



Hidden Springs Town Council Meeting Minutes November 27, 2023

A meeting of the Hidden Springs Town Association was held in the Community Clubhouse and via Zoom on November 27, 2023, at 7:00pm. The following Town Council members were in attendance.

Ryan Luke
Dixie Milliken
Bradley Shafer
Garry Stanislaw
Stephanie Wright

Also in attendance was the Town Manager, Lisa Ahrens.
The meeting was called to order at 7:44pm.

Hidden Springs residents in attendance:

- In-Person – Jennifer Stanislaw, Sharon Cauchi, Carol & John Kriz, Melissa Christian, James Cornwell, Tim & Linda Corcoran, Cliff Cramp
- Via Zoom – Tasha Cooper

Approval of Meeting Minutes from 10/17/23

Ryan L. made a motion to approve the HSTA Meeting Minutes from 10/17/23. Dixie M. seconded the motion. All TC unanimously voted to approve the minutes. Motion passed.

Votes conducted by email since last TCM

- 11/8/23 – Town Council unanimously approved the bid from Infinite Home Theater to upgrade the audio-visual components in the Community Clubhouse allowing the Association to video conference residents in through the television and provide better audio for those participating via electronic means, currently ZOOM, for \$5,259.18.

History

Following a meeting with Michael Bartlett, Garry Stanislaw and Dixie Milliken and the discussion of the best format for the Candidate Forum and future hybrid regular Town Council meetings, two AV companies were asked to take a look and provide a bid, Audio Visual Professionals and Infinite Home Theater. Audio Visual communicated interest but did not submit a bid or acknowledge repeated requests. Infinite Home Theater did the networking at the Waste Water Treatment building and came highly recommended.

- 11/8/23 – Town Council unanimously approved to accept the proposed amended Bylaws as recommended by the Bylaw Revision Committee and Smith Knowles, Legal Counsel on this project. With Town Council approval, the amended Bylaws will be on the 2023 Annual Meeting Ballot and Proxy Forms mailed to all members.

History

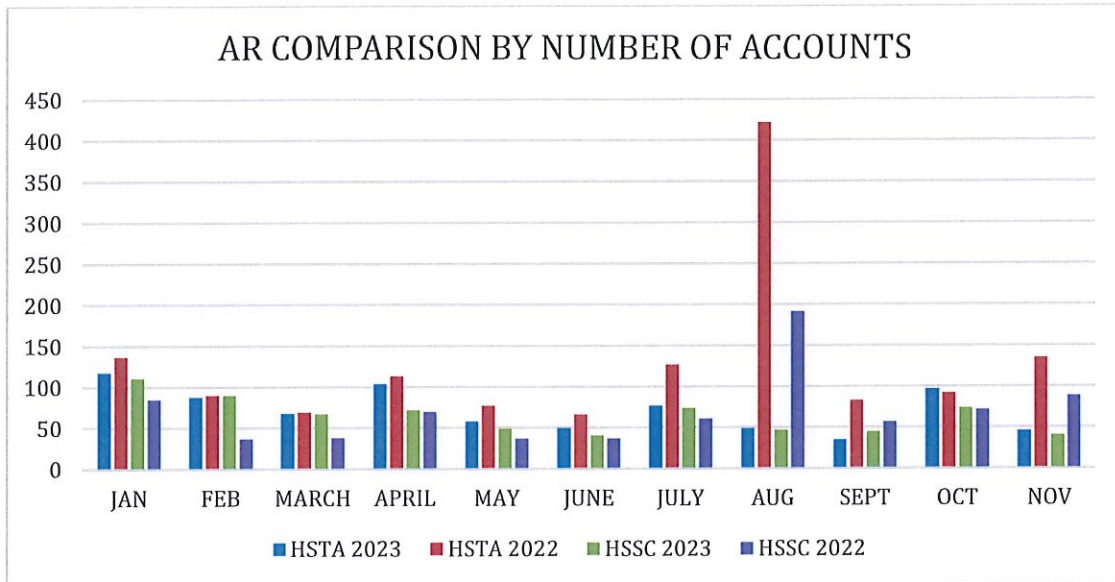
- 12 Members submitted comments during the 30-Day Comment Period
- 21 Members attended the 9/26/23 Informational Meeting
- 19 Members attended the 8/7/23 Informational Meeting
- 84 Members responded in the Community Survey in favor of changing the Bylaws to allow for operational efficiency by allowing for email notification of official business and electronic voting. Currently all “official” notifications, announcements and voting have to be delivered via mail (per the Bylaws) at escalating costs. Savings = \$5,300 less \$1,500 for online voting = \$3,800 a year.
- Major changes are noted below:
 - 2.1 Voting – Members in good standing with a current HOA account and no outstanding violations withing 12 months can vote
 - 2.2 Quorum – At a meeting, Annual or Special, quorum is minimum of 10% of the members = 86 members.
 - 2.3 Proxies – A council candidate cannot be a named proxy for another member
 - 3.2 Place of Meetings – Can be a physical location or virtual as determined by the Town Council
 - 3.5 Notice of Meetings – Minimum 7 days and can be done electronically. Note – Historically we have done 30 days and would likely continue this practice however, in case of an emergency, this allows for less.
 - 3.8 Waiver of Procedural Irregularities – Updated language and retained vs. being stricken from the document
 - 4.1 Number and Qualifications - Members in good standing with a current HOA account and no outstanding violations withing 24 months can run
 - 4.4 Election – Term is 2 years with no limitation on consecutive terms
- 11/13/23 – Town Council unanimously approved to accept an additional proposed change to section 2.2 of the Bylaws as recommended by the Bylaw Revision Committee and Smith Knowles, Legal Counsel on this project, to include language for quorum at a rescheduled annual or special meeting in order to conduct business. If quorum is not met at an annual or special meeting, at the rescheduled meeting, quorum is represented by the majority in attendance in person and by proxy.

HSTA Financial Update

- Treasurers Report
 - Financial Update
 - YTD 2023 financials received and reviewed through October. Budget is finalized with the understanding this needs to be approved and November/December are based on estimates.
 - Operating account balances for HSTA and HSSC have been reviewed.
 - Reminder
 - HOA & Sewer currently are \$502.
 - Projection \$518.25 (+16.25 or \$4 quarter)
 - HOA \$328.50 (109.50/month). Annually \$1,314.
 - Projection \$343
 - Sewer Utilities \$173.50 (57.8/month). Annually \$694.
 - Projection \$175.25 HS and \$182.75 CR (\$30 admin fee)
- Income vs. Expenses October 2023
 - The Association’s Income for October 2023 was \$147,550. \$37,640 higher than budgeted for the month. YTD, Actual Income is \$135,880 higher than planned due to more income from set up fees, transfer fees, late fees, facility rentals and investment interest.
 - The Association’s Operational Expenses for October 2023 totaled \$146,222. \$38,805.96 higher than budgeted with Administration over due to higher than planned Legal fees, Facilities

Operations & Maintenance for the pool and clubhouse, Open Space for weed mitigation, additional mowing and GIS property and trail mapping, Hopkins taking over Site Supers duties and increased water, power, gas and trash costs. YTD expenses are over budget \$7,565.

- YTD, Net Income is \$123,355 higher than budget.
- HSTA Delinquent Accounts as of 11/19/23 total \$20,584.02 (46 accounts) compared to \$51,716 (97 accounts) last month. The outstanding AR balance as of 11/18/22 was \$24,557 (135 accounts).



- **ACTION** – Brad S. made a motion for Town Council to approve that HSTC send accounts over \$600 to attorney for collections per Policy 210. Ryan L. seconded the motion. The motion passed with 4 yay and 1 nay votes.

Bylaw Revision Committee Update

- As noted above, 11/8/23 – Town Council unanimously approved to accept the proposed amended Bylaws as recommended by the Bylaw Revision Committee and Smith Knowles, Legal Counsel on this project on 11/8/23 and again on 11/13/23.
- A Notice of the Annual Meeting, voting instructions and proxy form were sent to AMI and forwarded to the fulfillment house for distribution 11/16/23. This mailing was delayed due to the need for Town Council candidates, completion of candidate forms by proposed candidates and subsequent creation of documents and forms.
- The Bylaw Committee will set up information/voting table in the mail room and at events as well as go door to door, weather permitting. In addition, emails will be sent to residents to encourage voting.

Association Management Inc (AMI) / Keystone

- Standardized Collection Process – Information to come via email
- Engagement Letter for Federal and State Tax Filing
- **ACTION** – Stephanie W. makes a motion to sign the engagement letter for the 2023 taxes. Dixie M. seconded the motion. The motion passed unanimously.

MANAGER'S REPORT

CC&R Violations / November 2023

- 3 Courtesy Reminders NEW
- 3 Courtesy Reminders CLOSED
- 4 Courtesy Reminders to MONITOR STATUS
- 0 Courtesy Reminders to VIOLATION NOTICE
- 1 Level One Violation CLOSED
- 0 Violations Monitored Status to CLOSED
- 1 violation Monitored Status REOPENED

Maintenance & Repair Projects

- Street Light Inspection – Conducted and 5 lights reported to AME for bulb or sensor replacement 11/17/23
- Pools – Decks at both pools are in need of extensive repairs - IN PROGRESS
 - Will follow up with contractors later this year/early spring now that the pools are covered for the season.
- Tree Trimming / Association Parkways and Parks) – IN PROGRESS
 - Poor drainage and over watering are contributing to tree root health
 - Fire Blight (contagious bacteria) is impacting the health of the pear trees on Humphreys
 - A number of street strip trees have trunk integrity issues or are to diseased requiring removal. These have red tags and will be removed in the coming weeks with replacement in 2024.
 - Maples on Upper Ridge have bores impacting their health and Senske will be treating them this fall and spring 2024.
- Merc/Village Green Parking Lot Striping and One Way Arrows – IN PROGRESS
- Hidden Springs Dr. Crosswalk at Village Green ACHD stripping and install of crossing flags – IN PROGRESS
- **NEW** Other Crosswalks – PENDING
 - Per the last meeting residents would like more information on cost and responsibility
- **NEW** Clubhouse AV Update – IN PROGRESS
- Clubhouse Furniture – IN PROGRESS
- **NEW** Clubhouse Range/Oven – IN PROGRESS
 - ID Gas shut off the gas to the range/stove at the clubhouse due to gas leaking from the pilots. Parts are no longer available and searching for a replacement. Contacted Ada County Development services to see if re-permitting and/or a residential unit can consider to save money.
- Fitness Center – Replacement Equipment – IN PROGRESS
- Community Barn – Storage system for tables and chairs – IN PROGRESS
- Bathroom Counter Tops Clubhouse and South Meadow Pool (4 tops) – IN PROGRESS
 - Counter tops are delaminating. To save a few thousand, Tad Dauby can have the old laminate removed and replaced. Request approval to proceed at the estimated cost of \$6,850. Tad priced replacement counters and replacement/install would have been closer to \$10K.
- Additional Parcel Lockers in Mail Room – IN PROGRESS
 - USPS locks pending delivery and installation.
- Picket Fences at Village and East Ridge Play Parks - 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
- 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 streetlights and signs by phase. The projected lifespan of the streetlights 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.

HSTA 2024 Budget

- 2024 operating budget is based on 2023 actuals (Jan-Oct) plus forecast (Nov-Dec), service contract increases, inflation and reserve requirements per North Star Reserves financial review for 2023 for fiscal year 2024.
- Income considerations:
 - 859 Lots
 - Transfer fees budgeted conservatively (15 homes a year / 1 a month and 2 a month June/July and August).
 - 3% Increase for CTC Lease and Cell Tower Lease
- Expense considerations:
 - Administrative
 - Insurance increase 5%
 - AMI accounting services 3%
 - Community Programs and Services
 - CRTA agreed to share in costs and sponsor community events for 2024
 - Facilities Operations & Maintenance
 - Sister Sweepers 2023 Service Agreement for same level of cleaning as 2023 – 5% increase.
 - Clubhouse/Fitness Room>Showers/Bathrooms – 1 deep clean and 3 spot cleans per week
 - Clubhouse Pool Deck/Bathroom full clean/pool furniture – 6 per week
 - Barn – 1 deep clean per week
 - South Meadow Pool Deck/Bathrooms/Pool Furniture – 6 per week
 - Mail Room – 1 per week

- Pool Doctor 2024 Service Agreement – 0% increase for maintenance. No increase factored in for chemicals. Chemical costs increased significantly following COVID but have leveled off.
 - Office / Mail Room
 - Office and mail room lease increase 3% / Current leases expire at the end of 2024.
 - Open Space
 - Hopkins 2% for service plus 1% for increased costs (fertilizer, pre-emergent, etc.) and non-contract projects
 - Farm Consultant Agreement – 0% increase
 - Site Operations and Maintenance
 - Hopkins 2% for service plus 1% for increased costs (fertilizer, pre-emergent, etc.) and non-contract projects
 - Site Repairs and Improvements
 - Common Area Trees - Systemic (370), Fertilizer (95) and Iron Injection (90) for identified trees.
 - Orchard Trees - Systemic and Coddling Moth Spray
- **ACTION** - 1) Dixie M. made a motion to approve the 2024 Hidden Springs Town Association Budget as proposed with a minimum 4% increase to the regular quarterly assessment. A 4% equals a break even between income and expenses. Anything over budget would be funded out of reserves. Stephanie W. seconded the motion. The motion passed unanimously. (2) Ryan L. made a motion to approve the 2024 Service Agreements for Sister Sweepers, Pool Doctor, Senske and Whistle Pig Farms. Brad S. seconded the motion. The motion passed unanimously. (3) Dixie M. made a motion to approve Policy 200, 220 and 230. Garry S. seconded the motion. The motion passed unanimously.

Notice of the increase will be in the Q1 2024 statement mailing along with a QR code linked to the budget on the community website.

- **HSTA Regular Quarterly HOA Assessment 2024 = \$343.00 (2023 Assessment = 328.50)**

Annual Meeting

- Notice of the Annual Meeting, Voting Instructions and Proxy Form were mailed to all residents. These items are also on the community website.
- The Annual Meeting is 12/12/23 and starts at 6:30pm. Sewer Company business will be first, followed by the Association portion.
- The meeting is being held at the Community Barn this year to save money.
- Preparation of the Annual Report is underway and will be emailed to the Town Council for review and approval prior to making it available to members.

Unfinished Business/New Business

- None

Questions and Answers

Q: Did we only have two Policy 500 projects this year?

A: Yes, the Frisbee Golf and the Soccer Goals. Both are in their probationary year and will be revisited in 2024 with the new Town Council.

Q: Has there been any decisions on taking action from the feedback in the community survey?

A: Town Council came to the conclusion that most members of the community are happy with the way things are going and there weren't any large action items that came from the feedback.

Q: In the surveys we did get, there seemed to be a split on how much we share with CR. Will that influence any decisions?

A: We intend to continue with the status quo. We do not have any intention to expand the relationship (i.e., sharing of amenities), and CRTA contributes to some of HSTA events.

Q: What is the process for the Candidate Forum?

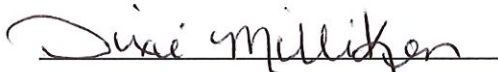
A: The Candidate Forum is December 5th. The candidates will be at the Clubhouse and the community can ask them questions directly.

Adjournment


The public HSTA portion of the meeting was adjourned by Garry S. at 8:59pm.

EXECUTIVE SESSION

Respectfully submitted,


Dixie Milliken, Recording Secretary

Approved,


Garry Stanislaw, President