



Caldera Canyon CCHOA, Inc.

Operating Manual

2023

CALDERA CANYON CCHOA (CCHOA)

OPERATING MANUAL

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Caldera Canyon CCHOA Operations Manual

Preface:

This Operations Manual is designed to provide the reader with basic information to be able to locate the document, person, provider or location of CCHOA information, records, systems, facilities, equipment, furniture, practices, rules and organizational structure. The Operations Manual is not intended to be a detailed, “step by step” set of instructions, rather a quick reference to understand the “where”, “how to”, “when” and “by whom” of the CCHOAs operations. Appointed and/or elected Board Members, Advisory Board Members and Committee Members will rotate with time. Therefore, an Operations Manual will help provide them the basic guidelines to best accomplish their volunteer duties. The CCHOA website will always contain an updated version of this Manual. Updated digital copy Manuals or printed pages will be distributed periodically.

I. Board Officer Duties & HCHO A Governing Documents:

- A. **President:** The duties and responsibilities of the President are found in the CCHOA By-Laws, Article IV, Section 4.07 (a). These duties include: presiding at all CCHOA meetings; supervising the adherence of CCHOA policies, rules and regulations; and the signing all legal documents.
- B. **Vice President:** The duties and responsibilities of the President are found in the CCHOA By-Laws, Article IV, Section 4.07 (b). These duties of the Vice President are to perform as the President in the absence of the President and other duties as assigned by the President.
- C. **Secretary / Treasurer:** The duties and responsibilities of the President are found in the CCHOA By-Laws, Article IV, Section 4.07 (c & d). These secretarial duties include: keep the minutes of the proceedings of the Members and of the Board of Directors; see that all notices are duly given in accordance with the provisions of these By-Laws or as required by law; be the custodian of the corporate records; keep a register of the address of each Member; and have general charge of the membership book of the Association. The treasurer duties include: keep full and accurate account of the receipts and disbursements in books belonging to the Association; disburse the funds of the Association as may be ordered by the Board, provide financial reports to the President and Directors at the regular meetings of the Board and, whenever they may require.
- D. **Advisory Board Members:** These Members shall be appointed by the Board to act in an advisory manner to the Board and the CCHOA; shall actively participate in regular Board meetings, (without Board voting rights) and prepare for appointment of election to the Board, as may be appropriate. The number of Advisory Board Members is determined by the Board.

- E. **Board Meeting Protocols:** The Board has adopted Roberts Rules of Order to insure the uniform and appropriate conducting of all Board meetings.

F. **CCHOA Governing Documents:**

1. Articles of Incorporation: The CCHOA Articles of Incorporation are filed with the Idaho Secretary of State along with any amendment thereto. The Articles provide the basic framework for the CCHOA with respect to definitions, powers, membership, voting and self-management. The original document is stored with the CCHOA Secretary and are available via the CCHOA website.
2. By-Laws: The By-Laws provide the “how to” implement the Articles of the CCHOA. The original document is stored with CCHOA Secretary and are available via the CCHOA website.
3. Covenants, Conditions & Restrictions (CC&Rs): The Covenants, Conditions & Restrictions (CC&Rs) are filed with the Ada County Recorder along with any amendment thereto. The CC&Rs provide the “detailed rules” of the CCHOA with respect primarily to real property issues. The original document is stored with the CCHOA Secretary and is available via the CCHOA website.
4. CCHOA Homeowners Handbook: The CCHOA Homeowners Handbook provides the Members a summary of basic CCHOA rules and procedures. The original document is stored with the CCHOA Secretary and is available via the CCHOA website.
5. CC&Rs Enforcement Policy, Procedures & Fines: The CC&Rs Enforcement Policy, Procedures & Fines provide the steps, policy and procedure for enforcing the rules and regulation of the CCHOA. This document is required by and in accordance with Idaho Statutes and defines CC&R enforcement, fines and due process. The original document is stored with the CCHOA Secretary and is available via the CCHOA website.
6. Architectural Design Standards & Construction Guidelines: The Architectural Design Standards & Construction Guidelines provide detailed requirements for home construction and all subsequent exterior work, as well as, approval processes.
7. House Painting Criteria: The CCHOA House Painting Criteria is a simple guide to Members describing the criteria on which Members should maintain their homes exterior painting to be in compliance with CCHOA rules and regulations. The original document is stored with the CCHOA Secretary and PDF copies are available via the CCHOA website.

II. **Record Retention:**

A. **Printed Documents:**

1. CCHOA Record Storage - Printed and digital records are stored by the CCHOA Secretary/Treasurer along with other permanent records. CCHOA records containers are labeled for contents, origin dates and projected destruction dates as determined by the Board. These records are accessed the CCHOA Secretary/Treasurer.

2. Sect/Treas. Storage (home, files & binders) - Active CCHOA records are also maintained via the CCHOA Secretary/Treasurer at their home, 1458 East Loyalty Street, Meridian, ID (two blocks from CCHOA). These records are accessed via the CCHOA Secretary/Treasurer. The location will change to that of each subsequent CCHOA Secretary/Treasurer. These records are a combination of digital and printed/bound files and documents. Digital records are maintained on the PC/server of the Secretary/Treasurer and on a remote hard drive and data storage devices. Printed records are bound in a library of three-ring binders to include: Board of Directors records, Financial records, Website records, Collection records, CCHOA Social Committee records, CCHOA Architectural Control Committee records, Contract records, Insurance records, Irrigation records, CCHOA Communications Committee records and the CCHOA Operations Manual.

B. Digital Documents - Storage/Retention:

1. Website Storage (GoDaddy.com, cloud server) - CCHOA Financial records and reports can be accessed online via the CCHOA website at: CalderaCanyonCCHOA.org.
2. Sect/Treas. Data Base files (home PC/server) - Digital records are maintained on the PC/server of the Secretary/Treasurer and on a remote hard drive and data storage devices.
3. Cloud server or DVR files for:
 - a. Pumps/Well System data base (cloud based via Precision Pumps, Inc., on-site data storage (pump house, control panel). The Pump operating system is accessed via the control panel. The digital system maintains significant data storage and can be copied to a USB thumb drive for transferring data to a PC and analyzed via Excel, Access or other data base software.

C. Other Access (physical)

1.
 - a. Hunter Irrigation Timer (for entrance landscaped areas) - The Hunter Irrigation Timer is mounted on a stand in the entrance grassed area. The timer hardware is key secured, (see key codes). (See page 15 for operation instructions) (Irrigation Committee)
 - b. A valve is located here to drain off any water in the pipes from the valve to the outside back-flow manifold. (Irrigation Committee)

2. Board Emails & Communications:

- a. The CCHOA Board, Advisory Board and Committees use their personal email addresses for internal communications. The CCHOA website provides a profile to allow all "Contact Us" emails to also be forwarded the web master, a Board or Committee member. The response is copied to all addresses to insure uniformity, correctness and timeliness.

Printed forms and letters are prepared by the Secretary/Treasurer or can be downloaded and printed at any members home or place of business from the CCHOA website.

The Communications Committee creates all flyers and paper posters. Most are printed by the CCHOA Sect./Treas. or other Committee members (who are periodically reimbursed for paper and ink supplies).

The CCHOA Board strives to maximize electronic communications as the preferred form of member, Board and Committee written communications. Likewise, the use of the CCHOA Website provides immediate distribution and dissemination of CCHOA news, events, documents, video, photo, calendar, billing, payments and almost every form of non-voice communication. Even so, the Board will always provide printed communications when requested or required legal documents.

3.CCHOA Access Codes:

- a. CalderacanyonCCHOA.org CCHOA website (web master):

Username: [REDACTED]
Password: [REDACTED]

- b. Mountain West Bank accounts:

Username: [REDACTED]
Password: [REDACTED]

- c. Pump pad lock - [REDACTED] (re-set instructions w/spare keys)

- d. Vault Weir Gate lock - [REDACTED] (re-set instructions w/spare keys).

III. Financial Records:

A. Monthly Financial Reports:

1. Statement of Financial Position (Balance Sheet) - The Statement of Financial Position provides period end balances for all assets, liabilities and fund balance (equity).
2. Statement of Revenues, Expenditure and Changes in Fund Balance, (Income Statement) - This statement provides full accrual basis cumulative or time period activity summaries for revenues, expenditures and changes in equity.

3. Budget Comparison Report (Budget vs. Actual) - This statement provides full accrual basis cumulative or time period activity summaries for actual revenues and expenditures compared to budgeted revenues and expenditures.
4. Member Accounts Receivable (Delinquent Report) - The report provides a list of outstanding member balances that have been accrued.
5. Bank Reconciliations - Bank reconciliations are prepared by the Sect./Treas. The reconciliations are presented to the CCHOA Board for review and approval, and are filled with the Treasurer. The reconciled balance must tie back to the financial statements.

B. Contract Administration: (This section addresses Board approved contracts for services secured by CCHOA. Copies on file, both printed and digital, with the CCHOA Sect./Treas.)

1. CCHOA Website License and Services ([GoDaddy, Inc.](#)) - This license agreement addresses the terms and conditions of the CCHOA software license for providing CCHOA with annual website services. The website is maintained by the CCHOA Sect./Treas. or CCHOA Communications Committee. It is a multi-year license, renewed every five years and can be retained by CCHOA.
2. Lawn Mowing Services (common areas) ([Zak Schledewitz, a neighborhood teenager](#)) - This arrangement the providing of lawn mowing and weed control services for all CCHOA common areas. (This is a preferred CCHOA provider)
3. Insurance Contract (property/liability/D&O/umbrella) ([State Farm Insurance, via Kathy Chambers Agency](#)) - This policy addresses the terms and conditions of the CCHOA insurance coverage with State Farm Insurance, via Kathy Chambers Agency, for the providing of property/liability/director & officer/umbrella insurance coverage. It is a one-year policy with renewal options. It was last bid in 2023 and is reviewed annually by the Board. (This is a preferred CCHOA provider)
4. Settlers Irrigation District - CCHOA is a permanent member of the Parkins-Nourse #14 Irrigation Association, Inc. a sub-district of the Settlers Irrigation District. CCHOA consists of 2.26 acres of irrigatable land and as a member of the PNLA#14 sub-district is allotted 1.7 miners inches of irrigation water per season. CCHOA pays an annual fee \$140± for access to the irrigation canal water system for all of the homeowners and common areas.

C. Banking & Investments: (This section addresses the CCHOA banking procedures and accounts. These records are on file, both printed and digital, with the CCHOA Sect./Treas.)

1. Demand Accounts: (CCHOA maintains one demand account with Mountain West Bank, Meridian. Mountain West Bank, Eagle Road at Fairview, 208/887-5167. This bank was chosen based upon lowest banking costs, “local” oriented service and willingness to serve the CCHOA needs through local decision making and favorable policies.)

a. Main Account - MWB Account # 3300000560639, the Sect./Treas. prepares all checks and either other Board Member approves the payment prior to disbursement.

D. Legal Services & Collections Processes: (This section addresses the CCHOA legal services and collection processes. These records are on file, both printed and digital, with the CCHOA Sect./Treas. and with LPM.)

1. CCHOA does not have an attorney on retainer as one is not currently needed. Should such need arise, the Board may contact either Collins Law (Brindee Collins) or Smith-Knowles, P.C. (Patrick Galloway) or Vial-Fortheringham LLP (Britney Bones) for CCHOA legal advice.

2. Collection agency representation: Should CCHOA need professional collection services, the two law firms above provide such service. The Board assigns accounts that are both past due and in excess of \$400. All collection costs are the responsibility of the debtor.

3. Collection Enforcement Policy & Procedure: The CC&Rs Enforcement Policy, Procedures & Fines provide the steps, policy and procedure for enforcing the rules and regulation of the CCHOA. This document is required by and in accordance with Idaho Statutes and defines CC&R enforcement, fines and due process. The original document is stored with the CCHOA CCHOA Sect./Treas. and are available via the CCHOA website.

E. Insurance Issues: (This section addresses the CCHOA insurance agent and coverage. This policy and records are on file, both printed and digital, with the CCHOA Sect./Treas.)

CCHOA has full HOA insurance coverage through State Farm Insurance Company via the Kathy Chambers Agency. (see Section III, E, page 10).

IV. Landscape/Irrigation Systems Committee: (This section addresses the CCHOA standing committees.)

A. Committee Structure: This committee oversees the common area landscaping and irrigation systems through the CCHOA’s existing service contracts. (see Section IV. A-E., pages 10-11.) It is comprised of a Chairperson and one or more committee members, (normally one or two members).

- B. **Landscape issues and activities:** The Committees' duties include periodic or seasonal inspection of all common area landscaping and making recommendations to the Board for any significant changes thereto.
- C. **Irrigation System issues and management:** The pump/well maintenance provider only provides "start-up" services (as needed), periodic service calls (as needed) and "shut-down" services (for winterization, as needed). The Committee provides periodic management of the system via automated "warning" messages from the system's control panel.
- D. **CCHOA Streetlight Management:** CCHOA owns no street lights, therefore replacement bulbs or repairs are provided via the City of Meridian or ACHD
- E. **Committee Materials & Records:** The materials and records are maintained by the CCHOA Sect./Treas. and are located either on-site at the pump house, on-line via the website or with the CCHOA records at the home of the CCHOA Sect./Treas.

V. Social Committee: (This section addresses the CCHOA standing committees.)

- A. **Committee Structure:** The Committee oversees the social activities and CCHOA events throughout the year. It is comprised of a Chairperson and one or more committee members.
- B. **Annual Events:** The following annual events, (and others), may be planned and executed by the Committee and other volunteers:

Annual Meeting refreshments
 Fall Festival- neighborhood BBQ
 Holiday Home Decoration Contest

These events can be altered, replaced or expanded, based upon the interests of the Committee and CCHOA member participation.

- C. **Committee Materials & Records:** The Committees' records and supplies are maintained by the Chairperson and CCHOA Sect./Treas.

VI. Architectural Control Committee (ACC): (This section addresses the CCHOA standing committees.)

- A. **Committee Structure:** The Committee oversees the monitoring and approval of member compliance with CCHOA CC&Rs, Architectural Design Standards & Construction Guidelines and other CCHOA governing documents with respect to new construction and post construction exterior improvements, renovations, remodeling, painting, landscaping, etc. The Committee consists of a Chairperson and one or more members. The Committee communicates entirely via email and occasionally via phone.

- B. ACC Form Review and Action:** All home construction/landscaping approval activities are addressed in a document entitled, "Architectural Review & Approval Request Form (ACC Form)" which are completed by the homeowner/ CCHOA member. The form and attachments are forwarded to the CCHOA Sect./Treas. and then forwarded to each ACC member via email and attachments for review and approval/disapproval. Once approved or disapproved, the Board notifies the homeowner. Usually, one of the ACC members will visit the actual home/site, take appropriate pictures and forward same with their findings to the other committee members. This helps to insure consistency and prompt responses.
- C. Committee Materials & Records:** The Committees' records are maintained in printed and digital format by the CCHOA Sect./Treas.
- A. Committee Materials & Records:** Committee materials and supplies are stored in the CH custodial closet, exterior storage shed and Pump House. The Committees' records are maintained in printed and digital format by the CCHOA Sect./Treas. and LPM.

VII. Communications Committee: (This section addresses the CCHOA standing committees.)

- A. Committee Structure:** The Committee oversees the written communications in the form of the CCHOA website, flyers, newsletters and signage. It is comprised of a Chairperson and one or more committee members, (normally one or two members). Other volunteers assist with flyer distributions.
- B. CCHOA Website Management:** The Committee maintains the CCHOA website via a contract with the GoDaddy.com. (see Section VII. B., page 12.) The website is fully controlled by the CCHOA. (Annual license fee - \$143.88 and URL 5-year fee - \$102.85)
- C. Flyers & Handouts Distribution:** The Committee designs, prints and distributes all CCHOA flyers and handouts as requested by the CCHOA committees. This is accomplished on personal PCs, personal printers and personal graphics software. Paper and ink are provided by CCHOA on a reimbursement basis.
- D. Committee Materials & Records:** Committee materials and supplies are stored with the Committee Chairperson. The Committees' records are maintained in printed and digital format by the CCHOA Sect./Treas.

VIII. Operation of Systems:

- A. Irrigation-Pumping System:** The CCHOA Irrigation-Pumping System (IPS) comprises the CCHOA's most complicated and expensive mechanical system. The IPS is comprised with the following components. The operating descriptions below, provide basic instructions. Hands-on practice and a basic knowledge of mechanical, electrical and hydraulic systems will greatly improve one's understanding of the IPS. The CCHOA's IPS installer, Precision Pumps, has been more than willing to provide training and advice.

Related Topics:

Door & Lock Combinations: (Section II, C., 3. page 8)

- 1. Main Pumps:** (located in the Pump House) The main pump is fed "ditch/canal" water via a sub-surface water vault, located underneath the Pump House. The pump is controlled by a digital Control Panel (hardware, drivers, electrical source, etc.) which is located in the Pump House. The pump is operated in two modes: manual and automatic. The pump is constantly monitored and self-adjusted for highest efficiency. A touch screen digital monitor located on the Control Panel provides full control, diagnostics, performance data and history. The pump operates at approximately 55-70 p.s.i. max when under normal demand load.

The pump requires minimal visual inspection. When starting the IPS, it is best to manually sequence start the pump and the filters. Once operational, the pump should be turned from "manual" to "auto" and the automated system will take control.

The pump and filters are two years old, (installed in 2021, but not activated until 2023) and operates at about 100% original capacity. The pump and filters should be usable a significant number of additional years. Pump and/or filter re-placement or re-building will be very expensive. The CCHOA Capital Reserve Plan includes best estimated funds (and future additional funds) to accomplish this task.

- 2. Amiad Filter:** The cylindrical Amiad filter removes fine particles from the ditch/canal water before the pressurized water enters the distribution system. It is a self-cleaning filter that discharges the foreign particles back to the ditch/canal water source that flows downstream from the CCHOA primary vaults. The interior filter should be acid and pressure cleaned annually at the start of the irrigation season.

The Amiad filter engages and self-cleans when its sensors indicate that enough particulates are present in the filter to reduce pressure and water flow below normal operating levels. Once the Amiad filter completes the self-cleaning cycles, it will "sleep" until needed again.

3. **Pump House:** The Pump House (PH) is a small permanent metal housing structure located at the north end of North Heritage View Avenue (NHVA). The pumps house includes: the IPS, IPS Control Panel, electrical panels and breaker box, The irrigation timer control for the Entrance common areas is located on the east side of the entrance along with the manual valves and back-flow valves to convert to City water if necessary.

The PH door has both a combination door handle/lock (used only to restrict PH access as high voltage power is present).

Related Topics:

Door & Lock Combinations: (Section II, 3, c, page 8)

4. **Control Panel:** The IPS Control Panel (grey) is mounted alongside the pumps and Amiad filter. The panel door remains closed and locked when in use as it accesses very HIGH voltage power lines and equipment.

The Control Panel houses all of the electronics for the IPS. The best way to learn how to operate the IPS via the touch screen is to contact Precision Pumps and arrange a training session. Precision

Related Topics:

Door & Lock Combinations: (Section II, 3, c, page 8)

5. **Ditch Water Vaults & Weir Gate:** The IPS includes three concrete water vaults located next to and under the PH and across the street, to the East. Ditch water enters the East vault from the “open” access ditch located on the adjacent neighbors cattle field and feeds the East vault under his barbed wire, electrified fence. The East vault is stage one of the ditch water storage. This vault should be drained and cleaned each spring, prior to ditch water access from Parkins-Nourse #14 Lateral (Settlers Irrigation District). The East vault feeds the West Vault via a 14” pipe under NHVA and flows directly into the primary vault under the PH to feed the submersible pump. The West vault houses a self-cleaning horizontal, cylindrical filter that feeds ditch water to the primary vault under the PH. This vault filter should be cleaned annually, (in the Spring, just before ditch water access) and the filters bearings and spray nozzles checked annually and replaced as needed.

- 6. City Water Access:** The IPS includes a back-up irrigation water source, that of access to the City of Meridian water system. It is accessed via two manual valves and includes a back-flow check valve to prevent reverse flow of ditch water into the City water. This back-up source should only be activated when the primary pump and Ditch water is inoperable, as it is an extremely expensive source of irrigation water.
- 7. Irrigation Timers, Common Areas:** The CCHOA IPS provides irrigation water to all residential sprinklers systems, as well as, each of the CCHOA common areas. Common area sprinkler timers are programmed to least conflict with “normal” residential irrigation water usage. The CCHOA does have a clear rationing policy for irrigation water, but, has not had to initiate such measures with the water management in place. The following common areas are serviced by locked timers:
- 8. Ceasing Irrigation Operations for Home Valve Damage:** Each Spring, CCHOA homeowners may experience main valve leaks due to winter freezing conditions and possible improper evacuation of their sprinkler system and feed lines. The CCHOA is ONLY responsible for the failure of the main 6” and 8” high pressure feed lines. The pipe fittings from the 6” and 8” lines and the main valves are the sole responsibility of the homeowner, as the CCHOA does not maintain the residential sprinkler systems, and does not know if the homeowner properly evacuated their system in preparation for freezing conditions.
- If a major residential leak or broken valve is experienced, it may require that the CCHOA IPS will need to be shut down for the residential system repair. The homeowner must complete the repairs within a 24-hour period to minimize the effect of no irrigation water for those affected neighbors.
- 9. Winterizing Irrigation Pumps/Well/Amiad Filter/Vaults:** Each Fall, at the close of growing season, the CCHOA begins the process to winterize the IPS.
- 10. Winterizing Irrigation Lines, CCHOA & homes:** Each Fall, at the close of growing season, the CCHOA drains all of the high-pressure irrigation lines and common area sprinkler lines and heads. Once drained, the members are encouraged to have their residential irrigation systems winterized. In addition, each homeowner will have to shut-off the deep access City water and drain this deep access water line located near each home’s driveway. This hose bib is owned by the homeowner, attached to the homeowners water meter and is the responsibility of each homeowner. It provides front-yard access to City water.

11. Spring Activation of Irrigation Pumps/Well/Amiad Filter/Water Vaults: Each Spring, at the beginning of growing season, the CCHOA well pump is activated and checked. Once Parkins-Nourse #14 Lateral (Settlers Irrigation District) notifies the CCHOA that ditch water will commence, the CCHOA begins the process to activate and check the entire IPS. Just prior to these actions, the ditch water vaults are drained and cleaned out of any debris. The vault filter and Amiad filter are cleaned and IPS valves are cleaned and serviced.

12. Spring Activation of Irrigation Lines, CCHOA & homes: Each Spring, at the beginning of growing season, the CCHOA prepares all of the high-pressure irrigation lines and common area sprinkler lines and heads for operations. Members, at this time, can re-activate their residential irrigation system and City water front-yard access.

IX. Other CCHOA Documents and Forms:

- A. Board Minutes, Agendas, Budget and Financial Reports:** The monthly Board of Director Meeting Minutes, Agendas and Financial Reports are maintained in digital format on the CCHOA website and in printed form with the CCHOA Sect./Treas.
- B. Member Directory and Maps:** The official Member Directory, (Excel format), is maintained by the CCHOA Sect./Treas. A less detailed version is maintained in PDF digital printable format on the CCHOA website. Maps of the CCHOA neighborhood are maintained by the CCHOA Sect./Treas. and made available in PDF digital printable format on the CCHOA website.
- C. Architectural Review & Approval Request:** The Architectural Review & Approval Request form is maintained by the CCHOA Sect./Treas. and made available in PDF digital printable format on the CCHOA website, "Forms".
- D. 20-Year Capital Reserve Projections:** The 20-Year Capital Reserve Projections, (Excel format) is maintained by the CCHOA Sect./Treas. and made available in PDF digital printable format on the CCHOA website.
- E. CCHOA Newsletters:** Quarterly CCHOA Newsletters are distributed to members/renters via email. PDF digital printable format copies are available on the CCHOA website.

X. CCHOA 2023 Profile:

Caldera Canyon Sub. Homeowners Association, Inc.

www:calderacanyonCCHOA.org

Association Profile

2023

Directors & Officers	Megan DiNoia, President 6/23/23-3/20/24 4075 North Heritage View Ave Meridian, ID 83646	(208) 559-8085 megandinoiare@gmail.com
	Sally Spiwak, Vice President 6/23/23-3/20/24 4087 & 4093 N. Heritage View Ave. (hm)1458 E. Loyalty St.(2blks away) Meridian, ID 83646	(386)212-1579 cloud9@thecommoncabin.com
	Rand Spiwak, Sect. / Treas. 6/23/23-3/20/24 4087 & 4093 N. Heritage View Ave. (hm)1458 E. Loyalty St.(2blks away) Meridian, ID 83646	(386) 212-7123 rand@etextconsult.com
Advisory Board	None to date Address Meridian, ID 83646	Cell Email
Legal & Collection Services	None to date	Cell
Insurance Agent	Kathy Chambers State Farm Insurance 3148 W. Belltower Dr. Ste. 100 Meridian, ID 83646	(208) 888-4334
Landscape Maintenance	Zakary Schledewitz 3851 N. Heritage View Ave. Meridian, ID 83646	(208) 288-5589
Electrician	Rocky Mtn Elec.(Paul) 8685 W. State St. Boise, ID 83714	(208) 853-2968 (208) 941-88

Irrigation System

Precision Pumping Systems
6515 Business Way
Boise, ID 83716

CCHOA COMMITTEES**Architectural Committee**

None to date

Landscape Committee

None to date

Social Committee

None to date

Commun. Comm. None to date

None to date

SPECIFICATIONS

Number of Lots	15 (one currently not buildable)
Regular Assessment	\$200.00 annually; includes irrigation assessment
Assessment Increases	The CCHOA Board may increase Assessments up to 10% each year.
Delinquency	30 days
Interest	12% per annum on installments delinquent accounts
Transfer Fee	\$150
Member Meeting	Third Wednesday each March
Board Meeting	At least quarterly; more often at option of Board
Fiscal Year End	December 31st
Quorum	10% of votes must be represented
Notice	Between 10 and 30 days
Directors	Three
Officers	President, Vice President, Secretary & Treasurer
Multiple Offices	Any Board Member except the President
Amendments	CC&Rs: 66.6% super-majority vote of members Bylaws: majority vote of Board Members