

**Forrest Groves Estates Homeowners Association  
Board of Directors Meeting**

Topic: FGEHA October Board Mtg  
Time: October 18, 2023 07:00 PM Mountain Time (US and Canada)  
Join Zoom Meeting

<https://zoom.us/j/96655824212?pwd=ZEVjS0NuU3BuOW5EMlNKZWVjeExnQT09>

Meeting ID: 966 5582 4212

Passcode: 057992

## MINUTES

**Wednesday, October 18, 2023 7:00 p.m.**

Call to Order: 7:05 pm

Board Attendance: Andy Arnold, Beth Gordon, Jenn Redfern, Jenn Mack

Guest Attendance: Dave Rahn, Terry Bennie, Barbara Beevers, Bryce Hunt, Evelyn Hunt, Tracy Davis

- Motion to approve September 2023 Board Minutes
  - o Motion – Beth Gordon          Second – Jenn Redfern          Approved? YES

### **Finance Report: David Bowen / Beth Gordon**

September Financial Report: Beth Gordon / Dave Bowen (available at  
<https://forrestgrovesestates.communitysite.com/>)

As of month ending September 30, 2023:

- Total cash on hand was \$32,291 with \$18,285 in the operating account and \$14,006 in the reserve account.
- Accounts receivable as of 9/30/23 were \$1,442. As of 10/15/23 this balance is unchanged.

Variances over \$100.00 in September were as follows:

Operating Account:

- The \$379 variance in miscellaneous expense was due to payment for the association website. YTD was over budget by \$279.
- The \$147 variance in sewer lab tests expense was due to additional needs. YTD was over budget by \$193.
- The \$4,231 variance in sewer – parts & maintenance was for repairs to the lagoon aspirator, these expenses could be considered and paid by the reserve fund if deemed necessary.
- Overall, excess of revenue over expenses for the three months ended was \$6,977 and better than budget by \$1,555.

### **Committee Reports**

- o Will Thomas has volunteered for the WAP role

- Beth sent him information on the new ambassador orientation and have connected him with Mary Dunlap to assist in onboarding to the new position

### **Water and Sewer Report: Dave Kasper**

- Olin and Dave installed the new blower pump successfully and both blowers are currently functioning
- Received data regarding flows into sewer lagoons
  - o has been forwarded
  - o Person previously managing lagoons wasn't able to submit in time

### **Road & Trash/Recycling Report: Jen Redfern**

- Roads
- Snow plow drivers update
  - o Identify and train snow plow drivers in November
  - o Set up snowplow schedule
    - Tim sent out a snow plow driver list
      - Tim will do three days, Olin will do two, Ryan Brooks and Michael Rossback will do other remaining days
      - Jeff Redfern is willing to be an emergency backup and is willing to receive training
- Trash / Recycling - dumpster schedule change
  - o bear dumpster update
    - No update about bear dumpster - Jenn has emailed for update on dumpster
  - o Trash will be down to once a week, recycling will be the same schedule
    - construction trash has been filling dumpsters, Jenn will reach out to homeowner(s)

### **Old Business**

- House Bill 22-1137
  - o Need to be careful moving forward due to state statutory restrictions when notifying members when they are delinquent
  - o How are we going to set up a process to ensure we are noticing on time
    - Dave Bowen tracks status on everyone's payments, depending on the indication of how you will pay, invoices go out quarterly
      - It would be most preferred to use ACH on a monthly basis, but this is not the case
      - There are options to pay monthly or quarterly
    - Dave then monitors that and sends an aging report and then acts on that
  - o State law is requiring to send out notices on a monthly basis when an account is delinquent
    - Might be necessary to pay on a monthly basis
      - Would require converting quarterly payments to monthly to meet the requirements

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- Notification should be in writing, with the first notice needs to be posted on the property
- Beth will connect with Dave Bowen to determine a procedure
  - Is this within Dave's scope of services
  - There also needs to be a procedure to post notice within the neighborhood
- The fees incurred will be on the member (7:35 pm timestamp)
- Board should review, if board is in agreement with the language we will have to move forward and notify members regarding a policy change
  - 20 day period to receive comment
  - Coordinate with Dave Bowen and then enact new policies going forward
- There should be an alerting system to notify members and create a record
- Identifying Maintenance needs/tank cleaning - update on bids
  - Will hold this til next meeting since Dave Kasper is not in attendance
- STR - determine what the fees will be and how will they be collected
  - Most municipalities levy up to 3% tax on STR, would be most progressive to apply a percentage as opposed to a flat fee
    - Ask for a license fee - flat fee and in addition to that a 3% fee on STR as they occur
  - CCNR license cap
    - Some houses vary in occupancy or seasonality to help provide equity in variations
    - Lottery for those who are on the waiting list or length of wait on the waiting list?
      - How to provide equity to those who may own and want to start STR
  - What is the cost of the licenses and fee for STR
    - Annual or one time fee for STR and then 3% on every rental
    - Tracy advocated for a lower annual fee of \$100
      - should cover the effort/cost of keeping track of STR program
  - Who will be in charge of collecting?
    - Can inquire with Dave Bowen how other local management companies handle
    - Bryce Hunt will inquire with his own management company in regard to lodging tax
    - Need to streamline management of forms, headcount, emergency contact/contact with property management companies

## New Business

- Decision on December HOA meeting - is it needed/should be canceled?
  - We should have a December meeting to continue to discuss STR items
- Extending thanks to Will Thomas for cleaning out the "creek-let" by the path to Treasure Island
- Thank you to Jedidiah from TreeWerks for re-building the bridge in that path
  - Acknowledgements will go out in the next newsletter
- Fred Stevenson will try to complete the handoff to Logan by November 1st.
  - How should we acknowledge Fred's retirement?
    - Beth will put a card together and acknowledgement will be included in the newsletter

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- Need to discuss security for mailbox security in November meeting
- Comments?

**Motion to Adjourn:** Beth Gordon

Second: Jenn Redfern

Adjourned: 8:35 pm

**Next Board Meeting:** November 15, 2023 7:00 pm – Zoom