

**Lost Bridge Village Community Association, Inc.**  
**Board Meeting Minutes**  
 January 14, 2019 @ 6:00pm

Call to Order of Regular Meeting by President John Buhr @ 6:00 pm

Trustees Present:      John Buhr, President      Mary Gray  
                                  Hugh Fenner                      Carrie Webb  
                                  Jon Testut, VP                      Phil Williamson

Trustees Absent:

**Approval of Agenda**

Agenda approved.

M/S/C                      Phil Williamson/Mary Gray/Unanimous

**Recognition of Members, Visitors, & Comments**

John Niernberger – Observing

Steve Bray – Reserves the right to interject when he wants to.

**Treasurers Report**

	<b>Dec 31, 18</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · CASH IN MONEY MARKET - 0172	30,479.85
1001 · CASH IN CHECKING - 7265	13,738.60
1003 · ARVEST CAPITAL IMPROVEMENT 0743	
1003-A · AIRSTRIP IMPROVEMENTS	1,096.80
1003-B · COMM BLDG IMPROVEMENTS	1,000.00
1003-C · VILLAGE HALL IMPROVEMENTS	1,707.56
1003-D · REC CENTER IMPROVEMENTS	5,114.66
1003-E · LIBRARY IMPROVEMENTS	146.78
1003 · ARVEST CAPITAL IMPROVEMENT 0743 - Other	20,498.82
<b>Total 1003 · ARVEST CAPITAL IMPROVEMENT 0743</b>	29,564.62
1007 · CASH CONTINGENCY M/M FUND 9016	53,095.22
1010 · BUILDING DEPOSITS	37,200.00
<b>Total Checking/Savings</b>	164,078.29

**December Profit and Loss - Actuals vs. Budget**

	Account	Dec. Actuals	Dec. Budget	\$ Diff
Assessment Income	4000	\$1,480	\$199	\$1,281
Late Fees Collected	4090	\$0	\$0	\$0
Donations		\$19	\$0	\$19
Total Income		\$1,511	\$422	\$1,089
Maintenance	7200	\$4,419	\$2,544	\$1,874
Rec Center	7400	\$554	\$300	\$254
General & Admin	7500	\$6,675	\$6,729	-\$55
Community Building	7600	\$935	\$982	-\$47
Roads	7700	\$2,486	\$853	\$1,633
Capital Improvements	7900	\$0	\$0	\$0
Total Expenses		\$15,068	\$11,409	\$3,659

**December Year-to-Date Summary**

YTD - Dec. Actuals	YTD - Dec. Budget	\$ Diff	2018 Annual Budget	% of Annual Budget
\$210,274	\$198,641	\$11,633	\$198,641	106%
\$11,405	\$5,000	\$6,405	\$5,000	228%
\$10,379	\$5,200	\$5,179	\$5,200	200%
\$238,360	\$216,866	\$21,494	\$216,866	110%
\$51,745	\$55,354	-\$3,609	\$55,354	93%
\$37,690	\$33,775	\$3,915	\$33,775	112%
\$80,664	\$93,640	-\$12,977	\$93,640	86%
\$13,102	\$11,780	\$1,322	\$11,780	111%
\$12,512	\$18,317	-\$5,805	\$18,317	68%
\$7,137	\$0	\$7,137	\$0	
\$202,854	\$212,866	-\$10,015	\$212,866	95%

**December and Year End Notes**

**Income:**

Income exceeded December expectations and Year End Total Income was \$21,494 over Budget

**Expenses**

December expenses were over budget for the month; however total Year End expenses were \$10,015 under budget.

The following accounts contributed to December overrun in expenses:

7225 - Shop Tools	\$915
7250 - Miscellaneous	\$740
7426 - Rec Center Water	\$360
7529 - Postage	\$1,075
7757 - Ditch & Culvert Cleaning	\$1,412
Total	\$4,502

**Balance Sheet as of December 31, 2018**

1000 - CASH IN MONEY MARKET - 0172	\$30,480
1001 - CASH IN CHECKING - 7265	\$13,739
Total Available Cash	\$44,218

Phil will be inputting the 2019 Budget into QuickBooks on Thursday this week so if there are any changes that need to be done, please let him know before then. The excess monies from the 2018 budget will be moved and placed in other savings/reserve accounts.

Invoices were mailed out a week before the ballots went out last month. On Thursday last week we had a stack of ballots that were returned. There were about 4 times as many ballots returned compared to the invoices. This does not seem right since it was only a week apart when they were mailed. Phil will be checking with the Post Master about this.

Postage increase was discussed. Postage will be going up \$5 per roll. It was decided to get 20 more rolls before the increase.

Conoco fuel card is unusable unless you go up to hwy 49. The Visa card will be used from now on. When Maintenance (Ben) needs it to get fuel, he is to bring back the card the same day with the receipt. The ramifications of not following this protocol; he will be reprimanded as per John Buhr. We will be monitoring the credit card to see if this will cause us to go over our limit per month. If this is an issue, we will contact bank to get an increase.

Motion was made to approve December's Financials.

M/S/C

Carrie Webb/Jon Testut/Unanimous

## **Officers Reports**

### **President – John Buhr**

- Nothing to report

### **Vice-President – Jon Testut**

- Nothing to report

## **Trustee Reports:**

### **ACC Liaison – Jon Testut**

*Date: January 8, 2019*

*Time: 2:30 PM*

*Location LBVCA Conf. Rm.*

- *Present: John Niernberger-Chairman, Jim Haguewood, Sam Reynolds, Kirk Schuenemann, Rhonda Eaves and Jon Testut/TA.*
- *Absent: Jeremy Webb*

*Guests Present: No applicants.*

*Project Spreadsheet: Reviewed assigned projects with comments and actions noted by Chairperson.*

### *General Discussion:*

*Applicability and currency of the BS&P was discussed with possible changes and upgrades to be suggested at one time, rather than incrementally.*

*Fees, fines and penalties handout was distributed and discussed briefly, then tabled.*

*Discussed upcoming changes in Oath of Office attendance requirements and applicability and compliance by this Committee.*

*Change in ACC meeting date and time was discussed with return to Monday morning at 9 am agreed upon.*

*Next meeting will be Tuesday, February 4, 2019, at 9 AM*

### **Airstrip – Jon Testut, TA**

- Nothing to Report

### **Community Building – Mary Gray, TA**

- Nothing to Report

### **Covenant Compliance & Review**

**Phil Williamson, TA – LBV**

No new violations to report.

Calico EPA Update – John Buhr sent out email to Phil asking about update. Phil said Ronnie was going to call EPA last time he talked to him. John received a call couple of days ago. Carrie Webb gave an update of what she knows. There seems to be a property line dispute. Phil will look into it.

Open, TA – PMR

### **Legal and Insurance – Phil Williamson, TA**

#### Legal

Legal action is on hold regarding a covenant violation in Posy Mountain Ranch.

#### Insurance

We have received the premiums for Auto and Workman's Compensation for 2019. These

premiums for these two policies are \$2,012, or \$16 higher than 2018. The Liability Policy will be sent within the next couple of weeks.

**Library** – Mary Gray, TA

Pat Testut – Nothing to Report

**Parks and Recreation** – Hugh Fenner, TA

**Rec Center/Swimming Pool:**

- Pool is closed but Recreation Center remains open.

**Tennis Courts:**

- Working on a new material to repair Tennis courts. With Boards approval, will be doing a 6 x 6 test area as soon as it warms up (no cost to Village).

**July Fireworks:**

- The subject came up when discussing the Financials. John Buhr send out an email to Hugh Fenner, Phil Williamson and the office asking about if an invoice has been received to pay by February 15<sup>th</sup>. If we pay by then, we get a 10% extra product on the fireworks. There was a discussion about releasing money that early. Will have to pay by April so decided to go ahead and pay as soon as we receive the invoice. Hugh agreed to let John to email to get the bill.

**Political** – Carrie Webb, TA

Trying to find Ballot Committee Volunteers. Names of last year's committee were given to her. She will be calling around.

The due date of the ballots is due by 4pm 10 days prior to Annual Meeting. Since the Bylaws were not changed before the ballots went out; ballots received up until 4pm Friday before the Annual Meeting will be included in the count. Carrie will create an eblast and send to rest of board for approval regarding the ballots received after the 10 days and up to Friday 4pm the day before the Annual meeting will be counted.

**Property & Marketing** – Carrie Webb, TA

- Nothing to Report

**Roads & Maintenance** – John Buhr, TA/Jon Testut, TA/Open, TA (PMR)

**John Buhr, TA (Lead)**

1. We have experienced a mild winter to date with only one winter advisory which was responded to by treating both switchbacks and other steep roads and curves with product.
2. Purchase of the Stihl KombiSystem equipment was made plus the self-propelled mower so that these expenses hit in 2018. The Stihl Brushcutter is on order and will be purchased when it arrives. This equipment supports improved productivity.
3. R&M is continuing to trim trees and will focus on the Community Building grounds in addition to our roadways.
4. R&M is continuing work on the Dogwood cross street culvert project.
5. Slate Gap and HWY 127 intersection did not fill with runoff debris after the last two rain events because the drainage ditch from the Lodge Drive cross street culvert was cleared and the input to the HWY127 cross street culvert was reshaped. This has been a hot spot for a long-time requiring R&M to clear the intersection after each rain event which is now not needed on the same frequency.

6. Benton County is starting work on the cross street culverts on Black Oak which is scheduled to be repaved in 2019. An email blast notification was sent and expect this work to take several weeks with the paving sometime in the spring. More to come regarding this work.

Jon Testut, TA

Researched tailgate salt/sand spreader.

Open, TA (PMR)

**Security Patrol** – Phil Williamson, TA

- Nothing new to report

**LBV:**

***Still have an opening for a Captain in Zone 2.***

**PMR:**

- Nothing to Report

**Social** – Mary Gray, TA

The December Progressive Social was a fun evening enjoyed by all. A special thanks to Faith Marshall for organizing the event.

**Tech Support** – Jon Testut, TA

- Nothing to Report

**Water & Sewer Liaison** – Carrie Webb, TA

- Nothing to Report

There was a discussion about Board Member attendance policy. John Buhr is in process of creating. Different views were stated as to committees are volunteers are not elected representatives. Attendance rules should not apply to them. John Niernberger stated the members of ACC unanimously agreed they do better when they govern themselves. This was taken under advisement.

Phil Williamson stated that Williams Tractor/Bobcat has changed their computer system. We cannot charge after the first of the year unless we fill out a new form to charge. It was decided to go ahead and fill out the form so LBV can charge. Jon Testut agreed to fill out the forms.

**Old Business (Status Update):**

- Bylaw review and update Leadership Team – John Buhr – sent out already. If you have any questions, let John know. Hopefully next meeting we can have it all finished and ready to sign. The board will meet in 2 weeks to get this finalized and ready to sign.
- Community Building-Village Hall Usage/Fees – Mary Gray – Mary handed out a copy of the new rules she would like to implement for VH Rental use. Since the basement is free to property owners, there has been a big increase in the basement usage. The church charges \$350 to use their facility. Currently we are charging Non-Members \$100 a day to rent without the kitchen and \$150 a day to rent with the kitchen. This seems very low. Mary is suggesting raising the Non-Member to \$300 without the kitchen and \$400 with the kitchen. She also suggested that since so many members have been using the basement, she suggested a \$25 usage fee (to help cover heating/air, trash bags, toilet paper, hand/paper towels, dish soap, etc.) and a \$100 deposit fee. If the basement is clean, they will receive their deposit back. We have had couple of times this year where we had to hire our cleaning lady to clean up the mess left after property

owners use. She would like to do away with the Member-Sponsored functions. Prior approval by trustee was left on. It will be a judgement call from the Office. Discussed locking kitchen door for non-members. The board agreed with these changes. The board is to get back with Mary with any changes by Friday. The change will take place February 1, 2019.

**New Business:**

- Tennis Court Update – John Buhr – Jon Testut and John Buhr met with Luther. John sent out an update earlier today. Basically, Luther is still wanting to move forward with it. Hugh addressed the issue that he is the trustee for this and there has been no communication about meetings, etc. from John. Hugh has been excluded from meetings with Luther. Hugh has been working with a contractor also and have drawn up some plans. Hugh handed out a graph that they want to do a “test” area on a 6x4 area in between the courts to see how it will hold up in 3 months. This is at no cost. Hugh would like permission from the board to go ahead and do this, this month.

Motion was made to allow Hugh to do a test area on the tennis courts.

M/S/C Jon Testut/Carrie Webb/Unanimous

Discussed a drop-dead date for Luther. The board is losing credibility with the village. Need to look at ballots to figure out exactly what it said so we can go forward. Tamy will send a copy of the ballot out to the board. John Buhr said he will set up meeting with Luther in near future and have a committee meet to create a scope of work to meet with him. Suggested 3 months’ time for Luther to do something. This will give Hugh time to do the test area on the court.

- Development of Annual Meeting for March 2019 – John Buhr – Need to get all the stuff together. Phil Williamson will send out template from last year so the trustees can input their stuff. Some of the comments from last year was the slide presentation was too difficult to read. Suggest to not put too much on one slide. The board will meet January 28<sup>th</sup> at 5pm to go over new presentation. Phil Williamson is the “gate-keeper”, so send your draft to him by 1/25.
- Internal file audit/assessment – John Buhr – Phil, Mary and Carrie will look at 3 files that needs to be gone thru and figure out what is going on.
- TA Assignment review – John Buhr – do we still need all 14 areas or are there new assignments to add? Board is go look at and give any feedback.
- Tailgate salt/sand spreader – Jon Testut – tabled to next month.

A motion was made to adjourn.

M/S/C Phil Williamson/Hugh Fenner/Unanimous

**Adjournment at 7:57pm**

**The next Board Meeting will be February 11, 2019.**

\_\_\_\_\_  
John Buhr, President

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Jon Testut, Vice President

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Phil Williamson, Secretary/Treasurer

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Mary Gray

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Hugh Fenner

\_\_\_\_\_  
Carrie Webb

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OPEN