

River Meadows HOA

Board Meeting

Meeting Date & Time: November 11, 2025, at 6:00pm MST

Location: Zoom

<https://us02web.zoom.us/j/81161576945?pwd=DGNmfMas17uaeARpaTI6R2UOoWQb.1>

Meeting ID: 811 6157 6945

Passcode: 689048

Meeting Minutes

A quorum was established, and the meeting was called to order at 6:03 PM.

Present: David Logan, President, Thom Heller, Vice President, Alfred Lockwood, Treasurer, Peter Jensen, Secretary, Property Managers: Henley West, Michele Brown.

- I. Approval of minutes from October 7, 2025, board meeting. -Lockwood motioned to approve minutes, Heller seconded, provided corrections made to Paragraph 1 to change Thom's name to Heller and Paragraph 2 b Current Financials to be reworded. Motioned carried.
- II. Finances
 - a. Current bank balances
 - i. Operating – \$32,874.63
 - ii. Reserve – \$3,527,72
 - iii. CDs- \$65,000.00
 - b. Current financials from Lockwood.
 - i. The generator of \$38,531.20 and shed of \$3,500 are to be written off as expense water system and repairs as according to HOA accounting rules, they should not have been capitalized. Water income of \$5,547.50 currently classified as utility income is to be reclassified as water income, consistent with internal treatment and budgeting. Year to date 13k ahead of budget water income 56k over budget, because of dry year. Through October the HOA is ahead of budget by \$13,097, Revenue is under budget by \$719 primarily due to more transfers to reserves than budgeted. Water income is \$5,570 above budget due to dry summer and more water usage. Utility income is above budget due to more homes vs lots used in the budget. Pasture lease income revenue exceeds budget by \$954 due to extra month on the lease. Expenses below budget by \$14,000 below budget, road was less than we budgeted by \$8,043. Water system repairs expense is below budget because repairs have been moved to next year. Landscape maintenance under budget by \$1,727, Legal and professional fees under by \$900. HOA remains on target for year-end reserves balance. Late fees still being charged differently than the bylaws say. Lockwood will investigate this as it might be different than the CC&Rs

state.

- c. Past due accounts-
 - i. Lot 52 past due by three months. Board agreed to send one more notice to owner, then send to collections if not paid.
 - ii. Lots 62 and 64 also behind.
- III. Water/sewer
 - a. Lot 7 willow issue - Heller talked to Ben at Clearwater and they have scoped the community line and no roots in it. The lateral to lot 7 still has roots, the willows look dead, and it will not affect the waterline.
 - b. Lockwood wants to check for leak in the main water line as water usage seems off. PM wants to have check with Clearwater (water master) before any water is turned off to check leak.
- IV. Design Committee update
 - a. Lot 62 and 64 continue to finish buildings, quietly on the market, lot 62 has had interest. Owner will work with the new buyer on landscaping.
 - b. Lot 3, 14, 28 talking about building.
 - c. Lot 14 has a current building permit.
 - d. Lot 3 possible spec house.
- V. Common area
 - a. All the snow stakes are in.
 - b. Speed bumps have been removed on both ends.
- VI. CC&R Violations – none at this time
- VII. CC&R Revision Committee
 - a. PM will send an update to committee at end of the month, need to check to see if the link is still working. PM to send a reminder after November 15 to those that have not responded to the second request to respond.
- VIII. Annual Meeting
 - 1. Date, December 16, at 6:30
 - 2. Agenda items, Vote for board members, Request for design committee members, Monthly billing, Proper protocol for any utility work on homes.
 - 3. PM to send out notices for meeting, agenda, proxy, nominations form.
- IX. Management Contract
 - a. PM needs to suggest timeframes to board. Contract will be changed to an annual contract. Board request language for 90 day notice to terminate for both parties. Heller wants to add in Buildium access information. Jensen wants communication/notification from PM to Board when PM hours increase beyond current contract assumptions. In that way, PM and Board can work together in good faith to right size hours which will reduce costs to HOA moving forward.. PM and Board are acting in good faith to move forward with contract for next year while working on some of the modifications.
- X. Annual dues increase January 1, 2026
 - a. PM will send notice with next HOA billing about increase with reference to board meeting in October. It will also be discussed at annual meeting.
- XI. Other Business
 - a. Logan has given notice to the Board to step down from his position as

President for personal reasons, effective January 1, 2026. The Board thanked him for his time and years of commitment to the HOA.

Next Meeting – December 16, 6:30pm – Annual HOA Meeting

Meeting adjourned at 7:00 PM