



## Hidden Springs Town Council Meeting Minutes July 25, 2023

A meeting of the Hidden Springs Sewer Company was held in the Community Clubhouse and via Zoom on July 25, 2023, at 7:00pm. The following Town Council members were in attendance.

Stephanie Wright  
Dixie Milliken  
Bradley Shafer  
Garry Stanislaw

Also in attendance was the Town Manager, Lisa Ahrens.  
The meeting was called to order at 7:46pm.

Hidden Springs residents in attendance:

- In-Person – Jennifer Stanislaw, Sharon Cauchi, Jean Smith, Susan Elcox, Cornelia & David Shotwell, Don & Cynthia Murray, Dan Brier, Richard Keplinger
- Via Zoom – John Ahrens, Bill Beattie

### **Approval of Meeting Minutes from 6/20/23**

Brad S. made a motion to approve the HSTA Meeting Minutes from 6/20/23. Stephanie W. seconded the motion. All TC present unanimously voted to approve the minutes. Motion passed.

### **Votes Conducted by E-mail**

- 7/7/23 – Town Council unanimously approved the Town Manager attending CAI M-100 The Essentials of Community Association Management Thursday, August 3 and Friday, August 4 with the Association covering the cost of the course (\$499).
- 7/5/23 – Town Council unanimously approved Senske's proposal for replacement of 2 Maples, irrigation and sod in N 12<sup>th</sup> Avenue Parkway (common area) for \$5,965.31 with installation July 2023. Three other contractors were approached. Only one other bid was received and it was for tree replacement only for \$1670, no irrigation or sod.
- 6/22/23 – Town Council unanimously approved Done Rite Tree Co., proposal for \$6,800 to remove diseased willows in Meadow Lark Park (on N. Humphreys), Parklane Park, the Clubhouse Park and the Orchard. Done Rite will also be doing some structural pruning in the 5<sup>th</sup> Avenue Park and the Clubhouse Park as well as Parson's Trail between W Hidden Springs Dr. and W Parsons Dr. Senske provided a competitive bid for \$5,775 for the removal of the willows and stump grinding and it did not include structural pruning or work on Parson's Trail. This expense is accounted for in the 2023 budget, line 57200 with a budget for the year of \$46,750.

**CRTA Board Representative**

- With the newly formed Cartwright Ranch Town Association Board, they are interested in having a liaison present for Regular Meetings of the Hidden Springs Town Association, Town Council.
- Per HOA Legal Counsel, *“I reviewed the governing documents and relevant statute. I agree that you do not have anything prohibiting attendance at the Board meeting for a representative from Cartwright in the documents or statute. I think it makes sense that Cartwright would want to attend given some of the similar concerns re: water/sewer etc. I do think you want to be careful about setting a precedent for any third party to attend. Thus, I would recommend having in the meeting minutes the specific decision to allow Cartwright to attend this meeting given these common concerns and that future attendance by non-owners will be reviewed on a case-by-case basis.*
- **ACTION** – Town Council will discuss in Executive Session and vote via email.

**HSTA Financial Update**

- **Treasurer’s Report**

- The YTD 2023 financials have been received and reviewed through June.
- The operating account balance for HSTA has been thoroughly reviewed.
- Recommendations
  - Separate Sewer & HOA invoices. Residents still think our HOA dues are \$502.
  - HOA \$328.50 (109.50/month). Annually \$1,314.
  - Sewer Utilities \$173.50 (57.8/month). Annually \$694.
  - We request sent that AMI have one invoice, split in half between the two companies. This is not an available feature. We can have two separate invoices printed for each entity. We have asked for a cost analysis for this option.

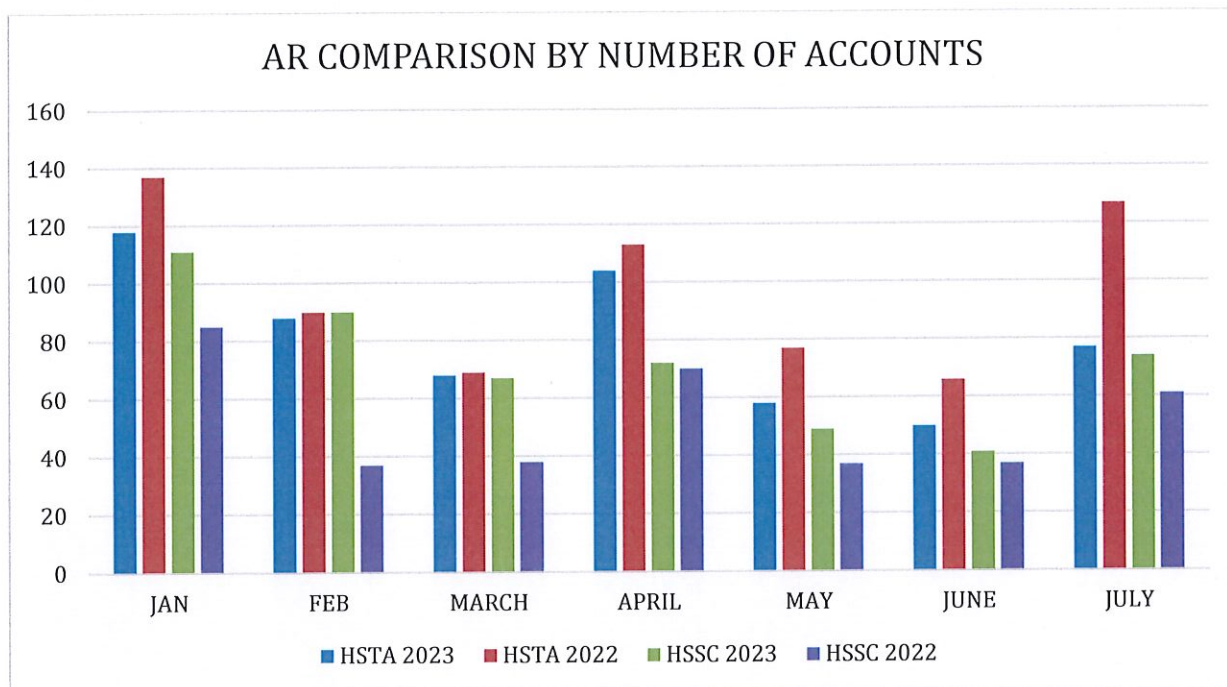
- **Operating/Reserves/Investment Account Monthly Balances – HSTA**

Asset Accounts	Description	June '23	May '23	June '22	May '22	YoY June	MoM 2023	MoM 2022
<b>Hidden Springs Town Association</b>								
Operating	CIT Checking 0780	555,927	399,816	847,122	725,365	-34%	39%	17%
Reserves	CIT Reserve 6970	163,608	154,561	0	0	-	6%	-
Investment	Idaho Trust MM 4019	205,677	205,255	204,602	204,592	1%	0%	0%
Investment	Raymond James 6207	80,506	79,480	521,477	521,409	-85%	1%	0%
Investment	CD's *see balance sheet	775,000	775,000	320,168	321,042	142%	0%	0%
		<b>\$ 1,780,717</b>	<b>\$ 1,614,113</b>	<b>\$ 1,893,368</b>	<b>\$ 1,772,408</b>	<b>-6%</b>	<b>10%</b>	<b>7%</b>

- **Income vs. Expenses June 2023**

- The Association’s Income for June 2023 was \$130,960. \$21,374 higher than budget. January 1 through June 30, Actual Income is \$69,844 higher than budget.
- The Association’s Expenses for June 2023 totaled \$113,578. \$13,849 lower than budget. January 1 through June 30, Actual Expenses are \$36,394 lower than budget.
- Areas over budget by \$500:
  - **Administrative** – Over due to legal fees, supplies, statement mailings and postage, to timing of expense to budget allocation
  - **Events** – Over due to timing of expense to budget allocation
- January 1 through June 30, Net Income is \$106,238 higher than budget.

- HSTA Delinquent Accounts as of 7/19/23 total \$47,618 compared to \$30,047 last month and \$50,995 for the same time last year. Per Town Council’s request, below is an AR Comparison by number of accounts. By account, 127 were delinquent in July 2022 compared to 77 in July 2023. 27 of the 77 owe less than a full quarter comprised mostly of late fees and interest.



### Bylaw Revision

- John Ahrens – Executive Summary of Bylaw Revisions Committee

The purpose of the effort to revise the Bylaws is to save money, increase efficiency, eliminate outdated practices and update the legal language to fit current Idaho State Statues for HOA's.

During the course of this effort, the revised Bylaw document will be kept with all of the revisions noted via tracking in Microsoft Word so there is complete transparency for the members. In the coming months there will be a formal presentation of the changes, a 30-day comment period for members, open line of communication to the committee for any questions and complete review and approval from our legal counsel. Only then will the committee recommend to the Town Council to approve the proposed edits, followed by the members voting to approve or not during this year's annual meeting. As we've stated, we need 2/3 of the community to vote yes for these changes to be implemented. We do recognize this is a tall order and we do have additional plans to help this process if we do not obtain the necessary votes.

Admittedly we are extremely hopeful the members will recognize the gains and savings here and step up and vote. Typically, we see 20% of the members participate in annual elections, this has to increase this year.

To be very clear, there are no "punitive" changes being introduced here, this effort is all about saving money and time while positioning the HOA to be compliant with all current laws.

Executive Summary of changes:

- Increase the operational efficiency of the HOA by allowing for email notification of official business and decrease the number of elections by increasing board terms. This saves the community money because notifications, announcements and voting currently have to be done via written notifications and delivered via mail. Each year the Town Manager's team and AMI spend many hours managing the Council elections, 2- and 3-year staggered terms are more efficient and with the Association better served with the preservation and transfer of institutional knowledge.
  - a. These changes alone amount to \$5-8,000/year in savings to the members.

- Document clean up to remove all references to the “Class A membership” which was only relevant when the original developer was still a member/running the HOA.
- Working to reduce the required quorum to a reasonable percentage so business can be conducted properly and efficiently. More to come here as we finalize this segment with our legal counsel.
- Added details to explain the options for members to vote, no changes here, just added detail to the current process.
- Added a requirement for Council Directors to be in good standing in the HOA with “good standing” defined.
- Added a section that Council Candidates cannot be named as a proxy by other members for voting for any reason. This simply eliminates a candidate for setting up multiple opportunities to vote for themselves.
  - Removed the language allowing for the Directors to be paid. The Town Council positions have always been voluntary with no compensation.

### **Tree Maintenance**

- Common area trees in parkways and parks are in need of maintenance (removal of dead wood, limb up for clearance, structural pruning and shaping) in the next few months. This maintenance will improve tree health, provide for vehicle and truck clearance, reduce weight and broken limbs with fall and winter storms.
- This maintenance was last done in 2018 for \$28,000 – Clubhouse trees and park (10 trees) Shaffer (11 trees), Upper Schicks (28 trees), Lower Schicks (23 trees), Hidden Springs Drive (210 trees) and the Village Green (8 trees). Not all parkways or areas. Estimate 800+ trees in total.
- Bids have been requested from Done Rite, Senske and Tapson’s Tree Service.
- Tree maintenance of this scope is in the Reserve Budget. However, only about \$4,500 – 5,000 per year has been allocated which is not enough based on current cost projections (\$85-\$95K+).
- RECCOMENDATION – Once contractors submit estimates, select and conduct maintenance in all phases now and schedule regular maintenance by Phase starting in 2025.

### **Community Survey**

- Survey’s have been conducted by the Association over the years on a variety of topics, adding amenities, pool schedule/activities, community improvements, etc.
- Is it time to conduct another survey prior to the preparation of the 2024 budget as well as contracts coming up for renewal?
  - Grounds Maintenance
  - Pool schedule/hours
  - Events
  - Office Hours / Staff Accessibility
  - 2<sup>nd</sup> Mail Room Location

## **MANAGER’S REPORT**

### **CC&R Violations / July 2023**

- 46 – Courtesy Reminders NEW – Mostly landscaping, trim trees for clearance, weeds, remove dead trees and shrubs, yellow lawns.
- 4 – Courtesy Reminders CLOSED
- 7 – Courtesy Reminder MONITORED
- 1 – Level 1 Violation ESCALATED / Hearing to be scheduled
- Sample Hearing Notice prepared and sent for legal review

**Maintenance & Repair Projects**

- Bike path - Andy's Gulch (Asphalt) – IN PROGRESS
- Pools – Decks at both pools are in need of extensive repairs - IN PROGRESS
- Clubhouse Furniture – IN PROGRESS
- Fitness Center – Replacement Equipment – IN PROGRESS
- Community Barn – Storage system for tables and chairs – IN PROGRESS
- Community Barn – Wood ramp and rail replacement – IN PROGRESS
- Additional Parcel Lockers in Mail Room – IN PROGRESS
  - Locker surround will be stained in August
  - USPS scheduled lock install which should be done in the next couple of weeks
  - All damaged lockers/locks have been repaired
- Removal and relocation of landscape boulders in Open Space next to 12233 N Humphreys Way to allow for better upkeep of the area. – IN PROGRESS
- Add landscape boulders to the corner of Upper Ridge at Schick's to cover metal pipe left over from old signage – IN PROGRESS
- Picket Fences at Village and East Ridge Play Parks - IN PROGRESS
  - Wood Picket Fences at both the Village and East Ridge Play Parks are in disrepair. Members are concerned about safety. Per the reserve study, the fences were scheduled for replacement in 2022 with an estimated cost of \$11,149.
  - Staff explored cost to replace with wood and iron. Iron is the less expensive option with lower annual maintenance costs. Two contractors submitted estimates, Butte Fence and Boise River Fence. Meridian Fence is scheduled to come out and make repairs to Butte Fence work at pool gates in August. Butte Fence is not returning calls or showing up for repairs. Will request an estimate from Meridian Fence before making a recommendation.

	<b>BUTTE FENCE/IRON</b>	<b>BOISE RIVER FENCE/IRON</b>
Village	\$4,581	\$4,218
East Ridge (w/o homeowner gates)	\$15,019	\$17,045
East Ridge (w/ homeowner gates)	\$17,281	\$18,445
<b>ASSOCIATION COST</b>	<b>\$19,600</b>	<b>\$21,263</b>
HOME OWNER COST FOR GATES (4)	\$565.50 each	\$350 each

- Hidden Springs Drive Maple Tree Replacement – IN PROGRESS
- Humphreys Way Pear Tree Replacement – IN PROGRESS
- Poplar Creek Maple Tree Replacement – IN PROGRESS
- South Meadow Pool Trash Enclosure for Trash Carts – COMPLETE
- Entrance and Village Green Landscape Refresh – IN PROGRESS
  - Researching options / working with Breckon Landscape who is preparing Xeriscape guidelines
    - Installing curb and gutter \$6,638 and requires ACHD approval and permit.
    - Refresh to create better visibility at the entrance particularly with the crosswalks and busy commercial area.
- Switchback Trail Solar Lights for Safety – IN PROGRESS
- 12<sup>th</sup> Avenue Tree and Turf Replacement - COMPLETE
- Parks – Diseased Trees - COMPLETE
  - 4 Diseased (Anthracnose / fungal infection) Sycamores in Phase 6 are being treated.
  - 4 Diseased (slime flux) Willows to be removed, 2 on N Humphreys, 1 in Orchard and 1 In Park behind Clubhouse. Arborist suggested we keep an eye on Willows in Parklane as they are showing signs of disease and close to play park. Arborist suggested not replacing and allowing

other trees in these parks more room to grow. Have one bid for \$5,775 meeting with second contractor Wednesday.

- Open Space Restoration behind 5115 and 5133 W Parsons – IN PROGRESS
  - The riparian bank has eroded and is overgrown with invasive shrubs and weeds.
  - Charlie Baun, ECS came out and proposed some restoration work to build up the bank and plant with native grasses which will be easier to maintain on an annual basis to keep invasive species from taking over the resident's yards.
  - Upon receipt, the proposal and request for approval will be sent to the TC.
- Street Light Painting – ON HOLD
  - Painting on hold until staff can inspect and map street lights and signs by phase. The projected life-span of the street lights is 20 years. With the recent failure of the light on the corner of Hidden Springs Drive and Andy's Gulch it will be important to determine a replacement schedule to be factored into the community's reserve study.
- Clubhouse Restrooms - Exhaust fans never installed in restrooms.
- Phase 8 common spaces and hillsides
  - Charlie Baun, ECS to take a look at the areas hydroseeded by Syman in 2019.
  - Residents are complaining that the area is not cared for like other areas in the community.
  - The Association maintains the area the same as other non-watered natural areas in the community, mowing a couple times per season and spraying for noxious weeds.
  - Shared with the residents that if they want "green space" or watered common area that isn't possible in Phase 8 given the pressurized irrigation system was never designed to deliver water to this Phase.
  - Upon receipt, the proposal and request for approval will be sent to the TC.

### **Unfinished Business/New Business**

Susan Elcox brought some questions regarding our contract with Hopkins as well as the maintenance of the orchard.

- Questions:
  - The current landscaping contract was awarded with only two bids. Can we get more than two bids? The current contract comes up for the renewal at the end of 2024. When does the process start for getting bids for the next contract?
    - We would start with the new Town Council and request bids around April, do job walks in June, bids would be due by the end of July so Town Council can make a decision in August and factor that into the 2025 budget in September and October.
  - We are wondering if we have considered getting separate bids for different parts of the neighborhood. For example, we have the landscaping contract and the "other than turf" contract. We are wondering if we should have a contract with someone that focuses on trees or on the orchard.
    - We could do that. Trees are a separate line item in the budget and we hire contractors other than Hopkins to conduct some care and maintenance tasks. Not every landscaper is familiar with the use of reuse water and the application of it as required by DEQ. Piecing out the work is also typically more expensive because you aren't getting a bundled discount.
    - When you have a lot of people and different contracts, it is easy for the contractors to point fingers at each other on who is responsible for which parts of the work. It also puts more demand on the HSTA staff to manage more contracts and contractors.
  - It is odd to me that the smaller repairs, such as the recent ones on 12<sup>th</sup> avenue, are done as "time and materials" through Hopkins vs using another contractor since we have these types of repairs done each year.

- Hopkins only charges us time and materials for projects since they are our landscaping contractor. If we were to use another contractor like Senske or Done Right, there would be additional markup. We can either get the repairs done quicker and pay more, or wait until Hopkins can fit them in and remain fiscally conservative.
    - Should we have a slush fund in the budget to pay for repairs we didn't foresee?
      - That is what reserves are for.
  - Orchard Maintenance
    - There are some line items in the contract that haven't been done in the orchard and we feel like it isn't getting the attention that it needs.
      - What is the long-term objective in regards to the orchard?
        - One thing that is an issue is that the orchard fruit trees were planted over grass which makes it very difficult to maintain them. We have had some experts from the University of Idaho extension out and they recommended that it would be better if we would plant fruit trees over dirt so that it can be maintained.
        - This is not a functional orchard.
        - There are a lot of rodents in the orchard that love to eat the roots of the fruit trees. We don't use poison out there and so we need a plan for the orchard before we invest a lot of money into maintaining it.
        - One advantage we have with that area being designated as an orchard is that we can use irrigation water and water any time of day. If we change the designation to a park, we could only water at night.
        - There is no long-term plan right now, we need to come up with one before we invest in the area.
      - This could be a good survey question for the community – Are you willing to increase your HOA dues in order to maintain the orchard? And, what would you like to see from the Hidden Springs orchard?
      - There are some things that aren't getting done:
        - Maintain vegetation free circles under each tree
          - This requires chemicals so we opted to not have them use chemicals. We won't manually do this and don't have the resources to cut them.
        - Application of all organic chemicals, fertilizers and insecticide
          - Fertilizers and horticultural oils are applied by Hopkins.
          - This year Senske was hired to spray for moths and other pests that attack the orchard trees.
        - Trimming and pruning
          - Hopkins, trims and removes as directed by the Association
          - Structural pruning has been done by a volunteer group the last few years.
      - There are some trees that are damaged and some that are dying.
        - Hopkins has removed one of the trees. The tree that has fallen over is due to the rodents in the orchard.

The orchard is actually an open space with fruit trees and was, from inception, intended to be an open space with fruit trees, not an operating orchard. If the community chooses to transition that space to an orchard, then we would need to invest into that use of the space. We are investigating transitioning the back section into an actual orchard and maintaining the rest of the space as open space which will include the recently approved disc golf course.

- The pool decks and repairs that need to be done; can we consider closing the pools early? Or partnering with Cartwright Ranch to save money?

- The community does not want the pool closed early.
- We will get bids from multiple contractors for redoing the pool decks.
- Lisa is getting more information regarding our options and will share at the next meeting.

**Questions and Answers**

**Q:** How is Security at the barn?

**A:** We are going to get locks for the outside and get signs for the outside that declare people are on camera. It has been quiet, no additional shenanigans to report at the barn. However there have been some late-night antics at the pools. We may need to investigate the option of hiring security to drive around in the summer to deter trespassing and destructive behavior.

**Adjournment**

The public HSTA portion of the meeting was adjourned by Garry S. at 9:12pm.

Respectfully submitted,

  
Dixie Milliken, Recording Secretary

Approved,

  
Garry Stanislaw, President