

DUQUETTE PINES HOMEOWNER'S ASSOCIATION  
BOARD MEETING

Boise Basin Library, Idaho City  
December 5<sup>th</sup>, 2016

Open meeting: Lisa B. opened the meeting at 7:02 pm.

Meeting structure: Everyone in attendance was familiar with the meeting structure.

Attendance: Lisa B., Kurt, Melissa, Dee, Donna, Karter and Lisa K. Homeowner's - David Burt, Paul Head and Randy Bates.

Approve meeting minutes Nov 7<sup>th</sup> and 14<sup>th</sup>: Melissa motioned to approve both the November 7<sup>th</sup> and November 14<sup>th</sup> minutes. Kurt seconded, all ayes.

Financials-Lisa Kindelberger:

- The Board reviewed the Balance Sheet and the Profit and Loss Statement. Checks were presented for approval and signatures. Dee motioned to approve the financial reports and the checks that are to be signed. Donna seconded, all ayes.
- CC for Lisa K. – Lisa B. spoke about reimbursements to the bookkeeper and that Lisa K. should have a credit card account with a \$500 limit. Melissa motioned to approve getting a credit card for Lisa K. with a \$500 limit. Kurt seconded, all ayes.
- Time sheets/pay schedule – There was discussion on the format of the timesheet that Karter and Lisa K. will be using. Karter stated that he will email his filled out timesheet to Lisa K. and she (Lisa K.) will also fill out the same type of timesheet.

Old Business:

- Transfer/setup fees – Kurt gave information that he received from other entities/subdivisions in Boise County and he stated that the buyer normally pays the fees. There was discussion as to what a comparable rate would be. Melissa motioned to approve the fees of \$200 and for it to be effective January 1, 2017. Kurt seconded, all ayes.
- Delinquent account policy – There has been discussion that a form letter and policy need to be done. Dee gave a brief report on some preliminary information and stated that she and Lisa K. will work on the verbiage for the policy. There was a question as to whether we can add the lien recording fee to the full amount due or not. This subject will be discussed again at the February meeting.

Maintenance report-Karter Thompson:

- Karter stated that he had training and orientation with Lisa B.
- New snow poles were installed and some old ones replaced.
- Karter and David traveled around the subdivisions locating the dump valves.
- The roof has been put up over the meters at the well site and no trespassing signs were put up there because snowmobilers were riding in the immediate area.
- A t-post and reflector were put in place at the concrete barriers on Skyline Dr.
- Replaced the broken valve cover/pipe at Blue Jay Way.
- Shoveled snow around areas that needed cleaning.
- Laid down dirt at the gate area. It was reiterated that there is gravel available at the bottom of Lantern Way for anyone that needs to use it on their icy driveways or road near their home.
- The generator at the shed is ready to go, in case it is needed.

Adjourn: Donna motioned to adjourn. Melissa seconded, all ayes. January 9<sup>th</sup> will be the next meeting date.