

# MUIR WOODS

Homeowners  
Association

May 2011

## 2011 BOARD OF DIRECTORS

President: Brian Edgar

Vice-President: Russell Strader

Treasurer: Bruce MacMahon

Secretary: Esther Williams

Landscape & Maintenance: Mark Jaszowski

Architectural Control (ACC): Dan Taylor

ACC Assistant: Stuart Foerster

Web-site: Lee Coulson

Social Liaison: Lynn Gress

Events: Dee Burlile

To contact your  
Muir Woods Board of Directors  
and Committee Chairs, or to find out what is  
going on in your community, visit



[www.mwhoa.org](http://www.mwhoa.org)

**ADVANTAGE IDAHO  
ASSOCIATION MANAGEMENT**  
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Garden City, ID 83714  
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Billing: [Rusti@advantage-idaho.com](mailto:Rusti@advantage-idaho.com)  
Manager: [Rob@advantage-idaho.com](mailto:Rob@advantage-idaho.com)  
Owner President: [Carla@advantage-idaho.com](mailto:Carla@advantage-idaho.com)

**TUESDAY  
ACTIVITY  
NIGHT**  
It's back  
for the summer!  
Calendar of Events  
Inside.



**Get ready now!**

**MUIR WOODS  
GARAGE SALE**

**Saturday, June 18  
8:00AM—2:00PM**

# 2011 ANNUAL OWNERS MEETING MINUTES April 21, 2011

**Introduction:** President Brian Edgar called the meeting to order at 7:05. He established that Notice had been accomplished in the required time. 21 memberships were represented, exceeding the quorum requirement of 15.

Brian introduced the directors of the Board who were present, Bruce MacMahon, Lee Coulson, Mark Jaszowski, and Esther Williams, as well as Events Chair Dee Burlile.

**Minutes:** Motion to approve the Minutes of the 2010 Annual Owners Meeting (motion by M. Bastian; second from the floor; passed).

**Landscape and Grounds:** Landscape and Grounds Chair Mark Jaszowski reported. Muir Woods is in the third year of a three year contract with Progressive Landscape which is doing an excellent job. He indicated that the odd weather year had an impact on the grounds. He thanked Morris Bastian for the help he gives by walking around and reporting on areas of concern or making repairs.

Mark Indicated that most of the major improvements that were left for the association to take care of have been accomplished and most work now is maintenance. He indicated that he saves a significant portion of funds until late in the landscape year to be certain that there will be funds for necessary expenses; optional improvements can then be accomplished as there are funds available.

Mark asked if anyone has opinions about PermaBark as opposed to bark in the landscape areas. Some owners agreed that bark might be appropriate where children are not often playing. Some owners indicated that their experience has been that you get more weeds with PermaBark.

**Events:** Events Chair Dee Burlile requested more volunteers for the Easter Egg Hunt. She

indicated that 85-90 children had been signed up and more were expected.

The Muir Woods Yard Sale will be Saturday, June 18, 8:00-2:00. She indicated that in 2010 Randee and Andy Jackson had donated a large Muir Woods Garage Sale sign which will be used again for 2011.

4<sup>th</sup> of July BBQ is planned again for 2011. Dee asked for opinions regarding whether it might suit owners better to plan a picnic when there was not a family holiday taking people away from home. Most owners agreed that they prefer keeping the summer picnic on the 4<sup>th</sup> of July.

Motion to keep the Muir Woods BBQ on the 4<sup>th</sup> of July (motion by M. Bastian; second from the floor; passed).

Morris Bastian is willing to organize Tuesday Activity Night this summer.

**Web-site:** Lee Coulson reported that the web-page only costs the association a few \$'s per month. Some owners indicated they would like to have a closed Facebook for Muir Woods. Another indicated that an annual calendar would be helpful.

**Financial:** Treasurer Bruce MacMahon reported.

- Collection of assessments was at 96% for 2010, up 1% over 2009.
- Administration was under budget due in large part due to being under budget in 'delinquent account collection' and 'legal'.
- Grounds costs were a little over budget.
- A Water Contingency line item for \$2200 was put in the 2011 budget and will be carried over each year for buying City water when the irrigation is turned off early.
- Net Income after transferring \$6000 to Reserve was \$5444.

Board Recommendation is to reduce the 3<sup>rd</sup> quarter dues by \$40 (to \$80) and use the net income of \$5444 from 2010 to make up any resulting shortfall; and it further recommended that members be informed that if anyone chooses to pay the full \$120 for the 3<sup>rd</sup> quarter, the excess \$40 will be added to the Events budget unless instructed otherwise by the owner.

Motion to accept the Board Recommendation as presented (motion by B. Hines; second by M. Bastian; passed).

Treasurer MacMahon went on to explain that the Muir Woods board turns over seriously delinquent accounts to an attorney that goes through a series of collections actions including Summary Judgment, Suit, Debtor's Exam, etc.

The Reserve account is currently at \$67,551; the long range plan was to have the Reserve Fund at \$76,800 at this time. The planned \$6000 per year contribution has been made but the interest on the funds has been very low since the economic downturn. The Board is not concerned with the lesser savings as it appears that some of the planned expenses from the Reserve can be put off a year or more when the scheduled time comes. The association is in very good financial condition.

Motion to accept the Financials as presented (motion by A. Brown; second by A. Jackson; passed).

#### Owner Concerns:

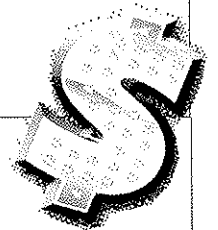
- Traffic Circle: Some owners are concerned about the appearance of the traffic circle and its interference with parking. Board is certain that any action taken will be at the association's expense. President Brian Edgar indicated that the Board would be happy to hear any concepts that are presented and encouraged owners most affected by the traffic circle to explore solutions. There are some funds in the Special Projects funds that might be available.
- Dogs are required to be on leash at all times in the common area.

**Election of Directors:** Nominations Chair Morris Bastian introduced the candidates. There were not nominations from the floor. The following were elected:

Lee Coulson	(additional term)
Mark Jaszowski	(additional term)
Russell Strader	(additional term)
Esther Williams	(additional term)
Brian Edgar	(additional term)
Stuart Foerster	(additional term)
Bruce MacMahon	(additional term)
Dan Taylor	(new to Board)
Lynn Gress	(new to Board)

There being no further business, the meeting was adjourned.

Respectfully submitted,  
Carla Everhart, Managing Agent



### **GOOD NEWS ON HOA DUES** **3rd Quarter decrease**

Please take time to read the Muir Woods Annual Meeting Minutes. The association is in good financial condition. It is keeping on track with current maintenance needs while still contributing to the Reserve Funds on schedule. The Muir Woods HOA Board recommended that the 3rd Quarter HOA assessment be decreased by \$40 — taking that quarter only down to \$80.

When you send in your 3rd Quarter dues payment, remember to reduce it to \$80. If anyone pays the usual full \$120, the Board will apply the additional \$40 to be used for Events. This was voted on at the Annual Meeting, because some owners indicated that it is not worth the time it takes to change bank automatic withdrawals for one payment and were happy to be able to provide extra funds for building a great neighborhood.

**Remember, for your 3rd Quarter dues, only \$80 is required.**



# MUIR WOODS TUESDAY ACTIVITY NIGHT

For kids 8-14 years old

(Unless specific event indicates otherwise)

Tuesday Activity Night has been a great success and a special part of Muir Woods that our kids look forward to. Morris Bastian is back in town and has agreed to lead these events again for the 2011 summer season.

## Here is the schedule !

- June 14 Get Acquainted Party Pizza and Root Beer  
(Parents and Kids)
- June 21 Frisbee Baseball Kids 8 to 14
- June 28 Relay Races
- July 05 No Activity Night  
Replaced by MWHOA Fourth of July Celebration
- July 12 Ice Cream Social  
(Kids make their own ice cream + games)
- July 19 Water Slide Families invited
- July 26 Kickball
- Aug 02 Progressive Dinner  
(Three homes: appetizer, main meal, and desert)
- Aug 09 Frisbee Baseball
- Aug 16 Water Slide Families invited
- Aug 25 Closing Social - Swimming Party



Events are at 7 P.M.

To support these events with your time or contributions, call Morris.

Morris Bastian

[morrisbastian@juno.com](mailto:morrisbastian@juno.com)

378-9919

## Cash Basis

MUIR WOODS HOA  
OPERATING BUDGET  
2010 BUDGET TO ACTUAL  
BUDGET 2011

Account	Budget 2010	Actual 2010	Budget 2011 (\$120 each quarter)	Budget 2011 (reduce 3rd quarter dues by \$40)
<b>OPERATING INCOME:</b>				
<b>ASSESSMENTS</b>				
2010 Assessment	63,840.00	61,429.56	63,840.00	58,520.00
Other - Write-Off Uncollect	(3,000.00)		(4,000.00)	(4,000.00)
Assessments: Prior Years	500.00		500.00	500.00
<b>TOTAL ASSESSMENTS</b>	<b>61,340.00</b>	<b>61,429.56</b>	<b>60,340.00</b>	<b>55,020.00</b>
<b>OTHER INCOME</b>				
Bank Interest Income	15.00	33.36	30.00	30.00
Finance Charges	0.00	179.87	0.00	0.00
Recovered Collection Costs	250.00	176.00	100.00	100.00
Transfer Fee Income	100.00	350.00	200.00	200.00
Transfer 2010 Net Income to 2011 Operating				5,444.00
<b>TOTAL OTHER INCOME</b>	<b>365.00</b>	<b>739.23</b>	<b>330.00</b>	<b>5,774.00</b>
<b>TOTAL OPERATING INCOME</b>	<b>61,705.00</b>	<b>62,168.79</b>	<b>60,670.00</b>	<b>60,794.00</b>
<b>OPERATING EXPENSES</b>				
<b>ADMINISTRATIVE &amp; COMMUNITY</b>				
Bank Charge	0.00	10.00	0.00	0.00
Paper, Print, Postage	1,400.00	1,520.01	1,400.00	1,400.00
Insurance - Liability	860.00	820.00	860.00	860.00
Insurance - Claim	0.00	(110.00)	0.00	0.00
Transfer Fee	100.00	350.00	200.00	200.00
Management Fee	8,220.00	8,220.00	8,220.00	8,220.00
Meetings	100.00	0.00	50.00	50.00
Events	1,000.00	995.00	1,000.00	1,000.00
Legal - Attorney Fees	1,500.00	0.00	1,000.00	1,000.00
Tax Preparation	260.00	245.00	260.00	260.00
Taxes - Federal	75.00	0.00	0.00	0.00
Taxes - State	25.00	10.00	10.00	10.00
Delinquent Acct Collect	1,000.00	684.50	750.00	750.00
Miscellaneous	200.00	190.80	200.00	200.00
<b>TOTAL ADMIN &amp; COMMUNITY</b>	<b>14,740.00</b>	<b>12,935.31</b>	<b>13,950.00</b>	<b>13,950.00</b>
<b>GROUNDS</b>				
<b>Landscape</b>				
Contract	26,500.00	26,500.05	26,500.00	26,500.00
Sprinkler Repair	2,000.00	1,470.00	2,000.00	2,000.00
Miscellaneous	4,500.00	7,183.00	4,500.00	4,500.00
Snow & Ice Removal	500.00	0.00	550.00	550.00
<b>Total Landscape</b>	<b>33,500.00</b>	<b>35,153.05</b>	<b>33,550.00</b>	<b>33,550.00</b>
<b>Electricity</b>				
Sp Clk 2602728472	100.00	94.49	100.00	100.00
70W Sign 5788807942	50.00	68.33	70.00	70.00
<b>Total Electric</b>	<b>150.00</b>	<b>162.82</b>	<b>170.00</b>	<b>170.00</b>



Cash Basis

MUIR WOODS HOA  
 OPERATING BUDGET  
 2010 BUDGET TO ACTUAL  
 BUDGET 2011

Account	Budget 2010	Actual 2010	Budget 2011 (\$120 each quarter)	Budget 2011 (reduce 3rd quarter dues by \$40)	
<b>Grounds - Other</b>					
Irrigation Nampa/Mer	1,100.00	1,373.17	1,400.00	1,400.00	
Repairs & Maintenance	2,300.00	1,100.00	2,300.00	2,300.00	
<b>Total Grounds - Other</b>	<u>3,400.00</u>	<u>2,473.17</u>	<u>3,700.00</u>	<u>3,700.00</u>	
<b>TOTAL GROUNDS</b>	<u>37,050.00</u>	<u>37,789.04</u>	<u>37,420.00</u>	<u>37,420.00</u>	
<b>CONTINGENCY</b>					
Water Contingency	2,200.00	0.00	2,200.00	2,200.00	Water contingency will forward each year if not needed.
General Contingency	1,500.00	0.00	1,100.00	1,100.00	
<b>TOTAL CONTINGENCY</b>	<u>3,700.00</u>	<u>0.00</u>	<u>3,300.00</u>	<u>3,300.00</u>	
<b>RESERVE CONTRIBUTION</b>					
Transfer to Reserve	6,000.00	6,000.00	6,000.00	6,000.00	
<b>TOTAL RESERVE CONTRIBU</b>	<u>6,000.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	<u>6,000.00</u>	
<b>TOTAL OPERATING</b>	<u>61,490.00</u>	<u>56,724.35</u>	<u>60,670.00</u>	<u>60,670.00</u>	
<b>NET OF OPERATING</b>	<u>215.00</u>	<u>5,444.44</u>	<u>0.00</u>	<u>124.00</u>	

Cash Basis

MUIR WOODS  
SPECIAL PROJECTS FUND  
2010

<u>Account</u>	<u>Actual</u>	<u>Budget</u>	<u>Total</u>	
Special Project Income				
Total Special Project Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Special Project Expense				
05410 Special Projects Expense	12,805.00	0.00	(12,805.00)	Replace Filter
Total Special Project Expense	<u>12,805.00</u>	<u>0.00</u>	<u>(12,805.00)</u>	
Net Special Project Income	<u>(12,805.00)</u>	<u>0.00</u>	<u>(12,805.00)</u>	

Cash Basis

MUIR WOODS  
RESERVE FUND  
2010

<u>Account</u>	<u>Actual</u>	<u>Budget</u>	<u>Total</u>	
Reserve Income				
05100 Income from Operating	6,000.00	6000.00	6,000.00	
05700 Reserve Interest-Reserve	376.02	0.00	376.02	
Total Reserve Income	<u>6,376.02</u>	<u>6000.00</u>	<u>6,376.02</u>	
Reserve Expense				
Total Reserve Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Net Reserve Income	<u>6,376.02</u>	<u>6000.00</u>	<u>6,376.02</u>	

Cash Basis

MUIR WOODS  
BALANCE SHEET  
December 31, 2010

<u>Account</u>	<u>Operating</u>	<u>Reserve</u>	<u>Special Projects Fund*</u>	<u>Total</u>
RBC Operating Acct	17,114			17,114
RBC Reserve		67,551		67,551
TOTAL CURRENT CASH ASSETS	<u>17,114</u>	<u>67,551</u>	<u>0</u>	<u>84,665</u>
LIABILITIES AND EQUITY				
Prepaid Owner Assessments	7,033			7,033
TOTAL CURRENT LIABILITIES	<u>-7,033</u>	<u>0</u>	<u>0</u>	<u>-7,033</u>
EQUITY				
Special Projects Fund			17,442	17,442
Reserve Fund		61,175		61,175
Current Year Net Income(Loss)	5,444	6,376	-12,805	-985
TOTAL EQUITY	<u>5,444</u>	<u>67,551</u>	<u>4,637</u>	<u>77,632</u>
TOTAL LIABILITIES & EQUITY	<u>12,477</u>	<u>67,551</u>	<u>4,637</u>	<u>84,665</u>
	=====	=====	=====	=====

Notes: Special Projects Fund is carried in Operating Bank Account



**MUIR WOODS HOMEOWNERS ASSOCIATION**  
**REQUEST for ARCHITECTUAL CONTROL COMMITTEE REVIEW**

**SUBMIT COMPELETED FORM TO:** *(Please allow a minimum of 2 weeks for processing)*

Advantage Idaho • PO Box 140273 • Garden City, ID 83714 **OR** 5537 N. Glenwood Ste A • Garden City, ID 83714  
Phone: 323-1080 • Fax: 853-1960 • Email: [rob@advantage-idaho.com](mailto:rob@advantage-idaho.com)

Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

PLANNED CONSTRUCTION OR MODIFICATION: \_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING:**

- **For Fence** (Provide drawing complete with dimensional details, placement & City Permit #'s)
  - **Construction Material**
  - **Height of Fence**
  - **Exact Location**
  - **Home Attachment Point** (what point fence will attach to home - front or back of house)
- **For Sheds** (Provide drawing complete with dimensional details, placements & City Permit #'s)
  - **Design** (Attach picture or plans)
  - **Construction Material**
  - **Color** (Verify that color will match home color)
- **For Paint:** (Provide (2) paint color samples)
- **For Pools** (Any City required setbacks and permits will be verified by the ACC prior to construction.)

**PROJECT DESCRIPTION** (attach additional documentation as needed):

*(Please note **The Muir Woods Homeowners Association** is not responsible for obtaining or approving any City Permits. Please ensure that all City requirements are met.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY:**

Action determined:

\_\_\_\_\_ **APPROVED**, with the following conditions: \_\_\_\_\_

\_\_\_\_\_ **NOT APPROVED** for the following reason: \_\_\_\_\_

Authorized ACC Member Signature & Date: \_\_\_\_\_

**OFFICE USE ONLY:**

_____ Request Received in office	mail	email	fax	in person
_____ Forwarded to Authorized ACC member	mail	email	fax	in person
_____ Approval / disapproval received	mail	email	fax	in person
_____ Verbal status given to homeowner	phone	email		
_____ Official Decision Letter sent to homeowner	mail	email		