

Waterford Homeowners' Association

Board Meeting Minutes

February 15, 2023

Location: Susan Dewey's home.

The meeting was called to order at 7:30 by John Cleveland

Present were: Susan Dewey, Laura Macbeth, John Cleveland, Ynette Marx.

Guests: Chris and Candace Mitcham.

Secretary items: Minutes from January 11, 2023, were reviewed, motioned, seconded, and passed.

Landscaping bid update:

We need a measurement of flower beds. John will make a spreadsheet of landscaping items for all the bids so we will be able to compare. Candace offered to give us the names of more vendors if needed.

Website: Update from Susan

Dave Black manages the website

Susan described the website. It includes the CC&R's, Bylaws, and a letter to local title companies. The letter includes Information to be given to the homeowner at closing.

We have 20 homes without emails. They have been approached, asking for emails. Letters are sent by mail to these homes.

Treasurer report:

MACU Checking account balance	6,683.29
MACU Savings accounts	70,035.89
<u>Bank of Idaho - Checking account</u>	<u>875.63</u>
Total	77,594.81

Everything has been moved to MACU. The interest on the account at MACU is higher than at the Bank of Idaho. CDs were opened. Closing the Bank of Idaho account was motioned and approved. A letter will be sent to the bank and we will issue a check for \$875.63 to close all the accounts.

Accounts receivable will not be published on the website.

The proposed budget for this year was close to the actual expenditures year to date.

Only 3 homeowners haven't paid. They have been contacted. [REDACTED] number has been disconnected and Candace will work on getting that. Susan will contact the other two.

There was a motion to accept the checks written since the last board meeting, seconded, and approved.

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There was a proposal to get a MACA debit card. Stamps and small purchases for office supplies do not need prior approval. However, anything out of the ordinary will need prior approval to use the credit card. We will develop a list each month for expenses which need prior approval. There was a motion to accept this proposal, seconded, and approved. The policy is included in these minutes.

Weekly emails:

Susan will send out weekly emails instead of a newsletter. Some things that need to be included are trash cans need to be in street rather than on sidewalks and a reminder about clearing sidewalks of snow.

Volunteers and Committees:

We were given a copy of the questionnaires that were sent out to homeowners. Several people have responded. The list of those interested and the committees are as follows:

Pat Haefner: Landscaping, Communications, and Activities

Daryl Haefner: Landscaping

Linda Hawley: Activities

Fred Armstrong: Compliance

Michelle Dominguez: Compliance

Lamont Suslow: Compliance

Candace Mitcham: Activities and Communications

Christopher Mitcham would like to be on the Board and on the Landscaping Committee.

A motion was made to appoint Christopher Mitcham to the Board, seconded and approved. Christopher would also like to work with the electrical issues concerning the holiday lights. Michelle Dominguez is interested in being on a committee. Susan will check with her to determine her interests.

Candace suggested that the Ice Cream Social be held in August for Police Day and invite the local officers.

Susan and Candace will draft descriptions of the duties of each committee.

Updates:

The tree was removed from the canal but there is still debris. [REDACTED] wanted the wood, along with others who were interested. They will be contacted once the snow has gone, but hopefully before the water is in the canal.

The trailer on Napa has now been moved.

Ynette reported that the speed traps will be put in when the weather is better.

Kent Fugal, City Engineer will do a survey so we know what area belongs to the HOA and what belongs to the city.

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██████ want a shed but they don't want to fence the whole yard.

Next Meeting: March 9, 2023, at 7 PM.

Meeting adjourned at 9 pm.

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Debit Card Policy

The HOA currently requires two signatures for withdrawals from the bank accounts. With the new debit card, rules need to be established:

The following is proposed:

1. For postage stamps, no dual approval necessary
2. For supply purchases such as paper, envelopes, etc., no dual approval necessary
3. For landscaping and snow removal invoices that are paid on a contract basis, no dual approval necessary.
4. Out of the ordinary expenses must have prior approval before payment/purchase is made.

All such debit card charges would be fully reviewed at the board meeting. Copies of receipts for purchases (1&2) would be provided for review and scanned into the QBooks file.