



NORTHWEST COMMUNITIES LLC

9407 N Government Way, Ste 9

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Pinewood Lakes Community Association

Board of Directors Meeting

Via Zoom

October 3rd, 2022 4:00pm

Meeting Minutes - Open Session

Call to Order The meeting was called to order at 4:06pm and quorum was established. In attendance was Dani Smith, Danyelle Thayer, Ben Gagnon, Vickie Shaw, Jim Mora; Board members, and Samantha Ruby of Northwest Communities (NWC).

Previous Meeting Minutes from the Annual Meeting April 28th, 2022 and Board of Directors meeting July 25th, 2022 were unavailable for review. The Board has not received them from AMI and Dani will draft them from her notes for review at the next meeting.

Reserve Report: There was no report from the Reserve at Pinewood Lakes.

Old Business was discussed.

There are pool projects pending. One project is to better organize the pool key system. Vickie reported on the status and will be working with Access Integration to update emails and addresses for each key holder.

The pool was supposed to be closed Sept 25th and the maintenance company chlorinated the pool last week and this week it will be winterized. Treasure Valley Pool and Spa will be sending the contract to NWC for pool maintenance and restroom cleaning.

The exit button has been a repeating concern about leaving it the way it is with a cover on it. The Board wants to remove the cover and make it more accessible. NWC will ask Treasure Valley Pool and Spa for help with the solution.

Pool committee gift cards need to be purchased and given to the committee for their hard work; there is \$600 in the budget for this. Vickie will schedule the furniture cleanup party and purchase gift cards for this party and will submit a reimbursement request to the association after she purchases them.

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Ben provided an update on the RV Lot. The entrance gate is repaired and the invoice has not received yet. The weeds have been taken care of by Aloha and are on a schedule for now. NWC will discuss pricing of this with Aloha to ensure these services happen in 2023.

The process for move outs was discussed. Ben needs to know when owners move out; NWC sends this information to the BOD once per month with management report.

Common Areas were discussed.

The proposed project at the West Reserve Gate, the "west end landscape plan" has been tabled until Spring because the water needs to be on when new plants are installed. The price approved for this project is \$8,143 from Aloha, and was unanimously approved via e-mail by the Board of Directors.

A waterfall update was provided by Danyelle. Weeds are noticed on the monument of the entry waterfall. NWC will ask Aloha to take care of the weeds and if they cannot will ask the regular handyman.

The waterfall inside the community had a clog in the pump and is back in operation, a screen was installed to prevent this in the future. After discussion, the Board wants to add waterfall sign maintenance and algae management be in the budget for 2023.

Christmas light quotes are needed for installation of lights in the community during the holiday season. Zing used to be contractor to install and has been expensive for the quality of work. They have the community-owned lights in their storage. NWC will create a scope of work for Board review and obtain quotes.

An irrigation dredge update was provided by Danyelle. Danyelle sent email to Allen the dredge guy about timing of when they will dredge the canal and she will follow up with him.

A slurry seal needs to be completed on the walking path along the canal after dredging. NWC and the Board will need to get a couple bids for slurry seal for Spring.

Irrigation water turns off October 14th per Middleton Irrigation Association and Aloha is to turn irrigation pumps off that day. NWC will email blast this information to the membership to say irrigation water to be off October 14th and owners can blow-out their systems after that.

Ben reported that Pat Rounds advised that Michael Keyes winterizes the waterfalls and NWC will

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ask what he does for this process.

The Patio homes landscape maintenance contract was reviewed. There was discussion of what maintenance requirements are spelled out in the governing documents and that is unknown. NWC will contact All Pro and see what was submitted to give a bid on in the past see if they will give a price estimate for next year. An item to confirm is which homes do not have backyard maintenance; is it because they don't have it or a choice from homeowner. NWC will create a scope of work for Board review and obtain quotes.

Mailbox inventory was discussed. Ben reported that Bill has 4 in his garage that he needs to paint, plus one more in the shed, no more posts for the Reserve, 1 more post for PWL. After discussion, NWC will ask Bill for specifics of mailbox and post types.

Trees were discussed. Potential spray damage reported by an owner and NWC will see if Adam from the Reserve Board will see if the trees have been damaged by spraying.

Design Modification Committee. The Board discussed merging the review application for both Master and Reserve. NWC will email both forms to both Boards.

The Design Modification Committee is currently the entire Board. Ben wants to step down. Danyelle, Vickie, and Jim will be the Committee from now on. Dani made a motion for the three members to take over Design Modification Committee responsibilities; Ben seconded, all were in favor and motion carried. If the committee is not in agreement, the Board will make final decision.

Two requests were recently unanimously approved by the committee via email. One was for a tree replacement at 11905 W Caribee Inlet Drive and the other was to move a fence gate at 310 Spring Lake Way.

Project Updates were discussed. The swing set installation project update was provided by Dani. Dani reviewed the current equipment quotes. There is an 8 week lead time when ordering the equipment. Jim has a neighbor who works for the City of Eagle and owner is willing to review the plans and bidding process; Dani to work with the neighbor Eric Zeigenfaus.

Pool improvements; shade and social. The Board unanimously agreed to table this topic.

The Community Yard Sale has been planned for October 8th. NWC will email a reminder to

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owners. Physical signs are to be put up by Tom and Ben.

Welcome baskets. The Board unanimously agreed to table this topic.

Food Truck date needs to be solidified by Dani, and NWC will email a reminder to owners.

A banking update was provided by Samantha of NWC. The Board unanimously agreed via email to change financial institutions. NWC will be finalizing this process in the next week.

The 2023 budget was discussed. NWC will create the budget with Ben's assistance and Board comments. A draft will be reviewed at the next meeting, October 24th.

New Business was discussed.

Website update status. The Board unanimously agreed to table this topic.

NWC and PWL Board meetings need to be allocated between the 2 associations as there are 8 Board of Directors meetings included in the NWC contract. NWC will email the Reserve Board and open discussion about how many of the 8 BOD Meetings are allocated for the Master and how many are needed for the Reserve.

Danyelle asked if NWC can research the time frame in the CCRs for building a home on a vacant lot and the next step for compliance, and report this to the Board.

Dog waste bag order. NWC will order the dog waste bag refill once specifics of the type of bag are found and PWL has a bank account to order from.

Vickie reported that there is only one community trash can that dog bags can go into. Vickie will research costs from dog poo companies to remove the garbage cans on a regular basis to possibly begin next year.

Dani made a motion to table everything else and adjourn this meeting at 6:19pm; Ben seconded it and all were in favor. Motion carried and meeting adjourned.