



**Banbury Meadows
Home Owners' Association**

HOA 2011 Annual Meeting
March 22, 2011, 7:00 p.m.
Banbury Club House

Minutes of the 2011 Annual Meeting – FINAL

Attendees:

Board Members	ARC	DSI	Property Owners	Outside Guests
Carter Marsden, Pres. Linda Bennett, Treas. Susan Logan, Sec. Floyd Ayers, Dir. Cindy Maier, Dir.	John Brewer, Chairman	Jean Cariaga Shirley Ponciano	48 owners, 32 homeowner proxies, and 13 developer proxies (total of 93 voters)	Dan Friend, <i>Fire Chief</i> <i>Captain Eagle Fire</i> <i>Department</i> Mike Winkle, <i>Deputy Chief</i> <i>Operations</i> Mark Bottles, <i>property</i> <i>owner adjacent to Banbury</i> <i>Meadows</i>

Carter Marsden called the meeting to order at 7:00 p.m.

Agenda Item	Description	Discussion & Decision
Establish Quorum	DSI reported the number of owners present plus proxy voters equal 93.	Carter announced that a quorum is established for conducting business and voting on decisions presented at the meeting.
March 8, 2010 Annual Meeting Minutes	The minutes were provided as a handout to all attendees.	Those in attendance were given a few minutes to read the minutes from the 2010 Annual Meeting. It was moved and seconded the 2010 Annual Meeting minutes be approved as submitted; the motion was passed by majority vote.
Proposed Eagle Fire Substation at SW Corner of Eagle Road & Colchester Drive	The Eagle Fire Department seeks permission to build a substation on the Bottles lot at the outside edge of the subdivision and an access road across HOA common property in order to use the signal light at Colchester Drive and Eagle Road for emergency vehicles.	Dan Friend and Mark Bottles described the fire department proposal to buy the lot of approximately one acre and build a branch fire station at the corner of Eagle Road and Colchester that would require ingress and egress via Colchester. They spoke of the improved response time for residents of Banbury Meadows, currently 4 minutes for 911 hospital medical but 10-12 minutes for a fire truck to arrive from the station at Linder and Chinden. The American Heart Association asks for a 4-minute response time for medical. The goal for fire response is 6 minutes or less. Currently it takes about 12 minutes to get to the back of Banbury subdivision. The Colchester location is optimum for better response time in this area and would be the last substation to be built in this fire district. Chinden is the southern boarder for this fire district that extends into Boise and Gem Counties. They wish to buy property now while the prices are low and build in 5 years unless grant money becomes available sooner.

Agenda Item	Description	Discussion & Decision
		Most fire department funding is from taxes from the entire fire district. Several questions were asked by homeowners about the appearance of the proposed building and the potential noise from fire department activities, in particular the sirens. Dan and Mark spoke assuredly the building would blend in with the neighborhood like a little house with a big garage for a ladder truck and an EMT vehicle and 3 or 4 people onsite 24 hours/day to provide fire and medical service. They would be a good neighbor with noise control and only use sirens when needed to alert motorists and pedestrians, otherwise the emergency lights control the traffic signal at Colchester and they would quietly leave the substation. The fire station near Idaho Athletic handles the business calls for Eagle. This discussion was to provide information only and no vote was taken on the matter.
Treasurer's Report	Linda Bennett discussed the 2010 Actual vs. Budget report and the budget for 2011.	At the end of 2010, the HOA had a residual of almost \$24,000, due in part to income from finance charges and late fees of \$4200 and the unused \$15,000 budgeted for new entrance walls and landscaping not installed. Other major areas under budget were: 1) HOA management fees \$800; 2) printing & reproduction \$500; 3) landscaping \$1000; 4) irrigation & sprinklers \$2500; 5) taxes \$750; 6) electric power \$1000. The HOA was over budget on: 1) legal advice \$4100; and 2) bad debts of \$5000 uncollectible due to foreclosures. At the end of 2010 the balance of the Operating Account in the amount of \$90,331.69 was transferred into the Reserve Account to help fund the expenditures outlined in the BRG Reserve Study summary over the next 30 years. The most significant areas of change in the 2011 Budget are: 1) renegotiation of the DSI management contract for a 3-year term at a lower costs of about \$5000 per year; 2) the budget for state & federal taxes dropped by \$650 due to little interest income; 3) the landscaping contract costs stayed the same but we budgeted an additional \$3000 for plant material to replace trees and shrubs that have died or may be needed to fill in pruned areas; 4) increased irrigation/sprinkler repairs by \$1500 for replacement of faulty controllers and valves; 5) \$1500 for unexpected pump repairs; and 6) funding of the Reserve account at year end with at least \$14,401 vs. \$8200 last year. Within the Reserve Account we allocated: 1) \$45,000 toward the landscaping enhancements (both medians in front of and behind the signs, and the north hillside at Colchester) and upgrade on the roundabouts replacing the ornamental grasses with sod (this will lower our costs in the future); 2) \$13,120 for a recommended fix to Pump Station #2 to

Agenda Item	Description	Discussion & Decision
		remedy the shutdown of this pump due to insufficient ground water; and 3) \$1312 for painting maintenance of the pump fences. The total Reserve allocation for 2011 is \$60,155, leaving a balance of \$71,518, before 2011 funding. The account balance as of this date are: Reserve: \$132,164 Operating: \$84,732 A/R: \$10,786
Committee Reports		
Social Committee	Melanie Garczyca introduced the social events planned for 2011.	Melanie thanked the social planning committee and announced plans for a summer picnic at Merrill Park, perhaps a fall event, and the Christmas dinner at Louie's Restaurant. Melanie asked for volunteers for the planning committee and to assist with upcoming events; sign-up sheet provided. The events will be posted on the website.
New Business & Responses to Property Owner Questions		
Election of 2011-2013 Board of Directors	Carter introduced the current Board members. Carter and Linda's positions were 1-year terms and both are willing to continue for 2-year terms if elected.	Carter and Linda gave their statements as candidates for the 2011-2013 Board of Directors. Carter then asked for nominations from the floor. No additional nominations were made. It was moved and seconded that Carter and Linda be elected as Board members for 2-year terms. A vote was taken and the motion passed by unanimous vote.
Entrance Update	The drawings provided by Stone Landscaping were displayed and discussed.	Linda talked about the previous entrance enhancement proposal to build new rock walls and install new subdivision signage vs. the current undertaking to improve the Oakhampton and Colchester entrances by landscaping only with boulders, new trees and plantings of complementary texture and color to coordinate with the neighborhood landscape design. The cost of the project is \$37,000, currently budgeted, and makes no change to the Locust Grove entrance. The entrance trees will continue to be decorated with lights at Christmas time. The plan is to increase the budget by \$500 each year for the purchase of additional lights. Thieves stole lights from the Oakhampton entrance twice in 2010. The golf course has exclusive rights to locate their signs on the HOA property at the entrance medians.
Reserve Study	A copy of the BRG Reserve Study summary was provided and discussed.	The Browning Reserve Group (BRG) performs reserve studies for common interest communities, special districts, park and community services districts and other entities that can benefit from long range financial planning. BRG currently has over 1,500 clients in multiple states. In December 2010, the Board hired BRG to prepare a reserve study for Banbury Meadows for a total cost of \$1000. The components of the study include items with a remaining useful life of less than 30 years and a value

Agenda Item	Description	Discussion & Decision
		greater than \$1000. The Board is to provide BRG with actual year-end numbers for an updated report at a cost of \$200/year for more accurate expense forecasting, establishing the annual reserve contribution and possibly raising or lowering dues. Mechanical systems and landscaping upgrades are reserve items and for this reason the pump maintenance/repair and landscaping/irrigation components are now part of the reserve account. Some pump repair cost is paid by insurance. The #3 pump is being modified to draw water from the pond for an adequate supply. All the well pits were cleaned, the pumps serviced, and new controllers installed. The drainage problem on Chipper has been corrected by the ACHD excavation. We do not anticipate irrigation problems this year (knock on wood).
Pond Usage	Historically some residents have used the pond for personal non-motorized watercraft.	An ARC request for permission to build a dock on the pond raised concern about HOA liability for pond usage. The Board consulted with an attorney and the law firm advised that liability for any personal injury on the pond lies completely with the homeowners. For the reason, the attorney recommended the pond be posted for no activity in the best interest of the HOA. Some erosion has been occurring on the bank of the pond. The Board is researching how to best stabilize the pond banks and maintain the common area surrounding the water.
Rentals in Foreclosure	Questions were raised about how to enforce the CC&R's and collect dues when a home goes into foreclosure.	Carter provided information about the Board process for homes in foreclosure. There is usually a gap in time from when a home is vacated and new ownership is established. Once a property becomes bank owned generally the property will be maintained and the CC&R's can be enforced. There is often a struggle to get compliance from renters. The process is for DSI to notify the occupant and the owner of an infraction and eventually invite the owner to a Board meeting for a hearing on the matter. No fine can be levied on the renter, only the owner. The Board will continue to take appropriate action but it is limited in these circumstances. Please note, DSI provides a terrific service to the HOA with their extensive experience in management services. Shirley conducts a visual inspection of the neighborhood every two weeks and follows the established protocol for violation notices. When the Board makes a decision on next steps the information is provided to the property owner by DSI.
Annual Audit Bylaws	Discussion was held regarding amending	Currently the cost for an annual financial audit is \$1500. An accountant review at a cost of \$4-600/year would provide an

Agenda Item	Description	Discussion & Decision
Amendment	Article VIII, Section 8 of the Bylaws to require only an annual accountant review of the financial transactions rather than a full audit.	adequate review at a much lower cost and would include an opinion statement as to financial transactions. It was proposed a full audit be purchased only every 5 years. A question was asked about a reading of the proposed language. Shirley is researching the bylaws. Carter announced the vote would be taken and the language would be published. There was no objection to the procedure. It was moved and seconded the Bylaws be amended to require an account's report on an annual basis and a full audit every 5 years. A vote was taken and the motion passed by majority. Carter announced the amendment would be prepared accordingly.
Announcements & Door Prizes		
Neighborhood Yard Sale	Saturday, May 21, 2011	All homeowners are invited to participate in the neighborhood yard sale at no cost. The Social Committee volunteers will install banners at the entrances and advertise on Craig's List. All the homeowners have to do is conduct their sale on their own property.
Door Prizes for Meeting Attendees	Melanie and Cindy drew numbers and announced winners.	Door prize tickets were provided to all owners in attendance and many nice prizes were awarded.
New Board Members Needed	Carter encouraged attendees to consider serving a term on the Board.	Last year the Board started with 4 new members as Linda was the only carryover and the others were completely new to the job. The Board will have 3 openings to fill at next year's Annual Meeting. Please consider this opportunity to serve your neighborhood in this important capacity to ensure Banbury Meadows continues to be a fantastic place to live.
Homeowner Communication	Linda urged homeowners to provide an email address to efficiently receive information and announcements.	During the past year the Board sent out only one hardcopy newsletter. That type of communication takes a lot of time and is not efficient. DSI sends out an "e-blast" on the 1 st Tuesday of each month to all property owners who have signed up for the service. If you are not getting the e-blast, go to the website and sign up, choose a password and then you will receive information at least one time per month. Urgent messages such as irrigation interruptions or other matters of interest are sent out immediately as they occur. Sign up at www.banburymeadows.org !
Next Board Meeting	Time and place.	Next regular Board meeting is scheduled for Monday, April 11, 2011, 6:30 p.m., at Group One.

President Carter Marsden adjourned the meeting at 8:30 p.m.

Respectfully submitted,
Susan Logan, Secretary