

## River Meadows HOA

### Board Meeting

Meeting Date & Time: Monday, January 12, 2026, at 6:00pm MST

Location: Zoom

<https://us02web.zoom.us/j/87650099355?pwd=aAtKD3RD42XXRxxRkwpULldftVimf.1>

Meeting ID: 876 5009 9355

Passcode: 746790

### Minutes

#### Attendance – Quorum

A quorum was established and the meeting was called to order at 6:02pm. Present: Thom Heller, President, Peter Jensen, Vice President, Alfred Lockwood, Secretary/Treasurer, Maria Holtmann, Henley West, Property Manager

#### Current Business

- I. Approval of minutes from Annual HOA meeting. Lockwood motioned, Jensen seconded. All in favor.
- II. Finances
  - a. Current bank balances
    - i. Operating
    - ii. Reserve
    - iii. CD's – Currently \$70,000 invested in six-month CD's
  - b. Bank reconciliation was completed for December 2025.
  - c. Current financials – year end financials
    - i. Through December, the Association is \$19,881 below budget. After adjusting for the net impact from convenience fees revenue and expense, reserves and writing off the generator and shed, the adjusted operating surplus through December is \$27,414.
    - ii. After adjusting for the impact of convenience fees and reserves, revenue is over budget by \$12,370. Higher water usage, higher utility fees due to more homes than budgeted, and higher pasture revenue were the key contributors to the overage.
    - iii. After adjusting for the impact of convenience fees and the expensing of the generator and shed, expenses are below budget by \$15,045. Favorable expense variances for road maintenance, repairs and maintenance, landscape maintenance, snow removal and other miscellaneous expenses were partially offset by unfavorable variances in sewer and water from Valley Vista expense.
    - iv. The generator and shed were expensed in 2025 to confirm to Generally Accepted Accounting Principles for HOAs.

- v. Convenience fees are a pass through cost. Collect fees from payors based on their individual payment method, and reimbursed back to PM.
  - d. Past due accounts
    - i. The HOAs current practice for past due accounts is (1) for over 30 days but less than 90 days past due, delinquency notices are sent to the homeowner alerting homeowner that past due balance needs to be paid immediately. (2) for over 90 days past due, delinquency notices are sent to the homeowner alerting homeowner that given account is past due > 90 days, a lien will be placed on property and past due account has been sent to collections.
    - ii. Thom will contact Lot 62 & 64 to pay their dues. Both accounts are grossly past due. If not received in the next month a lien will be placed.
    - iii. Lot 52 is being sent to collections. Lockwood will send collections company contact information to PM.
    - iv. A lien is to be placed on Lot 52
  - e. Late fees have been changed to 1.50% to conform to bylaws.
  - f. Effective January 1, 2026, the new board positions are as follows: Thom Heller – President, Peter Jensen – Vice President, Alfred Lockwood – Treasurer, Maria Holtmann – Secretary. Logan shall be removed from the bank accounts and replaced with Heller. Consistent with the HOA’s practice, the authorized bank signers will be the President and Treasurer and the property managers, Henley West and Michele Brown.
- III. Water/sewer
  - a. Lot 62 & 64 - In the process of finalizing water meter installation and installing the puck. Should be completed within two weeks.
  - b. Lot 71 – curious to see if readings work come spring. Wondering if the meter is installed before the sprinkler system, so readings are not being picked up for watering, only internal domestic water.
- IV. Design Committee update
  - a. No new applications.
  - b. Lot 4 – will submit drawing to install railings on deck. Rails cannot exceed a separation of more than 4 inches.
- V. Common area
  - a. Noxious weed spray: three species should be listed: daisy, thistle and hounds tongue. Plan to do two sprays in 2026.
- VI. Snow removal
  - a. So far so good.
- VII. CC&R Violations
  - a. Contacted Westgard’s regarding dog. Have not heard back. Will send a copy via mail.

- VIII. CC&R Revision Committee
  - a. Plan to reach out to members who have not responded now.
  - b. <https://forms.gle/cmDSk8dWHj5c1tjH6> is link to Google doc if members choose that method of response.
- IX. Responding to complaints
  - a. Contact Property Manager directly, and property manager will communicate with board if needed:
    - i. [assistant@scottssre.com](mailto:assistant@scottssre.com), [michele@scottssre.com](mailto:michele@scottssre.com), [henley@scottssre.com](mailto:henley@scottssre.com)
    - ii. [www.scottssre.com](http://www.scottssre.com)
    - iii. 307.733.5881
    - iv. Within Buildium submit request
    - v. [rivermeadowsidaho@gmail.com](mailto:rivermeadowsidaho@gmail.com)
- X. Other Business
  - a. Heller nominates Maria as Secretary of the Board. Lockwood seconded the motion; all in favor and the motion carried.
  - b. Maria has been added to the Google Drive with Editor access.
  - c. Added to Buildium as Board Member access.
  - d. Insurance
    - i. Want to make sure lightning strike and property damage and theft/vandalism is included. PM to send agent contact information to Lockwood.

Schedule Next Meeting – Tuesday, February 17<sup>th</sup> at 6:00pm.

Meeting adjournment – 7:05pm