



NORTHWEST COMMUNITIES LLC
3201 N Huetter Road Suite 103 Coeur d'Alene, Idaho 83814
PO Box 2612 Hayden, Idaho 83835
Office: (208) 518-1131
info@nwcommunities.net
www.northwestcommunities.info

Mill River Property Owners Association
Board of Directors Meeting
July 13th, 2023 at 4:00pm
CDA Public Library – Gozzer Room

MEETING MINUTES – OPEN SESSION

Call to Order The meeting was called to order at 3:58pm and a quorum was established. In attendance was Bobbie Dannenbrink, Ed Scott, Marc D'Andreas and Kathleen Rogers; Board members, and Samantha Ruby of Northwest Communities (NWC).

The Board members entered into Executive Session at 3:58pm.

The Board members exited Executive Session at 4:21pm. Neighborhood Board members Mike Phillips, Bill Hemmings and Dan Panther entered the meeting as well as Kristine Banister of NWC.

Previous Meeting Minutes were reviewed from meeting on April 12th, 2023. Ed made a motion to approve the minutes as written, Kathleen seconded and motion unanimously carried.

Neighborhood Reports were discussed. Mike Phillips reported on behalf of River Life. He described that the landscape improvements on the pathways on Woodhaven appear complete and acceptable, that the shrub removal project is complete and acceptable, that a non-compliant pergola has been removed, and that parking enforcement is continuing to go well.

Bill Hemmings reported on behalf of Summer Walk. There are a handful of properties that are not properly maintained and the addresses have been provided to NWC. A recent estimate was approved that replaces trees that were downed in a storm and those trees will be planted in the Fall.

Landscape maintenance concerns of weeds and cat tails between River Life and the Condos were discussed and Marc will discuss it with the Board members of the Condominiums at Mill River.

An estimate for Edgewater from RootsUp for \$850.00 was unanimously approved via email for improvements at the entrance to Mill River Court.

An estimate for River Life and Summer Walk from RootsUp for \$3,700.00 was unanimously approved via email for irrigation work, sod installation, installation and purchase of replacement trees from a windstorm, and reseeding.

An architectural review report was presented by Samantha. All requests from association members are reviewed by via email and will be summarized in the next meetings' minutes.

Between April 7th, 2023 and July 13th, 2023, the following projects were reviewed:



Edgewater (Neighborhood Board)

- 1/24/23 – 4718 W Mill River Court – exterior paint on garage doors – declined and required to repaint by April 1, 2023, extended to April 30, 2023, invited to 7/13/23 BOD Meeting

River Life (Neighborhood Board)

- 6/8/23 – 4448 Woodhaven – exterior painting - approved
- 5/22/23 – 4241 Woodhaven Loop – screening - approved
- 5/22/23 – 4211 Shoreview – noncompliant gazebo – declined and structure removed
- 5/5/23 – 4447 W Woodhaven Loop – paver patio and wood screen - approved
- 4/11/23 – 4319 W Woodhaven Loop – landscape renovation and pergola - approved

Summer Walk (Neighborhood Board)

- 6/9/23 – 3255 Swiftwater Lane – exterior painting - approved

Rivers Edge - none

Commercial (Board of Directors)

- 12/13/22 – preliminary renderings of three-story townhomes with garages from Blue Fern, 2/2/23 and 3/31/23 Engagement with Smith Malek to manage communications with Blue Fern, Blue Fern submitted renderings 6/14/23 and BOD comments sent to Blue Fern 6/30/23, Max with Blue Fern advised amended plans may be ready for review and requested meeting with BOD, provided Zoom link for 7/13/23 BOD Meeting

The landscape committee report was provided by Bobbie. Kathleen provided her resignation from the committee and the Board of Directors when the sale of her home finalizes. Bobbie is the sole member and needs volunteer assistance.

The shrub removal project is complete and landscape improvement estimates were approved via email and recently completed, and appear acceptable. An owner near the path on Woodhaven Loop will assist in watering the newly installed sod.

The park was discussed. The Board of Directors adopted newly revised park rules unanimously via email and NWC distributed them to owners via email on June 9th, 2023. An estimate from Allegra Printing was approved unanimously via email for \$964.57 for 5 signs updating current signs and reflecting the new rules.

It was discussed that 'No Trespassing, area is under surveillance' signs were appropriate as well and Samantha will request an estimate for that before approving the final versions of the signs.

The Board unanimously approved via email a 'Registered Resident process' that NWC will utilize to register residents when they are issued a key. The process is:



NORTHWEST COMMUNITIES LLC
3201 N Huetter Road Suite 103 Coeur d'Alene, Idaho 83814
PO Box 2612 Hayden, Idaho 83835
Office: (208) 518-1131
info@nwcommunities.net
www.northwestcommunities.info

1. NWC mass email membership with new park rules and registered resident form and request that tenants complete the form and make an appointment with NWC to identify themselves and provide the signed form
2. Once a tenant makes an appointment with NWC, NWC will charge \$25.00 to MRPOA
3. NWC will provide 20 minutes for the tenant appointment time to process the form and answer any questions about MRPOA
4. NWC will charge \$75.00 per hour if the appointment is longer than 20 minutes and/or for all time spent processing reservations and special requests

Samantha will also request an estimate from RootsUp to provide additional weed control at the park beach, grade it, and bring in fresh beach sand.

Marc made a motion to add to the new park rules “personal items shall not be left in the park at any time”, Ed seconded and motion unanimously carried.

An estimate from Northwest Land and Construction was unanimously approved via email for \$1,950.00 to repair a section of the wall at the park and replace 36 block caps.

Blue Fern Development joined the meeting via Zoom. Plans for the proposed townhomes in the community were emailed to NWC this afternoon and the Board had not had time to review them. The plans took into consideration the Board’s comments, and reflect an updated color differentiation. Further comments from the Board will be provided to Blue Fern via email.

The financial report was provided by Kristine of NWC.

Kristine presented the May 2023 financial reports. The Balance sheet as of May 31st was presented. The total assets equal total liabilities and equity of \$281,963.53. The Condensed Income Statement on an accrual basis was presented as of May 31st. The Year-to-Date Income Statement was also presented. Year-to-date total income was \$163,876.15. Total operating expenses were \$45,008.38 leaving a net ordinary income of \$118,867.77. Other income was \$2,710.23 and other expenses which include reserve expenses were \$13,622.43 leaving a year-to-date net income of \$107,955.57. The accounts receivable aging report was presented reflecting a total of \$35,447.33.

The Board unanimously agreed via email that a balance of \$0.80 payable to Sheehan would be written-off.

The budget allocation project status was provided by Kristine. NWC has been working on a special project with the Board to outline the financial allocations of each area of the community to align with the annual budget.

Two descriptive tables were presented identifying each area of the community and the percentage of responsibility of the budget by area.



A third table was presented describing the 'Master Income and Expense' per year from 2015 through 2022. The data reflected an income pattern that did not rise to match increasing expenses. In summary the data reflected that the association has been funding consistent net losses in the operating account by borrowing from its own reserves. Based on the data, there is \$11,754.70 due to the reserve fund from the operating fund. It was discussed that this pattern may have occurred by paying normal reserve expenses from the operating account in past years.

A fourth table identified the assessment rate for each area of the community each year from 2015 through 2022, which rose in some areas and lowered in others.

The fifth table identified the assessment rate from 2023 and the suggested assessment rate for 2024 with the increase amount per area. This suggested increase is more than the allowable increase of assessment the Board of Directors can make without approval from the association members.

Kristine recommended an increase in assessments for each area of the community to meet the basic needs of the operating and reserve budgets as it will be crucial to the financial health of the association. The descriptive financial data tables will be presented to the members at the Annual Meeting by Kristine in preparation for a vote of approval from the association members, as previously discussed via email.

Additionally, Kristine recommended the reserve study currently on file from 2019 be updated with the budget allocation percentages by area in order to properly follow the recommendations for reserve funding.

The Board unanimously agreed that NWC will begin to obtain estimates for an updated reserve study.

Kathleen made a motion to hold a Special Members' Meeting for the purpose of voting on an increase in assessments above the basic allowable level with the date to be provided to the members at the Annual Meeting. Ed seconded, and the motion unanimously carried.

Detective Rinneau from the Coeur d'Alene Police Department entered the meeting. He was invited by the Board. Trespassing was discussed and how to best handle non-emergency situations.

The draft Annual Members' Meeting Notice documents were reviewed. With minor edits, Samantha will email the Board a final copy before distribution to members. The meeting is planned for August 17th, 2023 at 4pm at the Coeur d'Alene Public Library Community Room.

Exhibit B of the Third Addition CC&Rs was briefly discussed. There are two swales on Seltice that are in question as to who is responsible to maintain them. Samantha offered to look at the areas with RootsUp to determine if the swales are the same as on the map in Exhibit B.

The cinder block wall was discussed. Samantha reported that the GarageTown Board of Directors met and the ownership of the wall is still to be determined, and that their opinion is that it is structurally sound but should be watered less by the Mill River irrigation on the turf side of the wall.



NORTHWEST COMMUNITIES LLC
3201 N Huetter Road Suite 103 Coeur d'Alene, Idaho 83814
PO Box 2612 Hayden, Idaho 83835
Office: (208) 518-1131
info@nwcommunities.net
www.northwestcommunities.info

After discussion, the Board asked Samantha to obtain a quote to survey the property line at the wall to determine ownership.

There being no further business to come before the meeting, on motion duly made, seconded and unanimously carried, the meeting was adjourned at 6:56pm.