



NORTHWEST COMMUNITIES LLC

9407 N Government Way, Ste 9

PO Box 2612

Hayden, Idaho 83835

Office: (208) 518-1131

Pinewood Lakes Community Association
Board of Directors Meeting
Via Zoom
October 24th, 2022 4:00pm Mountain Time

Meeting Minutes - Open Session

Call to Order The meeting was called to order at 4:07pm and quorum was established. In attendance was Dani Smith, Danyelle Thayer, Ben Gagnon, Vickie Shaw, Jim Mora; Board members, Bill Kinard from The Reserve at Pinewood Lakes, and Samantha Ruby and Kristine Banister of Northwest Communities (NWC).

Previous Meeting Minutes from the Board of Directors meeting October 3rd, 2022 were reviewed. NWC proposed changes and will email a copy of the revised minutes to the Board.

Reserve Report was provided by Bill Kinard:

- The Reserve chose to open new bank accounts at Washington Trust Bank and that process has been finalized.
- Bill has completed painting the 6 association owned mailboxes.
- Bill inquired about the plan with new homeowner welcome packages. The two Boards are to decide if they want separate letters from Pinewood Lakes and The Reserve or a combined letter. NWC will send the welcome letter to both Boards via email.
- Bill inquired about the use of a separate Design Review Form. NWC will send their design review form to both Boards via email.
- The Reserve has a draft solar policy and wants to share it with the Master Board.
- Also, at their recent Board meeting, owners in attendance wanted to discuss the draft sign policy and the Board is working to get owner input.
- Bill is requesting a copy of the approved proposal for West Gate landscaping project; Dani is in charge of this project and will send a copy to NWC and Bill.
- Bill also reported that in November a change of officers will occur. John will be President and Bill will be Treasurer.

The Financial Report was given by Kristine of NWC. September financials were presented that were prepared by Keystone Property Management Inc.

The Balance Sheet as of September 30th was presented. The total assets equal total liabilities and equity of \$352,505.97. The year-to-date Budget Comparison Report was presented. The

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total income received was \$192,512.80, the total operating expenses were \$183,017.67, leaving an operating net income of \$9,495.13. Total reserve expenses were \$350.00 making the year-to-date net income \$9,145.13.

After discussion, NWC will ask Keystone Property Management further questions about expense allocations, invoices for certain expense totals, and questions on final invoices for turnover of management documents.

Kristine also presented a draft 2023 budget prepared by NWC. Certain line items will be dependent upon the answers from Keystone and the budget will be reviewed via email. Distribution of the budget was discussed and NWC can mass email it to owners, and mail it to owners without an email.

Old Business was discussed.

The pool key project was discussed. NWC and Vickie will discuss the system via Zoom this week.

Vickie reported that the pool committee gift cards were purchased and distributed.

The Board asked if the bathrooms had been winterized by the pool contractor when the pool was, and Vickie was unsure. NWC will ask the pool contractor and authorize them to clean a final time and winterize.

NWC reported that the pool contractor recommended a gate contractor's advice on the exit button. The pool contractor also plans to test the plaster in the Spring to determine the effectiveness of a buffer and he will advise at that time. He recommends draining the pool at that time so he can also address the lights in the pool.

Jim presented the pending proposal for the new pergola and colors and materials were discussed. Sizes and locations of posts must be confirmed further onsite before the proposal can be finalized.

The Board asked about the Reserve at Pinewood Lakes' policy papers and how they can adopt them. NWC will ask the Reserve Board about their powers to adopt the policies.

NWC provided a waterfall update; the weeds were requested to be removed by the landscape maintenance company and the \$250 expense was authorized via e-mail.

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NWC also provided a dog waste bag update. Ten rolls were ordered for \$90 on Amazon, and sent to Emma Stokes, a homeowner who fills the dog stations. The cost was approved via email.

NWC provided a website update. Many aspects of the website have been edited to reflect the new management company, governing documents have been added, and the request form page is more user-friendly. Input from The Reserve is pending for their part of the website. After discussion, the goal to add the meeting minutes and year-end financial report will be January 2023.

Dani provided a swing set project update. Dani sent the scope of work details to Jim to share with his neighbor for further assistance with the project planning.

NWC created scopes of work for community projects. NWC presented the holiday light installation scope of work that was created with historical information. After review the Board agreed it needs to be distributed with a due date of November 10th.

NWC will work on a scope of work for a slurry seal of the pathway along the canal over the winter.

NWC presented the Patio homes landscape maintenance scope of work that was created with the current contract as the model. After review the Board agreed it needs to be distributed with a due date of December 1st.

The design review committee had no projects to review between the last meeting and this meeting.

New Business was discussed.

The NWC service agreement was discussed stemming from business occurring over e-mail. After discussion, NWC will confirm certain language in the agreement regarding the liaison system, mass email communication standards and expectations, and how creating scopes of work and managing projects are administered.

NWC reported that the compliance management software, Smartwebs, is ready for use. Login credentials were distributed to the Board members and the first compliance inspection will occur this week.

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NWC presented proposals from Aloha Gardening for services in 2023. A proposal dated 10/10/22 was reviewed for 5 applications of post-emergent weed spray in 2023 for \$2000.00. Danyelle motioned to accept the proposal, and all were in favor. Motion carried.

A proposal dated 8/31/22 was reviewed to treat Maples in the community for Cotton Maple scale for \$2750.00. Danyelle motioned to accept the proposal, and all were in favor. Motion carried.

A proposal for structural tree thinning was reviewed. After discussion, the Board asked if NWC could create a scope of work for this job for their review and NWC will do so.

A proposal for snow and ice management was reviewed. After discussion, the Board determined they needed to discuss this further and could accept outside of a meeting.

A proposal for aeration of the turf areas was reviewed. After discussion it was agreed that the turf was recently aerated and this could be skipped in 2023.

A proposal dated 10/24/22 was reviewed for annual flowers at the Highbrook islands for \$2000.00. After discussion, the Board wants to know if perennials can be planted at a similar cost and what are their plan choices. NWC will inquire.

The NWC Design Review form was presented as an option to use in the future. The Board will review this via e-mail and discuss further.

Samantha inquired about items found in previous minutes. A trash can was installed at playground and Samantha is wondering who empties it. Vicki and Dani reported that moms are emptying it who committed to do so at the Annual Meeting. Samantha asked if anyone had inquired with Star Fire Department about the current exit button at the pool. Vickie reported that the Fire Department said it was fine.

The next meeting date will be scheduled via e-mail.

With no more business to discuss, Danyelle made a motion to adjourn the meeting at 7:36pm Mountain Time; Dani seconded and all were in favor. Motion carried and meeting adjourned.