

**LOLO CREEK TRAILS HOA
BOARD MEETING
April 7, 2020 7:00 PM via ZOOM Meeting
MINUTES**

Call to Order President Jen Clark called the Zoom meeting to order at 7:00 pm. Thank you to Kyle Cunningham for setting this up since we are not able to meet in person due to the COVID 19 Stay-at-home directive.

Roll Call – all Board members present. Homeowners were invited to attend by requesting Zoom meeting information, log in provided to one homeowner, no homeowners signed on.

Approve Minutes

Minutes from the January 6, 2020 meeting approved by email and posted to the LCT HOA website.

Treasurer Report (K. Cunningham)

1. Current Check Register was sent out showing the expenditures and deposits to date. Beginning balance \$54,014.96, checks written for: PO Box Rental \$56, Income Tax filing \$150, MT Dept. of Revenue \$50, Snow Removal 3 payments totaling \$1200, reimburse Board members for Common Area Maintenance for gopher control \$14.57, Web Site \$179.40, Postage and Printing \$103.40, Sandwich Boards \$150, Annual meeting expenses \$89.85, Secretary of State filing \$20. Deposits of dues checks in the amount of \$16,703.90 for an ending balance of \$68,705.64.
2. To date 90 lots have paid dues, 2 certified letters for non-payment of dues were mailed 4/6. 4 lot owners sent in checks over the required amount of \$185. The overage will be refunded by check to those lot owners.

ACC Report – Dan Johnson

1. 6 applications have been received recently for ACC review including requests for house painting, landscaping, planting trees, installing gravel pad/s and maintenance shed. Written approval has been sent out to 4 of the applicants. 2 applications were for new home construction on Lots 8 & 9 and are currently under review of the committee.
2. The ACC reported that there are several homes in the neighborhood that are currently in need of exterior maintenance and/or paint. The Board will include a reminder of this covenant in the summer newsletter and determine if notification letters will need to go out to specific lot owners.
 - a. A Board member added that Republic Services had sent out information that they will no longer be picking up yard wastes. Many homeowners are beginning spring cleaning of their yards PLEASE DO NOT DISPOSE OF YARD WASTE IN THE COMMON AREAS – the wastes will need to be removed in order to mow/seed/treat the common areas.

Greeting Committee Report – Mollie Ducey and Alisha Maclean had expressed an interest in helping out with this. Teri will contact them to see if they are still willing. 1 new family moved into the neighborhood in December and another is currently moving in on Sugaree. With the Stay-at-home directive by the Governor welcoming will be a challenge.

Old Business (J. Clark)

1. Actions approved by email vote:
 - a. Approved 2020 Budget/Dues amount (6 in favor/1 opposed)
 - b. Approved appointment of D. Johnson to fill unexpired ACC 2020 position (6 in favor/1 opposed)
 - c. Approved appointment of E. Williams to fill 3 year ACC position (all in favor)
 - d. Approved costs for replacement of ditch clean-out covers in common area (all in favor)
2. It was determined that the Summer Newsletter will go out in June, door hangers for the July meeting will be ordered and sandwich boards will be set out as a reminder to homeowners of the July Board meeting. Door

hangers were not put out for the April meeting because of the Stay-at-Home directive and social distancing requirement.

3. Planned Capital Improvements update – Wally reported that he had visited with Ezra Williams regarding natural shrubs and trees that would thrive in the common areas as well as sources for purchase. No final selection has been made yet.

4. Common Area Maintenance update, pocket gopher control – Wally reported that

a. 2 bids have been requested for spraying and fertilizing the common areas, mowing is planned to be done in the fall.

b. Last year there was a ‘Tree Assessment’ done prior to pruning the trees planted by homeowners in the parkways that cost in excess of \$1000. This year the tree trimming company informed him that the pre-assessment was not needed and they would be able to easily identify and trim the trees as needed.

c. Shadow Paving will be coming out to repair the cracks in the bike path. Many cracks are due to the Cottonwood roots so the roots may need to be cut out to prevent this from continuing to happen.

d. Pocket Gophers are being treated in the common areas. A homeowner has requested the Board’s assistance with gophers that are coming into his yard from the common area. The HOA would not be able to assist with this due to the liability of the treatment. The homeowner would need to treat the gophers on their own.

5. LCT HOA Web site update – The website has been updated with meeting minutes back through 2007 when the HOA was first formed. The Documents page has been updated with all current necessary documents for ACC application and HOA information. A homeowner had requested to post the annual audit results/reports to the website. The audits are documented in Board meeting minutes and there is no formal report generated as a result of the audit to publish on the web site.

Please let the Board know if you are experiencing any difficulties accessing the web site.

6. Covenant notifications update – 7 covenant reminder letters have been mailed out to date. 1 for a trailer parked in a driveway, 1 for a barking dog, 5 for on-street parking. All have been corrected and 1 exception was requested for parking due to the Stay-at-home directive.

7. ACTION ITEM: Update of (1) LCT HOA Fine Schedule and (2) LCT HOA Construction Fine Schedule – Following discussion the motion was made to approve the changes to both Fine Schedules. A notification letter to advise homeowners of these changes was also presented, discussed, amended and approved with new fines to be in effect 5/1/2020. Motions seconded, all in favor. The notification letter, along with copies of both the new Fine Schedules, will be mailed out to all lot owners.

New Business (J. Clark)

1. Open Discussion regarding COVID-19 and any Homeowner concerns, input or actions about how we can all best help each other through this time. It was discussed that neighbors have been offering assistance to neighbors, looking out for each and practicing social distancing. Some folks are displaying bears in their window and participating in the Howl for Missoula to show support for those providing critical services during this time. Please be advised that future quarterly HOA meetings may need to be changed or cancelled based on the status of any Stay-at-home or social distancing orders in place when meetings are scheduled. The Board is able to communicate via ZOOM virtual meetings if needed during this time. The HOA website can be used to communicate any needs or concerns to the Board at any time.

Homeowner Comments – A homeowner sent a question to the Board asking how we could get everyone to leash their dogs when not in their fenced yard. There are dogs that run loose and some homeowners walk their dogs off-leash allowing their dogs to run free. There are folks in the neighborhood, including children playing, who have a fear of dogs. When dogs are running free there is no guarantee that they are under control and this is very frightening to some.

**The Board will include this in the next newsletter and encourages all homeowners to be considerate of their neighbors.

Board Comments –

1. It has been a long standing practice that a board member has been reimbursed for paying the web site fee. The Board discussed options for taking care of this annual fee rather than transferring it to a Board member's personal credit card. It was suggested that the Bank may be able to issue a debit card for the HOA account that could be used or the Provider may accept checks now that the HOA is an established customer. This will be looked into further.
2. Since the HOA is no longer just starting out, and has matured into a organized business with 92 owners a suggestion was brought forward for consideration that the Board develop and adopt a set of 'generally accepted accounting principles' (GAAP) that could be used consistently as Board members come and go in the coming years. This way all financial information will be accurately and consistently tracked and will be easily accountable for any homeowner who may ask. It is acceptable to have a contingency fund for unforeseen expenses that come up during the year, but we should not continue to carry over excessive unexpended funds. By implementing GAAP with a chart of accounts, we could be using the year-end balance of each account item as a tool for planning the coming year's budget and setting the associated annual dues level. A committee, consisting of the Board Treasurer and interested homeowners along with employing the services of an independent Certified Public Accountant, could address this.

**This suggestion may be included on the July agenda for further discussion and development.

Executive Session –as needed – Board adjourned to executive session at 8:15

Reconvene Open Meeting - 8:38

Jen reported that following discussion of a recent homeowners concerns it was determined that the concerns will be addressed by letter to the homeowner.

Adjournment (J. Clark) **Meeting adjourned at 8:40**

NOTE: Next Meeting—July 7, 7:00 PM @ Lolo Community Center (or TBD)