

## Grouse Meadows Owners' Association, Inc.

### New Homeowner Property Management

The board is transitioning to ABC Management to begin handling our Association needs



A Better Choice, Inc. (ABC Management)  
Residential, Commercial, and Homeowner Association Management  
1397 Biztown Loop Hayden, ID 83835  
208-762-9910 fax 208-762-9911 EMERGENCY 208-771-0896  
[abcmanagement3450@gmail.com](mailto:abcmanagement3450@gmail.com) or [abcmanagement.idaho@yahoo.com](mailto:abcmanagement.idaho@yahoo.com)

**ABC Management is highly recommended and qualified to handle our Association.**

**Some of ABC's duties will include:**

- Bookkeeping services and various clerical duties
- Site Inspections to assist Residents with compliance and violation issues
- Manage and oversee vendor performance with common area maintenance/repairs
- Working with the board on various projects, routine maintenance, and repair items
- Assist title companies with new sales and refinancing
- Assist Board with collections as needed
- Field resident calls and questions
- Assist Association with CCR amendments, updates, and policies

ABC Management will be sending out statements for the 2022 season. If you have a previous balance, please contact ABC to schedule a payment plan or pay your account in full to prevent additional fees from incurring and a possible lien against the property.

If you make assessment payments using an auto draft payment or bill pay system,

PLEASE contact ABC to update the mailing address to direct your payment.

All payments should be payable as follows:

**Grouse Meadows Owners' Association or GMOA  
c/o ABC Management  
1397 Biztown Loop Hayden, Idaho 83835**

We appreciate your patience while we work through the transition

Grouse Meadows Owners' Association, Inc.  
2021 Annual Member Meeting Minutes  
Thursday, December 2, 2021

The 2021 Annual Members meeting was called to order at 6:39 p.m. by Board President Heidi Martin.

President Martin reported quorum had not yet been reached with having at least thirty-three (33) owner accounts represented in person or via proxy, so we will continue the meeting in hopes we receive additional owner/proxy representation and are able to take action later in the meeting with the Board of Director elections.

President Martin introduced herself as the acting GMOA Board President, George Slater - Board Member, Scott Giltner - Board Member, Erin Hoffman - ACC Chairperson, and Lisa Knox as acting Secretary and Treasurer.

If quorum is not reached, the Board will still be looking for individuals willing to volunteer their time, as the Board does have the ability to appoint to fill any vacant positions. Both George Slater and Scott Giltner were appointed by the existing Board members this past year.

#### Financial Report

President Martin turned the floor over to Lisa Knox to provide the GMOA financial report. (A copy is included with these minutes). Each line item was reviewed regarding the 2021 expenses and the 2022 budget, with footnotes provided. We are estimating approximately \$5,371.00 being left at the end of 2022 after the projected expenses, however, this is based upon all 220 lot owner's paying their dues. Any net funds at the end of 2022 will go towards reserve funding.

Lisa Knox reported we have 12 accounts with various levels of annual dues balances, with 3 of those accounts currently on payment plans. The 9 non-paying accounts represent 4% delinquency. Three (3) accounts currently have liens in place to protect GMOA's interest. The total Accounts Receivable for outstanding dues, not including late fees, is \$3,540.00.00 as of 12/2/2021.

Our current checking account balance is \$82,745.22 as of 11/30/2021. However, this balance will be reduced by a total of \$66,446.32 at the completion of the mailbox project expected to be in spring 2022.

#### General Association Update and Discussion

One of the largest changes for the upcoming year is the contracting of a management company to assist the Board in running the business of Grouse Meadows. The Board selected ABC Management Company to begin service January 2022. As the Board is made up of volunteer lot owners', it was decided it would be best to have a management company handle all of the day-to-day business items to include accounts receivable, accounts payable, account management, communications, ACC reviews, etc.

As noted in the financial review, the 2022 Annual dues have been set at \$186.00/year/lot, and as in previous years will be mailed out mid-March 2022. Dues will be due 4/19/2022, and will receive a late fee if not postmarked before 5/1/2022. As noted in the newsletter and touched upon in the financial review, the new management company begins January 2022. So, the 2022 annual dues billing will be sent from the management company with a new remittance address. In addition, for those owners that want to remit payment with a credit/debit card, the management company does provide that option with a 3% surcharge.

As always, anyone unable to pay the dues in full by the due date can set up a payment plan in advance of May 1, 2022, which will prevent any late fees from accruing on your account.

This year the damaged maple tree on Cardinal Avenue was replaced, damaged last winter from a car accident, and a few dead burning bushes were replaced as well. The Board will continue to monitor but we ask any homeowners noticing dead landscaping to notify the Board or management company.

Unfortunately due to delays, the mailbox project to replace the existing wooden mailbox stations with the lockable Cluster Box Units (CBU's) was unable to be completed this year. We have made arrangements to be ready to kick off the project as soon as weather allows in spring 2022. At the appropriate time, contact will be made with Owners' for the coordination and distribution of the keys for their tenant box. A total of three (3) keys will be provided to Owners', and no keys will be maintained by the Board or management company.

As announced last year, GMOA is using an ACC review application called HOALife. The task of ACC reviews every two (2) weeks will be assumed by the management company beginning January 2022 to further improve consistency.

We would like to take this opportunity to remind owners' if you have an ACC issue which will require more time to resolve, that you contact the Board or management company with the expected completion date. This allows us to "pin" a note which will be seen at the next review and potentially stop an additional non-compliance notice on the same area. An example would be the scheduling of a contractor for a specific project involving a non-compliance area such as a broken fence or refreshing of a gravel parking pad.

A question was asked if the new mailbox keys are able to be duplicated. The Board wasn't sure but stated all of the particulars will be included in the notice sent regarding the key distribution.

#### New Business – Board Elections

As quorum has now been met with the receipt of another lot owners' proxy, Heidi Martin opened the floor for Board nominations. Heidi Martin asked for a motion to nominate, and then a second to each motion.

Lisa Knox reviewed the terms and available positions, one 1 year term, one 2 year term, and one 3 year term. There are 5 Board members currently active on the Board, with 3 of the 5 Board members terms ending this year – Heidi Martin, Lisa Knox and Scott Giltner. Both Scott and Lisa will not be volunteering for further service. So we are seeking individuals willing to volunteer their time and run for the Board.

With Heidi Martins' permission, Lisa Knox moved to nominate Heidi Martin for the Board election. The motion was seconded by Erin Hoffman.

As there were no other volunteers, Heidi Martin stated that nominee submissions are now closed and we will now vote. However, Heidi reminded if anyone is interested in volunteering, to please contact the Board since the Board can make an appointment.

All Members present cast their ballot, reelecting Heidi Martin to the Board. So, there will be two Board vacancies until a Board appointment is made.

#### Housekeeping Items & Open Discussion

A mailer will be sent out covering the annual meeting with the financial report to all owners.

The 2022 annual bill will be sent out in March and due in April of 2022. Late fees will begin to accrue May 1st, so if a payment plan is needed, simply send an email to [Treasurer@mygmoa.org](mailto:Treasurer@mygmoa.org) or contact the management company to May 1st and no late fees will accrue. Any payments received prior to the 2022 annual bill being mailed out will have the credit reflected on the invoice.

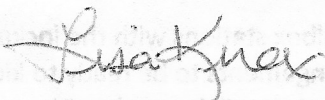
The Board wanted to remind owners to be conscientious about the City snowplowing the street at times when more than 3 inches of snow falls, as it helps to have no cars parked on the street. Plow crews begin with emergency routes and then the main and collector streets. If 4+ inches of snow is forecasted with temperatures staying around freezing, residential streets are the next to be plowed.

Lastly, with winter weather upon us, remember owners' are responsible for keeping the public sidewalk clear of snow, ice and vehicle parking.

#### Adjournment

After hearing no further discussion items, Heidi Martin asked for a motion to adjourn the meeting. Olivia Simmons moved to adjourn the meeting at 7:44 p.m., motion was seconded by Betsy Kyle, and passed with a majority voice.

Respectfully Submitted,



Lisa Knox  
GMOA Secretary

**Grouse Meadows Owners' Association, Inc. (GMOA)  
2021 Expense & 2022 Budget Report**

Expense	2021 Actual thru 11/30/2021	Est thru 12/31/2021	Est Total 2021 Expenses	2022 Budget	
Utilities	\$ 6,796.83	\$ 310.34	\$ 7,107.17	\$ 8,200.00	1
Perimeter/Fence/Entrance Maintenance	\$ 9,718.76	\$ 2,392.22	\$ 12,110.98	\$ 11,530.00	2
Mailbox Maintenance	\$ -	\$ -	\$ -	\$ 1,200.00	3
Domain/Website	\$ 603.15	\$ -	\$ 603.15	\$ -	4
Software	\$ 495.00	\$ -	\$ 495.00	\$ 495.00	
Email	\$ -	\$ -	\$ -	\$ 900.00	5
Legal	\$ -	\$ 516.00	\$ 516.00	\$ 1,000.00	
Postage/ PO Box	\$ 557.35	\$ 110.00	\$ 667.35	\$ 1,034.00	6
Printing/Printer Expenses	\$ 85.00	\$ 132.00	\$ 217.00	\$ -	7
Office Supplies	\$ -	\$ -	\$ -	\$ -	8
Insurance	\$ 1,039.00	\$ -	\$ 1,039.00	\$ 1,040.00	
Taxes/Accounting Fees	\$ 511.00	\$ -	\$ 511.00	\$ 410.00	9
Meeting Expense	\$ 75.00	\$ -	\$ 75.00	\$ 80.00	
Collection Costs/Bank Fees	\$ 32.00	\$ -	\$ 32.00	\$ 60.00	
Management Company	\$ -	\$ -	\$ -	\$ 9,600.00	10
<b>Total Operational/Capital Expenses</b>	<b>\$ 19,913.09</b>	<b>\$ 3,460.56</b>	<b>\$ 23,373.65</b>	<b>\$ 35,549.00</b>	
			<b>Capital Reserve Funding</b>	<b>\$ 5,371.00</b>	11
			<b>Totals</b>	<b>\$ 40,920.00</b>	12

**Notes:**

- <sup>1</sup> Includes buffer over last year expense
- <sup>2</sup> Includes weekly mowings, weed/feed treatments, minor fence repairs, and sprinkler service.
- <sup>3</sup> Cost for GMOA having to cover maintenance, or replacement costs, if not covered by reimbursement.
- <sup>4</sup> Expense for GoDaddy website and domain paid through May 2024
- <sup>5</sup> Expense for GoDaddy email accounts for 3 year renewal in July'22
- <sup>6</sup> Includes buffer over last year to ensure sufficient budgeting
- <sup>7</sup> No longer have direct costs, included as part of new management contract.
- <sup>8</sup> No longer have direct costs, included as part of new management contract.
- <sup>9</sup> Increase in FY21 was due to increased Fed/State taxes due to interest earned on CD's.
- <sup>10</sup> Management fee includes all administration duties, ACC site inspections, printing, and supplies.
- <sup>11</sup> Expected amount to fund capital funding, if all 220 lot owners pay 2022 dues.
- <sup>12</sup> Revenue based on all 220 owners' remitting 2022 annual dues of \$186.00/lot.

**2021 Profit and Loss Declaration  
estimated thru 12/31/2021 - Cash Basis**

As of 11/30/2021: Dues/Late Fees/ACC Fines/Collection Reimbursement collected in 2021:	\$ 34,868.00
Expenses: Estimated Operating Expenses through 12/31/2021	\$ (23,373.65)
	<small>(See Detail Above)</small>
<b>2021 Net Profit/&lt;Loss&gt;</b>	<b>\$ 11,494.35</b>

Umpqua Bank Checking - Account Balance as of 11/30/2021:	\$ 82,745.22
Cluster Mailbox upgrade to be completed Spring 2022:	\$ (66,446.32)
Anticipated Capital fund balance after mailbox project:	\$ 16,298.90

**Summary of Revenue/Accounts Receivables**

Current Accounts Receivables as of 11/30/2021 (Excludes Late fees):	<u>\$ 3,540.00</u>
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