



Waterford Homeowners' Association Inc.

2024

Annual Meeting
Member Packet

October 19, 2024

One & Done Committees

Special Landscaping Projects

Winter Holiday Decorations

4th of July Decorations

Ice Cream Social



Yard Sale

Newsletter Articles

Other Social Activities

(Tear Here—Give to a Board Member)

I would like to volunteer!

Name: _____

Address: _____

Phone: _____

Email Address: _____

My Interest: _____



2024 Standing Committees

Architectural Control Committee

Chair:	Ynette Marx*	3407 Burgundy	208-419-2973	yjoymarx@gmail.com
Members:	Susan West	419 Napa	208-219-4415	teamwest2020@gmail.com
	Ann Tyson	4091 Tyson	208-346-3709	tysonam@outlook.com
	Brent Thompson	4031 Barossa	208-589-2990	brentlymai@aol.com

Compliance Committee

Chair:	Candace-Marie Mitcham 3	840 Tuscany	208-712-4368	candace@candacemariere.com
Members:	Fred Armstrong	4087 Cambria	208-228-1300	fredrickarms@gmail.com
	Lamont Suslow	3530 Tuscany	415-710-1847	aasuslow@gmail.com
	Michelle Dominguez	4011 Cambria	707-315-6895	afunnyhoney@gmail.com
	Susan Dewey*	3647 Hickory Court	208-251-1424	susan.dewey@gmail.com

Landscaping & Property Committee

Chair:	John Cleveland*	3530 Burgundy	208-317-1470	jclevela@gmail.com
Members:	Pat Haefner	3654 Burgundy	208-821-1027	dphaefner@hotmail.com
	Daryl Haefner	3654 Burgundy	208-529-3929	dphaefner@hotmail.com
	Christopher Mitcham	3840 Tuscany	530-417-6260	christopher@candacemariere.com

Activities/Social Events Committee

Chair:	Lavinda Hedman*	394 Napa	208-589-8933	lavindahedman@gmail.com
Members:	Pat Haefner	3654 Burgundy	208-821-1027	dphaefner@hotmail.com
	Candace-Marie Mitcham	3840 Tuscany	208-712-4368	candace@candacemariere.com
	Linda Hawley	4051 Cambria	208-709-4576	hawllind@gmail.com

Communications Committee

Chair:	Susan Dewey*	3647 Hickory Court	208-251-1424	susan.dewey@gmail.com
Contributors:	Pat Haefner	3654 Burgundy	208-821-1027	dphaefner@hotmail.com
	Candace-Marie Mitcham	3840 Tuscany	208-712-4368	candace@candacemariere.com
Website:	Dave Black	380 Chateau	208-681-2069	dave@daveb.org

* Board Members

Waterford Homeowners’ Association Inc.

2024 Annual Meeting

Agenda

Call Meeting to Order

Introduction of Board Members

Establish Quorum & Proof of Notice

Minutes of 2023 Annual Meeting

Treasurer’s Report

Auditor Review Report

2023-24 Accomplishments

2025 Goals

Call for Questions/Input from Homeowners

Introduction of Candidates, Write In-Candidates

& Nominations from Floor

Election of Board of Directors

Volunteer Recruitment

Election Results

Adjourn Meeting



6. Right of Entry:

The HOA and its agents reserve the right to access easement properties adjacent to the Gustavson Canal for inspection and enforcement purposes. Homeowners are required to provide access when requested for these purposes.

General Provisions:

- Fines will be billed to the homeowner and are due within 30 days of issuance.
- Homeowners have the right to appeal fines in writing within 14 days of issuance. The HOA Board will review appeals and make a final decision.
- Repeated violations may lead to cumulative fines and more severe actions.
- The HOA reserves the right to take additional legal action if necessary.

Enforcement:

The Waterford Homeowners' Association will conduct regular inspections of the canal-adjacent properties to ensure compliance with this policy. Residents are encouraged to report violations to the HOA for prompt action.

Disclaimer:

This policy is subject to change by the Waterford Homeowners' Association Board as deemed necessary. Homeowners will be informed of any policy updates in a timely manner.



WATERFORD HOMEOWNERS' ASSOCIATION

ANNUAL MEETING 2023

MINUTES

October 21, 2023

Waterford Homeowners' Association

Gustavson Canal Policy

Purpose:

The purpose of this policy is to establish the responsibility and guidelines for property maintenance along the Gustavson Canal for homeowners living adjacent to the canal within the Waterford community. Proper property maintenance is essential to uphold the aesthetic appeal, safety, and environmental quality of our neighborhood.

1. Responsibility for Maintenance:

Homeowners living adjacent to the Gustavson Canal are solely responsible for the maintenance of their property along the canal. This includes, but is not limited to, landscaping, vegetation management, erosion control, and maintaining a clean and orderly appearance.

2. Landscaping and Vegetation Management:

Homeowners are required to maintain landscaping along the canal bank in a neat and well-kept manner. Grass must be maintained between the homeowners' property line and the canal bank. *No other vegetation is permitted.* This includes regular mowing, trimming, weeding, and pruning. Overgrown vegetation, including willows, that obstructs the canal or poses safety risks must be promptly addressed. Willows must be removed.

3. Erosion Control:

Homeowners must take the necessary measures to prevent erosion along the canal bank. This must include planting grass and implementing other erosion-prevention techniques as advised by the HOA or local the authorities of the Irrigation District

4. Cleanliness and Orderliness:

The area along the Gustavson Canal must be kept clean and free of debris, including fallen branches, leaves, and litter. Trash, discarded items, and equipment should not be stored or left in the canal area. No permanent or semi-permanent structures of any kind are allowed. This includes any form of planter boxes.

5. Compliance and Enforcement:

The Waterford Homeowners' Association will conduct regular inspections of properties adjacent to the Gustavson Canal to ensure compliance with this policy. Non-compliance will result in the following actions:

- **First Offense:** Written notice of violation and a grace period for rectification.
- **Second Offense or Failure to Rectify within Grace Period:** Fine of \$50 and a mandatory HOA Review Meeting.
- **Additional Offenses:** Fine of \$100 up to \$1,000 and possible third-party remediation at the homeowner's expense.

(Please see accompanying power point presentation outline for more details and information.)

John Cleveland welcomed those present and called the meeting to order.

Officer Rosales from the Idaho Falls police department was present to go over a few safety concerns in the neighborhood. He generally spoke about how to be safe in our home and with our vehicles. He asked that if we see anything suspicious to call the police. Even if that person or vehicle is leaving or left the area the police, can follow up and try to find the person or vehicle and stop the concerning activity in our area. He also recommended that we keep our homes and vehicles locked at all times. He recommended that we also keep a clean car. He said that if we leave purses, computers, shopping bags, etc, easily seen in our vehicles it could encourage theft in our cars. He also said not to leave guns in our cars. He said that people realize that we live in an area where there are plenty of guns and the thieves know this as well. Thieves know if they break into a vehicle, they may find a firearm. He also talked about speeding in our area. The speed limit is 25 miles per hour. Speed bumps were suggested along Hickory. He then addressed the stealing of bicycles. He said many bikes are stolen in Idaho Falls to help with identification if a bike were ever stolen and then recovered. He recommended to take selfies with your bike, to make a record of specific things on your bike such as scrapes, defects, or things that could be used to identify your bike if needed. He recommended cameras on our homes. He said to be aware of where the cameras are if something were to happen, so we could possibly reach out to be able to access those cameras if needed. The police department had installed a portable traffic sign reminded us of the speed limit. That traffic sign would be there for a couple of weeks, the information would be pulled, and sent to the board. The board will look at possible solutions if a problem is present. Officer Rosales took a few questions where some of the above information was given. The HOA community thanked him and he left the meeting.

John then introduced the board. Present were John Cleveland - President, Lavinda Hedman - Vice President, Susan Dewey – Treasurer, Christopher Mitcham - Member at Large, Ynette Marx – CC&R Committee Chair. Not present was Laura Macbeth – Secretary. John made note that Christopher Mitcham was appointed during the last year.

John then gave an overview of the meeting's agenda.

Susan Dewey announced that there are enough members present to constitute a quorum and that proper notice was given of the meeting to meet our Bylaw requirements.

A motion was made by Dave Dewey to approve the minutes from the 2022 annual meeting and to waive the reading of last year's minutes. These minutes were provided to members as they checked into the meeting today. Michelle Dominguez seconded the motion. A vote was taken, and the motion carried, that the reading of the minutes was waived, and the minutes were approved.

John then turned the time over to Susan Dewey, treasurer, to give the treasurer report.

Susan Dewey presented the treasurer's report on the power point presentation on pages 6-15. Her comments covered the presentation exactly. She explained our fiscal year is October 1st to September 30th, so that all of the financial information is ready for the annual meeting. The tax year is still the calendar year. Susan went over our financial reports of income, operating expenses, as well as expenses, including utility expenses, she discussed expenses that had increased, or were new, such as the filing fees for our new covenants. Susan went over income minus expenses, as well as our equity accounts. She included information about our move to a new financial institution, which not only saved us money, we received more from our investments with them. Susan went over expenses that were unique for 2023 such as the clean up around the canal. The balance of our equity account and checking is \$58,512.16. Susan turned the time back over to John.

John went over our financial Audit/Review policy and the CPA's letter on our financial review. In the

CPA's letter, he recommended that a CPA do our association's taxes. Susan stated that the previous CPA charged \$500 and Susan was able to do them in 10 minutes. John then asked for a motion to accept the treasurer's report. A motion was made by Fred Armstrong and seconded by Anne Mitchell. The vote carried and the treasurer's report was accepted.

John then discussed 2023's achievements:

Removing a large tree that was growing in the canal. The root system and the position of this tree was a danger to surrounding homes. HOA members took some of the firewood.

In addition, the HOA on a one-time basis shared costs with the city and cleaned up the land along the canal. We have informed the homes next to the canal that keeping the area clear of anything but grass is their responsibility. The pump is the association's responsibility. A question was asked about the homeowners on the other side of the canal that are not in our neighborhood not cleaning up their side of the canal. Ynette Marx explained that she had met with Irrigations District employees and was told the irrigation district knew those neighbors and were working with them as well. Another member made the board aware of a home where gravel was installed by the canal and weeds were in it. The Board said they would follow up.

The HOA also worked with the city and got the wetlands cleaned up of garbage and dead vegetation. Several dead trees were removed and damaged trees were trimmed around the neighborhood.

The Board made a financial plan to move our association accounts to Mountain America Credit Union. The HOA's Money market accounts and certificates of deposits have increased the interest earned by over \$1400.00.

The Board decorated the HOA entrances for the 4th of July and Christmas. The decorations are planned for Veterans Day as well.

An annual Waterford Yard Sale took place in June and was a success.

Lavinda gave a report on the Waterford Ice Cream Social, which was held this summer along with games and activities. The committee had arranged for a someone to come and do caricature drawings. Everyone seemed to love that and the board had received positive comments about the ice cream social.

Ynette Marx then discussed training the new Board members on how the Architectural Control Committee (ACC) requests are made and approved. She discussed the city requirements, as well as the HOA guidelines. With the new bylaws and covenants, the ACC will be increased, and the new board members and ACC members will be trained so they know how to process and evaluate ACC requests. There is also a new committee formed to work with homeowners with compliance issues.

Ynette Marx discussed issues in the neighborhood that the board is working on:

Speeding throughout the neighborhood. The board has received speeding complaints. Speed bumps have been suggested to solve the speeding problem. Please call the police with any suspicious activities observed in the neighborhood or speeding concerns.

The grassy area near the south entrance to the neighborhood is not a dog park. The board has had conversations with the city about dog clean up bags and a garbage can for that waste. The city does not have the ability to have dog services on that property. Pet owners are to clean up after their animals. By not picking up that waste, it makes that lovely area unusable for the neighbors. Animals are also to be leashed according to Idaho Falls city ordinances. Also, if neighbors see violations they should contact the appropriate city service, not the board.

Working on cleaning up the end of Burgundy HOA and City property (wetlands and canal), as well as new fencing and vegetation to decrease noise from Sunnyside. The board had worked with the city for a new dead-end sign to help limit the traffic at the end of Burgundy.

The board has been discussing with the city access to the playground for older or handicapped residents. A Suggestions have been a ramp or stairs to make the park ADA accessible. The city discussed their budget with the HOA and options to find solutions. A homeowner asked for the trees on 5th West to be trimmed over the sidewalks.

The entire Board explained the new fines and penalties implemented with the new Covenants and By-

JOHN JOHN & HILL
ACCOUNTING & CONSULTING

TRAVIS JOHN, C.P.A. TRISTAN JOHN, C.P.A.
CRAIG HILL, EA
P.O. Box 2124
Idaho Falls, Idaho 83403-2124
PHONE (208) 524-5171 FAX (208) 524-0841

October 10, 2024

Susan Dewey
Members of the Board of Directors
Waterford Homeowners' Association, Inc.
PO Box 2331
Idaho Falls, Idaho 83403

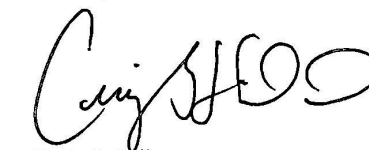
Dear Mrs. Dewey and Members of the Board:

The purpose of this letter is to report my evaluation of the Association's bookkeeping for the time period October 1, 2023, to September 30, 2024.

Bookkeeping: I found the version of the QuickBooks file received to be in good condition. Transactions in the checking and savings bank accounts are properly reconciled and categorized. My analysis did not trace each entry in QuickBooks back to its respective source document.

If you have any questions or concerns regarding this letter, please reach out and I will promptly respond.

Thank you,



Craig B. Hill
John, John & Hill

Waterford Homeowner Association Inc

Balance Sheet
As of September 30, 2024

	TOTAL		
	AS OF SEP 30, 2024	AS OF SEP 30, 2023 (PP)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
MACU CHECKING ACCOUNT	148.33	574.50	-426.17
MACU SAVINGS ACCOUNTS			
CD #28 6 mos 5.25% Mat 1.30.25	10,088.78		10,088.78
CD #29 6 mos 5.25% Mat 1.30.25	10,088.78		10,088.78
CD #30 6 mos 5.25% Mat 1.30.25	10,088.78		10,088.78
CD S20 1Y 4.17% (4.25 APY) (deleted)	0.00	6,173.59	-6,173.59
CD S21 1Y 4.17% (4.25 APY) (deleted)	0.00	6,173.59	-6,173.59
CD S22 1Y 4.17% (4.25 APY) (deleted)	0.00	6,173.59	-6,173.59
CD S23 1Y 4.17% (4.25 APY) (deleted)	0.00	6,173.59	-6,173.59
CD S24 6m 2.96% (3.00 APY) (deleted)	0.00	6,150.66	-6,150.66
Money Market Savings S07	21,872.69	27,092.64	-5,219.95
Total MACU SAVINGS ACCOUNTS	52,139.03	57,937.66	-5,798.63
Total Bank Accounts	\$52,287.36	\$58,512.16	\$ -6,224.80
Accounts Receivable			
Homeowner's Dues Receivable	0.00	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00	\$0.00
Other Current Assets			
Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	\$0.00	\$0.00	\$0.00
Total Current Assets	\$52,287.36	\$58,512.16	\$ -6,224.80
TOTAL ASSETS	\$52,287.36	\$58,512.16	\$ -6,224.80
LIABILITIES AND EQUITY			
Liabilities			
Total Liabilities			\$0.00
Equity			
Equity	0.00	0.00	0.00
Retained Earnings	58,512.16	56,806.95	1,705.21
Net Income	-6,224.80	1,705.21	-7,930.01
Total Equity	\$52,287.36	\$58,512.16	\$ -6,224.80
TOTAL LIABILITIES AND EQUITY	\$52,287.36	\$58,512.16	\$ -6,224.80

laws. The history of fines in our association was gone over, including that fines were applied at the beginning of conception of our HOA. Fines will be used to enforce the covenants. It was made clear that the Board will work with the homeowner, and the homeowner will be aware before fines are implanted. The board is concerned about egregious non-compliance.

Christopher went over the fines for parking for RV’s, utility trailers, etc. Fines for the first, second, and third offense were discussed. Neighbors discussed trailers they were concerned about, and the board said they would follow up.

Fines for garbage cans were discussed. Also, the board asked that garbage cans not be placed on the sidewalks so that the sidewalks remain clear.

John discussed the fines for lawn maintenance. Yard maintenance is the homeowner’s responsibility. This is a lovely neighborhood, and the board is working hard to make sure it is a lovely place. On any issues, the board tries to work with the homeowners to rectify. We try to approach everything as neighborly as possible.

Susan then discussed all other fees or fines for all other non-compliance in the ACC’s. Susan made clear that the purpose of these fines is not to make money but to solve some of the neighborhood’s problems.

Issues with the city’s property was discussed (such as the storm drain areas) and the board will continue to work with the city to fix those issues.

Ynette discussed consequences for failure to submit requests for construction, hardscaping (hardscaping are the hard solid objects in our landscaping plans, such as driveways, walkways, pergolas, etc.), tree planting, and other improvements without ACC approval. Fines will increase once construction begins. Continued non-compliance will increase the fines and fees.

Lavinda discussed how to have fines reconsidered. The board is aware that things are happening in our lives. If there are issues, please let the board know so we can assist if possible.

John then discussed lien placement for unpaid fines.

Susan went over a few new additions to our website. There is now a place to let the board know of issues as they arise, and a place where you can request ACC approval for a project. Dave Black was introduced as our association’s web master.

The new website and the changes were explained by Susan.

John then presented our goals for 2024:

John explained that with the new covenants a new board position is open. Voting for this position is being voted on today. We are trying to have a board member from each area in the neighborhood. Hopefully, with time we will be able to continue working on having all areas represented.

Ynette explained that the new board, ACC, and Compliance committee members will be trained.

Ynette also discussed plans for end of Burgundy. The property lines between the city and HOA have been agreed on so we can proceed on moving forward with landscaping and fencing plans. The city has given suggestions on vegetation to help cut down the noise from Sunnyside. The landscaping committee and the surrounding homeowners will be meeting to get ideas. These will be presented to the board next spring to begin the bidding for fencing and planting plan.

Christopher discussed the canal land upkeep. He will be painting the pump to make that area look nicer. New landscaping is being looked at as well in the area.

John went over the HOA policy for the canal and adjacent homeowners. The board is working on a policy for compliance with canal maintenance. Only grass can be in the area between the property line and the canal. This is the agreement with the Irrigation District and our HOA.

Christmas lighting was discussed. The plan is to have our HOA lights up by Thanksgiving.

Susan explained how to go online and submit requests for CC&R approvals.

Also explained by Susan is a system to get our board minutes, treasurer reports, and newsletters, upload-

ed more quickly so HOA members can see them in a timely manner.

John opened the floor for questions.

The candidates were introduced. Three positions were open. Susan Dewey and Lavinda Hedman have agreed to serve another term. The third position is open with the new covenants expanding the board. Abe Romo and Verl Stuart had been written in as candidates. Abe is willing and excited to serve on the board. He was not able to be present. Verl has indicated he would not be interested.

Some ballots were mailed in, some ballots were collected at the beginning of the meeting, and others were turned in after the introduction of the candidates. Board members and ACC members who were not up for reelection added up the ballots.

Susan Dewy, Lavinda Hedman, and Abe Romo were elected to the board. A motion was made to destroy the ballots. A second was made. The vote was carried. The ballots will be destroyed.

John asked for any volunteers for any of the committees.

John thanked everyone for coming and participating. The meeting was adjourned until next October.

Lavinda brought some lovely refreshments everyone enjoyed throughout the meeting. Dick and Anne Mitchell helped with set up, clean up, making coffee, arranging for the date, and anything else that was needed at the Lutheran Church. A special thank you to the church for their continued support!

Waterford Homeowner Association Inc

Profit and Loss
October 2023 - September 2024

TOTAL			
	OCT 2023 - SEP 2024	OCT 2022 - SEP 2023 (PP)	CHANGE
Taxes - State of Idaho	110.65	30.00	80.65
Total Professional Fees	2,707.41	2,940.95	-233.54
Supplies & Services			
Computer & Printer	534.60		534.60
Internet/Website	273.93		273.93
Meeting Expense	116.22	117.30	-1.08
Office Supplies	355.60	711.94	-356.34
Total Supplies & Services	1,280.35	829.24	451.11
Utilities			
0340 Napa Drive	312.00	312.00	0.00
3330 Burgundy Drive	517.96	494.24	23.72
3561 South 5th West	334.08	358.96	-24.88
3811 South 5th West (Pump)	398.39	427.41	-29.02
3900 Tuscany Drive	364.66	330.83	33.83
Total Utilities	1,927.09	1,923.44	3.65
Total Expenses	\$33,647.90	\$30,093.81	\$3,554.09
NET OPERATING INCOME	\$3,600.20	\$6,805.21	\$ -3,205.01
Other Expenses			
CAPITAL EXPENDITURES	9,825.00	5,100.00	4,725.00
Total Other Expenses	\$9,825.00	\$5,100.00	\$4,725.00
NET OTHER INCOME	\$ -9,825.00	\$ -5,100.00	\$ -4,725.00
NET INCOME	\$ -6,224.80	\$1,705.21	\$ -7,930.01

Waterford Homeowner Association Inc

Profit and Loss

October 2023 - September 2024

TOTAL			
	OCT 2023 - SEP 2024	OCT 2022 - SEP 2023 (PP)	CHANGE
Income			
Income			
Annual Homeowners' Dues	34,452.00	35,046.00	-594.00
Non Dues Income			
Finance Charge/Past Due Accts	3.00	0.00	3.00
Interest Income/ Savings Acct	2,293.10	1,403.02	890.08
Transfer Fees	500.00	450.00	50.00
Total Non Dues Income	2,796.10	1,853.02	943.08
Total Income	37,248.10	36,899.02	349.08
Total Income	\$37,248.10	\$36,899.02	\$349.08
GROSS PROFIT	\$37,248.10	\$36,899.02	\$349.08
Expenses			
Landscaping and Groundskeeping			
Fuel Surcharge	5.00	21.00	-16.00
Landfill Fee		10.00	-10.00
Lawn Care	14,350.00	13,726.00	624.00
Snow Removal	2,867.50	4,356.00	-1,488.50
Sprinkler Maintenance & Repairs	2,489.31	1,242.98	1,246.33
Tree & Shrub Care	3,045.00	450.00	2,595.00
Total Landscaping and Groundskeeping	22,756.81	19,805.98	2,950.83
Membership Expenses			
Board Gifts		106.95	-106.95
Events & Promotions	385.29	822.60	-437.31
Holiday Decorations	3,868.12	2,790.02	1,078.10
Total Membership Expenses	4,253.41	3,719.57	533.84
Monthly Banking Costs			
ACH Check Processing Fees	6.00	6.00	0.00
Bank Charges		1.00	-1.00
Credit Card Processing Fees	101.22	193.03	-91.81
Venmo Fees	235.61	38.60	197.01
Total Monthly Banking Costs	342.83	238.63	104.20
Postage and Delivery			
Postal Box Rent	182.00	176.00	6.00
Stamps	198.00	460.00	-262.00
Total Postage and Delivery	380.00	636.00	-256.00
Professional Fees			
Accounting & Audit Fees	800.00	500.00	300.00
Insurance & Bonding Costs	1,241.00	1,238.00	3.00
Legal Fees		1,172.95	-1,172.95
Taxes - Federal	555.76		555.76

Treasurer's Report

Fiscal Year 2023-2024