

Baxter Meadows Master HOA
Monthly Board Meeting Minutes
March 19, 2014

A meeting of the Board of Directors of Baxter Meadows Master Community Association was held on March 19, 2014 at the offices of Luna Properties, LLC (LP).

Directors Present: Teri Ball, Keri Thorpe, David Graham, Celia Christensen, Anders Lewendal, Wendy Wilson & Mike Skogen

Also Present were: Shannon Weber & Kathi Cowdrey (LP) Homeowner EJ Hook, Patrick and Steve with Advantage Spraying

Call To Order

Teri Ball called the meeting to order at 1:12pm MST. A quorum of directors was present, and the meeting having duly been convened, was ready to proceed with business.

Review of February Minutes

Minutes were presented to the Board for approval. The minutes were approved as written. Motion was duly made, seconded and unanimously adopted.

Review of Financials

Budget vs. Actual Performance Report incomplete as Central HOA Budget needs to be added to the budget. Phases are now being tracked by class in quickbooks so that income and expense per phase can be more transparent.

Collection Policy

Luna presents dunning letter collection policy which states communication will be made based on the following guidelines regarding past due accounts. In addition to charging 2.5% finance charge quarterly, 30 days past due a reminder is sent to owner via email or mail. 60 days past due, \$15 late charge applied and letter sent to owner, 75 days past due, letter sent with intent to lien and collection notice giving 15 days to pay, 90 days past due, lien is filed, account submitted to collections, letter sent to owner notifying of action taken. Mike motions to adopt dunning letter collection process, starting April 1, in addition to the 2.5% finance charge quarterly. Anders seconds, majority agree, motion passes.

Payment Plans- Brief discussion on whether or not to accept payment plans. Plans will be determined on a case-by-case basis.

ACH Collections-Owners have been requesting automatic payments from the HOA. Anders motions to allow Luna to add cash management services to the operating account which would allow for owners to have HOA funds withdrawn from their accounts. An authorization form must be signed from the owner in order to allow funds to be collected for HOA dues. David seconds the motion, majority agree, motion passes.

NEW BUSINESS

LEGAL ISSUES

- a. The HOA Attorney finally connected with Trevor Smith and is in the process of negotiating with Mr. Smith to collect on HOA dues owed, performance deposits owed and submission of plans through the design review process. The Board does not need to take action at this time until further notice from the attorney.
- b. Collection letter update. 12 letters were sent from the attorney asking owners to respond or pay within 30 days or risk submission to collections. 2 owners paid in full, 5 responded. Discussion to send all accounts that did not respond to collections. David motions to approve sending owners that did not respond to collections, Anders seconds, majority agree, motion passes. Luna to combine multiple lots into one lien so that an owner owning more than one lot that owes, will have to pay all debt if one lot sells. Once the liens have been re-filed, the account will be sent to collections.
- c. Discussion to bill Phase 3B for HOA dues of \$35 per lot starting April 1st. A motion was made to approve, it was seconded, majority approves, Wendy against, Celia abstains.
- d. Montana Opticom has started billing owners based on the Broadband Agreement signed by Jerry Williams in 2005. Discussion to revisit the contract and ask the HOA Attorney to address the fact that MT. Opticom failed the contract whether or not the HOA can terminate the contract. In addition, the Board would like the HOA attorney to send a letter regarding the \$6,000 charge to a phone line that does not even exist (was the HOA phone number when the office was in the Trakker building). Anders motions to approve sending this issue to the HOA Attorney to handle. Teri seconds. Majority agrees and motion passes.
- e. Well Ownership and Water Rights Update – HOA attorney is currently handling the paperwork to file with DNRC. No new updates at this time.

CENTRAL HOA

- a. Review of 2013 Profit and Loss for Central HOA income and expenses. Keri motions to move the net income for 2013 of \$17,647.22 into the Central Reserve Bank Account. Celia seconds, majority agrees, motion passes.
- b. Discussion of sprinkler maintenance in Phase 6. Currently there are only 3 homes connected to the well, located on Gallatin Green, south of the corridor. BOD discusses whether or not to continue offering irrigation services since the majority of Phase 6 does not have the ability to have this luxury due to the inadequacies of how the system was originally installed. This may affect HOA due assessments for Phase 6 since irrigation is really not offered. Owners should be charged for only services received. Nothing was determined, discussion only.
- c. Discussion to get Central HOA organized with its own board and management. Would lighten half the load of the Master board and give more voice to Central HOA. Luna to send out email blast to Central owners asking for volunteers to run for the board. Starting point and organization will be based on response.
- d. Neighborhood Association – (Trakker Building) Luna to contact Suzanne Tarpey to determine if the HOA has organized and Board contact information. A section of the Linear Park is in Phase 2A and this HOA should be billed for a portion of maintenance for Linear Park.

FUTURE DEVELOPMENTS

- a. Sundance Apartment park maintenance agreement. BOD needs to determine an acceptable agreement to present to Steve Broadbent. Discussion on best method to use to determine financial obligation of park use for the 195 unit complex. BOD is looking at either a per door surcharge a % of anticipated maintenance costs for the Baxter Meadows Master parks and trails or a sum to be paid monthly based on use and % of costs. City of Bozeman currently does not have park maintenance agreements in place to review as example. Luna to research further other park maintenance agreements so the BOD can determine the best method. Subdivision pre-application comments from Bozeman Community Development Department for this project specifically states that an agreement should be made between the Sundance and Baxter Meadows Master Community HOA.

COMMON AREA MAINTENANCE

- a. BOD defines common area maintenance to be maintained by the Master HOA. Luna to contact TD&H to create a map that dictates these areas so that future Boards will not have to rehash the boundaries of responsibility, as some areas are located within separate phases. The only area not maintained by the Master currently, are the border boulevards of Crossing 2 on Baxter Lane and Davis. Once 75% of Crossing 2 lots have sold, this area will become the responsibility of Master HOA.
- b. We discussed improvements agreements with City of Bozeman in place for both 3B and 4B-1. After 75% of the lots are sold by the Declarants and the City accepts the open space improvements covered in the improvements agreements for both these phases, then the Master Association may accept the responsibility for maintaining the open space areas in each.
- c. Snow Removal – EJ Hook presented a snow plan for the next season. Patrick and Steve with Advantage were present to discuss overflow of snow piles and where to haul or push the snow. Discussion to plow at 4 inches within 48 hours. Currently plowing was taking place at 2 inches. Luna will email blast owners about where the snow will be placed before big snowstorms and before and during the snow season, regularly, to help keep owners informed. EJ will meet and walk the grounds with Patrick and Steve to determine the best place to put snow. Some area will require owners to not park vehicles so the contractors have access. No parking cannot be posted due to City street restrictions, so email will suffice for owners to be made aware. Snow will have to be stacked on boulevards in parts of Phase 3. Owners need to know.

DESIGN REVIEW

- a. Discussion of temporary fencing. Board to add to design guidelines that temporary fencing MAY be approved based on necessity and timing of when the fence can be installed. This MAY be considered on a case-by-case basis.

OWNER COMMUNICATIONS

- a. Discussion to start sending email blasts to owners every two weeks with information that correlates with the time of year. More emails will be sent on an as needed basis. For example, Luna will create and send emails about MT.Opticom, Dogs, Collection Process, DRB

Review Policy, Covenant Inspections, Empty Lot Maintenance, Gophers, Summer Projects, HOA Dues Per Phase – and services provided, Future Development Updates (ie. Sundance Apts), etc.

Meeting Adjourned: 2:50pm

NEXT MEETING IDEAS

1. Capital Improvements (Phase 6 Corridor, Trail Repair on Baxter Ditch and Utility Box Shield)
2. Design Guideline Changes (need to file)
3. Review Central HOA Maintenance – publish online, send email blast
4. Power to Riata and Linear Park Wells – Hook Up semi-scheduled for May.
5. Park Maintenance Agreement
6. Collection Update