

## **The Cottages at Pleasant Valley Homeowners Association**

Minutes of Board Meeting held Nov 7, 2024 at Joy Izatts home at 2:00 p.m.

In Attendance: Lesley Osiek, Joy Izatt, Ilene Stubbs, Kay James & Manager: Kaitlyn Linford.

Absent: Lia Peterson

1. Sept Annual Owners Meeting Minutes were presented to Board Members. Meeting Minutes had been previously approved by the Board via email and posted to the Association website at [www.goldenspikerealty.com/cottagesatpleasantvalley](http://www.goldenspikerealty.com/cottagesatpleasantvalley)
2. Board Positions: The Board discussed positions of the officers and it was voted all in favor of the following; President: Lesley Osiek, Vice President: Joy Izatt, and Secretary: Lia Peterson.
3. Bank Signers were discussed and it was voted that no change to the bank account signers should change at this time and shall remain Lesley Osiek, Joy Izatt, Lia Peterson & Mgmt, Kaitlyn Linford.
4. BOI Reporting: Mgmt reported to the Board that the State has a new Ordinance put into place this year. This requires all businesses including HOAs. This requires each Board Member be registered under the HOA. Recording is required to be completed on the FinCen website and will help with corporate transparency and financial crimes. The report is required to be filed by Jan1, 2025. To file the report each Board Members, name and address is required along with an ID, the ID can either be a drivers license or a passport but it was recommended to be the drivers license. Each time the Board has a change in membership the report is required to be updated as well. Mgmt stated this is very similar to the report filed with the Department of Commerce. The report can be filed by Mgmt by everyone either meeting all together and filing the report or by each Board Member sending a copy of their ID to Mgmt and they can file before the deadline. Board Members can also file for a FinCen number and provide that number to Mgmt as well to file the report. A Board Member can also file the report but it does require everyone file at the same time. A motion was made that Mgmt file and that Mgmt holds the IDs on record for the report and updating of the report. One Board Member did not feel comfortable with this and preferred that everyone file together. Mgmt reported that either option is fine and that if it be done all together a date and time just needs to be scheduled to complete this. It was decided that everyone would meet to file the report on Dec 19<sup>th</sup> at 2pm at Joys. Everyone was in agreement that this would work.
5. Financials: It was stated that as of Oct 31, 2024 the Account Balances were as follows; Checking Acct \$60,002.72, Money Market Reserve Acct \$175,118.23, 7 Month CD: \$20,933.22, 8 Month CD: \$38,845.84 and Savings Acct \$26.51. It was reported that the 8 Month CD would be maturing in December. The Board discussed and voted in favor that the funds should be rolled into a new CD and that the term should be decided at time of maturity so that updated rates can be looked at. The Account Register was reviewed and expenses were discussed. Owner Balances were reviewed and noted that no Owners are past due and many are paying on their Capital Assessment. The Profit & Loss Report was reviewed and stated that the HOA is showing under budget on income from Owners who have actually paid ahead, by doing this the income counts in the previous year and is noted, this is also reflected on the Owner balance report, showing no Owners are behind. The HOA is over budget in the following expenses: Insurance, Professional fees, Landscaping, Snow removal and State Business Renewal. All other expenses were on budget for the year.
6. Landscaping: Fall bush trimming was completed and Fall cleanup of leaves has started and will continue throughout November.
7. Maintenance: Mgmt reported that the roofer had completed their portion of the repair. When completed the repairs they found that the original plan would not be as effective of a repair as they

had hoped. They added in the flashing to correct that issue but stopped after this part of repair and suggested that stucco repairs go ahead to be made and to make sure that further damage is not done until roof can be replaced to add in heat tape into the areas that run along the side of these garages, this will help to melt the snowfall and ice that is building on the portion of the roof that does not receive enough sunlight to melt and then begin to cause damage to the siding. Heat tape would need to be added to 3 Units in the required areas. The Board discussed as heat tape is an architectural request that Owners have been able to add if they felt necessary. The Heat tape would be a temporary fix until the roof can be replaced and the slope and pitch can be corrected, this will happen when the roofs are replaced. Because this is a temporary fix, the Board voted that it would be the cost effective repair for the time being and gave permission for the roofer to add the heat tape. Stucco repairs will need to take place but will likely be in Spring, because of this some protection will be added to make sure we don't have new damages this winter. Mgmt reported that door and door trim painting had started and was nearly completed. Maint should be able to get all doors scheduled for the year completed. An Owner reported that their back doors also need to be repaired and painted. Mgmt looked at them and noted that they definitely are in need of repair. Maint won't have time this year but it was discussed if back doors should be added to the list next year as well. The Board discussed and determined that back doors should also be completed starting next year as well. Gutter clean out is scheduled for mid-late November as well.

8. Owner/Other Discussion: Most Owners have started or completed flower bed cleanup for the Fall. A few Owners are working on completing or have it scheduled to be completed. The Board will keep in communications with Owners who still need to have it completed. Owners reported to Mgmt that dogs have been off leash in the Community but that some of the dogs are from outside the HOA. People in nearby neighborhoods use the HOA has a turn around point and they are not always keeping their dogs on a leash or picking up after them. Owners within the Community should also still be making sure that they are following the rules in having their dogs on leash and picking up after them. An Owner has reported frustration in the amount of mice they have. The Board and Mgmt discussed Owners discussion at the Annual Owners Meeting that mice control should remain under each Owner and not something the HOA does. Board Members discussed different information received about mice and what can bring them into the grounds. The Board discussed that only 2 Owners have reported having mice inside the Unit, they had believed that it was partly to due with bird feeders. Mgmt has been keeping an eye on bird feeders and noted that feeders are all over the HOA and that Owners are doing better about cleaning up and not leaving feed on the ground. Mgmt contact 2 pest companies who know the property from doing the regular pest treatments. Both stated that mice are likely coming in from the field or from the cliff side to the South. Best treatment would be bait boxes that Owners can add around their Units. Mgmt stated that the Owners who have reported issues also are not aware of the amount of bird feeders that have been there from the beginning. Pest Companies stated that it may be feeding some but that it isn't as likely to be the main cause because they feeders have been there for many years and this is the first year there has been a bigger issue. The Board agreed that, as discussed in the Annual Meeting pest treatment for rodents should remain on Owners.

Meeting adjourned at 3:39pm, next meeting currently scheduled to take place on Jan 9, 2025 at 2pm at Kay Evans home. Any change to the meeting schedule will be posted on the HOA website.  
Minutes recorded by Kaitlyn Linford