for November 2, 2007, 3:00 p.m. at Mountain Managers.

Board positions were briefly discussed. Donna's is the only term that expires in 2007 and she stated she does not plan to run again. Nominations will need to be solicited at the annual HOA meeting for an additional Board member. It was explained that the homeowners elect the Board members but it is up to the Board to decide who will fill which position.

9. **Adjournment**. There being no further business, the meeting was adjourned at 4:25 p.m.

Signed:

Approved via e-mail

9-15-07

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Donna Leavitt, President

Date

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Judy Freese, Recording Secretary

Date