

**FOXCLIFF ESTATES SOUTH HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
August 8, 2005**

OFFICERS/MEMBERS PRESENT: **Chuck Molzon
Calvin Kelly
Bob Altizer
Bruce Kohl
Cindy Vogel**

ASSOCIATION MANAGER: **Carolyn Holland**

LEGAL COUNCIL **Rod Bray**

Guest **Jerry & Claire Byle
Mike & Lori Engle
Bonnie Kohl
John Mayberry
Ken Dalton
Craig Dahl
Rosemary Altizer
Paul Myers
Katrina Vogel**

Chuck Molzon called meeting to order at 7:05 p.m.

Agenda –Bob Altizer made motion and Bruce Kohl seconded to approve agenda as submitted. Motion carried.

July Meeting Minutes –Bob Altizer made motion and Calvin Kelly seconded to approved minutes as written. Motion carried.

Communications – Calvin Kelly thanked all who participated in the July 16th Mapleturn Cleanup. He stated that there would be one more before years end. Bob Altizer stated that he has someone coming in on August 19th to look at the basement wall and give estimate for repairing the water problem. Bob Altizer also updated Board on how the Covenant Briefings were going.

Committee Reports – See attached for entire report.

Building Control – Chuck Molzon discussed the silt fence on lot 832. He has contacted builder and indicated that if we notice any silt going into pond that we would require a silt fence to go in there.
Chuck Molzon stated that he had received a call from the Nix on lot 672 stating that their home was complete and requested the return of their construction deposit. Lori Engle stated that their satellite dish was not attached to the house.

Chuck explained the FCC requirement. After some discussion it was decided to withhold construction bond until issue could be settled as to placement of the satellite dish.

Calvin Kelly mentioned several items of concern on house on lot 669. Chuck to contact builder.

Pool and Tennis Courts – Cindy Vogel reported on some vandalism that had occurred at the pool. She further discussed that two umbrellas had been broken and the lock to the tennis court gate was missing.

Social Committee – Claire Byle announced that the Ladies Luncheon that was scheduled for August 17th had been changed to August 24th.

Trash Hauling Committee reported that a meeting was scheduled for the following week.

Suspension of Membership – Chuck Molzon update board on results of letters that had been sent to owners regarding violations of covenants. He stated that after two letters to the homeowner on lot 905 that the homeowner has failed to respond or take action. He asked for Board's consideration to suspend membership. Bob Altizer made a motion and Calvin Kelly seconded to suspend membership of homeowner on lot 905. Motion carried.

Financial Report – Calvin reported that the multi-purpose machine had been purchased under cost. Calvin reported on the financial review and tax filing and stated he was looking at the firm of Donovan and Thomas. He stated that both a filing and a review could be done for between \$950 and \$2300 depending on the number of entries. Calvin felt that cost would come in under \$1750. Calvin stated that a written proposal was forthcoming.

Cindy requested copies of two invoices that appeared on her financial report that she was not aware of. Vending report forthcoming.

Legal – Rod Bray updated board on delinquent accounts stating that claims had been filed on lots 521, 257, 561 and 282, and a court date of August 19, 2005, 10 a.m. had been set. He stated that he had been working with Steve Dean on his four lots and monies would be forthcoming prior to court date. Carolyn to keep Rod notified of any monies received.

Old Business:

Clubhouse Cleaning Service – Bob Altizer discussed issue with cleaning service liability coverage. After discussion Calvin Kelly made motion and Bob Altizer seconded to terminate her contract. Motion carried.

A new vote was taken to add the word “immediately” to the motion. Calvin made motion to add term “immediately”. Vote carried with Chuck, Calvin and Bruce voting aye, Bob voting nay and Cindy abstaining. Motion carried.

Director Payment for Mileage/Incidentals – After discussion with regard to reimbursing board member for mileage incurred, a motion was made by Bob Altizer and seconded by Calvin Kelly to deny reimbursement to board member for mileage. Motion carried.

By-Law Changes to Delete “Proxy” from Voting – 2006 Election Process – Tabled until next meeting.

Open Action Items – Open action items were reviewed. Updates on attached sheet.

New Business:

Management Company – Bruce Kohl introduced Jesse Angel from Affordable Homeowners Association who made a presentation of what his company had to offer the Association and the related cost. Board decided before any decision was taken that they would hear from other property management companies at the next meeting.

FESHA Policy -Cash Income Management – Board discussed FESHA Board of Directors Operating Policy 05-05, “Cash Income Management”. After discussion, Calvin made motion and Bruce seconded to approve policy with the following changes:

1. Delete words “during normal office hours when the Association Office Manager is available” from second paragraph entitled “Ice Cream Sales”
2. Add words “or second Board of Director member” after word Manager in “Ice Cream Sales item 3.”
3. Add words “or second Board of Director member” after word Manager in “Ice Cream Sales item 4.”
4. Add words “and second copy to Association Office Manager” after word member in “Ice Cream Sales, second sentence of item 4.”
5. Delete the words “or when the amount of cash on hand exceeds \$100” from “Ice Cream Sales item 5.”
6. Ice Cream sales item 7 has been changed to read, “The responsible Board member will provide an inventory report at the monthly Board meetings.

Motion carried.

Budget Discussion - Tabled until next meeting.

- Open Complaints**
- a. Hicks/fallen tree – Cindy reported that the tree had been removed.
 - b. Dillon – Building Monitor – After Board review and discussion of complaint, it was agreed that the issue be left with if it's a board issue then the board will get involved, otherwise issue should be left between complainant and complainee.
 - c. Whitworth-Driving ATVs on vacant lot - Board discussed complaint regarding ATV's being driven on lot 690. It was decided that Bob Altizer would write owner of lot to advise him of issue.

Revised Rental Checklist –Bob will e-mail to board members for approval.

Ditches – Cindy Vogel discussed with board the issue of the drainage ditches and made a motion that was seconded by Calvin Kelly to create a committee to study drainage ditch issue in Foxcliff South. Motion carried. Calvin Kelly made motion and Bruce Kohl seconded for Cindy Vogel to chair committee. Motion carried.

Pool Valve Repair – See Pool Committee Report

Tax Return and Insurance – Cindy requested copies of Corporate Tax returns for five-year period. Carolyn is to forward copies.

Trees Protruding into Roadways – After discussion it was decided that Bob would work with Mark Fletcher on identifying sites and notify owners.

Letter from Mrs. Hixson – Cindy read a letter that Mrs. Hixson had written requesting the Board's consideration of installing a walkway from parking lot to pool. Cindy is to secure bids. Cindy Vogel further made a motion to earmark surplus funds from 2005 budget for drainage work. As there was no second to the motion, motion died.

FESHA Policy-Contractor/Vender Bid Process – After discussion regarding the draft of the policy, Calvin Kelly made a motion and Bob Altizer seconded to approve the Contractor/Vender Bid Process as written. Motion carried.

New Action Items – List attached.

Adjournment - Motion was made by Bruce Kohl and seconded by Calvin Kelly to adjourn meeting at 11:10 p.m. Motion carried.

FESHA Board of Directors: August 8, 2005

BUILDING CONTROL COMMITTEE REPORT

I. GENERAL ACTIVITY

Construction of new homes within the neighborhood continues at a very busy pace.

- a. Lot 240/241 (Ratts): Mailbox completed, \$150 withhold returned. Last report.
- b. Lot 256 (Lopez): Pre-construction meeting held, deposits received. Foundation and basement/crawlspace walls poured. Good progress.
- c. Lot 513 (Filiatreau/Dillon): Foundation poured. Pace less than average. Will need erosion control at back of lot and control of drainage into adjoining property.
- d. Lot 669 (Dillon): Home nearly complete. Awaiting final grade and seeding of yard, installation of shutters.
- e. Lot 672 (Nix): Home nearly complete. Awaiting final touches.
- f. Lot 687/688 (Young): Home nearing completion. Some interior flooring remains to go. Still need to finalize swale on north side of property, allows excessive runoff to neighbor's yard. Have requested meeting with owners to discuss. Width of drive seems to exceed approved width. Awaiting copy of permit for bringing fill dirt into flood plain. Owners have apparently moved in.
- g. Lot 710 (Kindler/Dillon): House framed and roof trusses largely in place. No debris control in place, but site generally clean. One change to delete small window on left side elevation received.
- h. Lot 824 (McGuinness/Dillon): Good progress. Home under roof, plumbing and electric work progressing. Still awaiting revision to add windows in rear of home and changes to second upstairs bedroom. Delivery truck caused road damage, builder will repair when weather cools and other heavy traffic from his building sites is completed..
- i. Lot 829 (Davenport/Dillon): Pre-construction meeting held, deposits received. Lot cleared for home and site staked.
- j. Lot 832 (Cummings/Dillon): Portions of foundation / footers poured. Multi-layered approach due to topography of site. Silt fence must be replaced/corrected.
- k. Lot 845 (Crowder): Pre-construction meeting held, deposits received. Home site staked.
- l. Lot 858 (Feltner/Dillon): Home fully framed and under roof. Substantial improvement in pace of construction.
- m. Lot 861 (Spina): Pre-construction meeting held, awaiting deposits for release of plans.
- n. Lot 883/884 (Spina): Home essentially complete. Final grade and seeding has not been completed. Attempting to set up meeting with owner, builder, and BCC members to discuss covenant violations. Still awaiting reply to letter sent by Rod Bray.
- o. Lot 893 (Laux): No activity. Recommend returning \$1000 construction deposit and revoking construction approval.
- p. Lot 897 (Swan/Kirsh): Home nearly completed. Interior work essentially complete. Awaiting pouring drive and final grade and seed.
- q. Lot 962 (Koger/Dillon): Pre-construction meeting held, deposits received. Lot cleared for home and site staked. Foundation poured.
- r. Received set of plans for a home to be built on Lot 7 of Country Club Woods, south of Country Club Court. Recommend approval of review.

II. FINANCIAL ACTIVITY

- a. Returned \$150 withhold for Ratts' mailbox
- b. Accepted \$4000 Construction deposit from D. Lopez for Lot 256 along with \$500 road usage fee.
- c. Accepted \$4000 Construction deposit from Dillon Homes for Lot 829 along with \$500 road usage fee.

- d. Accepted \$4000 Construction deposit from Crowder Homes for Lot 845 along with \$500 road usage fee.
- e. Accepted \$4000 Construction deposit from Dillon Homes for Lot 962 along with \$500 road usage fee.

III. INTERIM BOARD ACTIONS

Reviewed plans for a proposed home to be built on Lot 612, home appears to meet requirements. Awaiting submission of plans. Golf court gravel path on back of property, golf course will remove the pathway.

FESHA Board of Directors: August 8, 2005

POOL/TENNIS

From: Cindy and Kurt Vogel [vogel@metinc.net]
Sent: Monday, August 08, 2005 4:31 PM
To: Chuck Molzon; Bruce Kohl; Bob Altizer; Calvin Kelly
Cc: Foxcliff
Subject: Pool/Tennis/Common Report Aug 8
August 8, 2005
POOL

Pool season thus far has been fairly smooth. We have experienced only 2 night break-ins resulting in the breakage of 2 chairs and 1 cocktail table. I requested a little more attention from the Sheriff.

We have a few equipment problems, some minor, some major. We've learned the tall red spigots around the pool perimeter have an underground leak. They must be turned on and off at the shut-off in the pump room; future repairs will be needed, but not an immediate as of this report. During this discovery also learned the main shut-off to the clubhouse has also failed and needs to be replaced as soon as possible.

The granular chlorinator for the wading pool has failed and beyond any additional repair. It is original to the equipment. An attempt is in progress to revamp, repair and utilize an old granular feeder that was used for the main pool to complete the pool season. Chemicals are being added directly to the wading pool at, but are inaccurate and difficult to maintain. An automated liquid feeder, similar to the mail pool, has been recommended. Quotes are being collected.

As reported earlier in the season, the butterfly valves for the main pool filter system are failing. The #1 valve leaks fresh, chlorinated water continuously into the drain. #3 now has a broken handle and only operable with brute force and a pipe wrench. Randy with Mapleturn has a source for the materials (valves, bolts, seals) if we desire with materials running approx \$1000. Mapleturn looked into providing the labor and has determined that this is not a job for them or a regular plumber. He recommends a mechanical contractor and anticipates it to be a 2-3 day job, disassembly required. Per Randy's recommendation I have contacted Darcy Cook for an estimate for both the valve replacement and clubhouse water main. IPM is sending someone also for an estimate and I have requested one from Spear Corporation. This will be a pre-season necessary repair item for the 2006 budget.

The "dolphin" automatic sweeper needs a new handle to operate properly. One has been ordered from the Spear Corporation, within budget, for \$35. Thank you to Kurt Vogel for the temporary repair of the broken handle. 3 umbrellas have been damaged this month, one torn, one won't crank, one damaged. New ones will be included in the 2006 budget. Approximately \$600.

TENNIS COURTS - The nets have been inspected and should last an additional season. New ones will probably be needed in 2007. One lock and cord for the gates is missing.

COMMON AREAS - Mowing is on track. \$720 was authorized for July clubhouse & entry mowing. Mark Allison from Allison Lawn and Landscaping is interested in submitting a mowing and snow removal bid.

FESHA Board of Directors: August 8, 2005

CLUBHOUSE

I. GENERAL ACTIVITY

- a. There was only one rental in July bringing in \$75 income to the general budget.
- b. Bible study group has completed their schedule and has written a nice letter thanking us for the use of the clubhouse.
- c. The door and wall to the downstairs closet is complete. Thanks go to Mark Wilson for his help and donation of door trim.

II. FINANCIAL REVIEW – January – July 2005

- a. Electric through July \$1,094.91 (budgeted YTD \$2,205)
- b. Water and Sewer through July \$1,711.83 (budgeted YTD \$1412)
- c. Gas through July \$786.53 (budgeted YTD \$581)
- d. Miscellaneous through July \$13.82
- e. Repairs through July \$345.91 (not a budgeted item)
- f. Inspections through July \$234.90 (budgeted \$330)
- g. Cleaning Service and Supplies through July \$848.41 (budgeted \$875)
- h. Trash Removal through July \$60 (budgeted \$60)

Total through July: \$5096.31 (Budgeted \$5460, Under budget \$363.69)

III. INTERIM BOARD ACTIONS – None.

IV. MISCELLANEOUS

- a. Door and wall to downstairs closet completed
- b. Small repair to road surface on Sunderland repaired.
- c. Needs:
 - 1) Door and wall to downstairs closet completed
 - 2) Pool table needs restored (all supplies are already purchased)
 - 3) Speed Calmers need painted or striped (I can paint these a solid color for little expense. Plan to be a fall project when weather cools.

FESHA Board of Directors: August 8, 2005

COMMON AREA

No report submitted

FESHA Board of Directors: August 8, 2005

COMMUNICATIONS

No report submitted

FESHA Board of Directors: August 8, 2005

ROAD/LAKES REPORT

I. GENERAL ACTIVITY

Summer mowing season in progress

II. FINANCIAL REVIEW – January – July 2005

- a. Roads mowing - \$2010 spent YTD with a \$2680 YTD budget

b. Dams mowing - \$2700 spent YTD with a \$2300 YTD budget
c. Lakes - \$1350 spent with an annual budget of \$5400
d. Snow removal - \$4577 spent with a \$7,000 YTD budget
OVERALL – Total through July \$10,637 (Budgeted YTD \$11,980 plus a certain amount of the lake treatment annual budget of \$5,400). Overall I believe we are okay in this area as I doubt that the full \$5400 lake treatment budget will be spent.

III. INTERIM BOARD ACTIONS – None.

FESHA Board of Directors: August 8, 2005
SAFETY

No activity, no report submitted.

FESHA Board of Directors: August 8, 2005
SOCIAL COMMITTEE

Spent 896.81 with a YTD budget of \$910.

FESHA Board of Directors: August 8, 2005
ASSOCIATION MANAGER'S REPORT

I. GENERAL ACTIVITY

- a. Correspondence with title companies, attorneys and real estate agents to resolve issues on homes where there are delinquent accounts continue.
- b. Several sets of building plans have been received and letters have been forwarded to adjacent property owners.
- c. Lots and homes continue to be sold and letters have been requested and forwarded by Title Companies.

II FINANCIAL ACTIVITY

- a. Comp time – Earned 7.25 hours and used 6.0 hours. Current balance at end of July is 13.25 hours. Working to identify time to spend/use earned comp time.
- b. Purchased combination printer/fax/copier/scanner, under budget allocation of \$400. To be installed in early August. Anticipate purchase of DVD writer (to speed back-up of files) in early August.
- c. Other office expenses have no significant changes in trends from previous report. Tracking over budget, primarily due to utility and communication costs.
- d. Identified unbudgeted expense, tax preparation. Cost TBD.

III INTERIM ACTIONS

- a. None

IV. OTHER NEWS/GENERAL INFORMATION

- a. Community Violation and Unsightly Lot letters sent to residents.
- b. Delinquent account monies continue to trickle in with a court date of August 19th on all remaining delinquencies.
- c. Reuter home sold at Sheriff Sale on August 1st. Will be working with Rod to collect outstanding monies on this account.

AI #	Date	Action to be addressed	Due Date	OPR	Action / Date Complete
04.10.09	25-Oct-04	Prepare letters to owners of Lots 680 & 684 advising of our accepting Lots 681, 682 and 683 and extending same offer to accept donation of their lots.	8-Nov	Kelly	Original due date - 15 Nov 04. Update date to 10 Jan, Update to 11 Apr 05, Update to 9 May. Update 6/13. Update 7/11/05. Update 8/8/05. Update on 9/12
04.11.03	8-Nov-04	Confirm with AECON on drainage survey cost	9-May	Kohl	Original due date 15 Nov 04 OPR - Kohl. Reassigned to Altizer on 14 March 2005. Update 6/13. Update 7/11/05. Update 8/8/05. Update on 9/12
04.11.04	8-Nov-04	Obtain second estimate for drainage survey cost	9-May	Kohl	Original due date 13 Dec 04 OPR - Kohl. Reassigned to Altizer on 14 March 2005. Update 6/13. Update 7/11/05. Update 8/8/05. Update on 9/12
05.01.13	10-Jan-05	Review situation on sink hole along N. Country Club Road, contact Sun Communications to schedule repair. (Ref AI 04.12.01)	9-May	Altizer	Original due date 24 Jan 05 OPR - Kohl. Reassigned to Altizer on 14 March 2005. Update 6/13. Original sink hole repaired but a new area of erosion has appeared downstream. Update 7/11/05. Project half completed. Update 8/8/04. Update on 9/12
05.03.04	14-Mar-05	Determine use of Lots 681,682 and 683	13-Jun	Vogel	Update 6/13. Update 7/11/05. Update 8/8/05. Update on 9/12
05.03.06	14-Mar-05	Sidewalk estimates pool/tennis court	12-Sept.	Vogel	
05.05.10	9-May-05	Develop By-Laws on Road Usage	13-Jun	Altizer	Under coordination. Update 7/11/05. Update 8/8/05. Update on 9/12.
05.06.15	13-Jun-05	Determine if ditch being lot 901 is homeowners or golf courses	11-Jul	Vogel	Update 7/11/05. Update 8/8/05. Update on 9/12
05.06.16	13-Jun-05	Make recommendation concerning year end audit/review	11-Jly	Kelly	Update 8/8/05. Update on 8/13
05.07.13	13-Jul-05	Reconcile By-Laws/Voting procedure ref. Proxy voting	8-Aug	Kohl	Update on 9/12
05.08.08	8-Aug.-05	Get estimate on tree removal on Country Club Rd.	12-Sep	Altizer	

05.08.09	8-Aug.-05	Compile list of insurance questions	1-Sep	Vogel
05.08.10	8-Aug.-05	Silt Fence Lot 532	12-Sep	Molzon
05.08.11	8-Aug.-05	Trees protruding over road	12-Sep	Altizer
05.08.12	8-Aug.-05	Satelite Dish Nix home	12-Sep	Molzon
05.08.13	8-Aug-05	Punch List items Lot 669	12-Sep	Molzon
05.08.14	8-Aug.-05	Personal watercraft parked on Lot 905	12-Sep	Molzon
05.08.15	8-Aug.-05	DNR Coordination Lot 962	12-Sep	Molzon