

The Vineyards Townhomes at Stoneridge  
PO Box 883, Blanchard, ID 83804  
Email: [info@vyhoa.com](mailto:info@vyhoa.com)

**June 2023**

**Dear Vineyards Homeowner:**

The Annual Meeting of The Vineyards Townhomes at Stoneridge will be held on **Saturday, July 8, 2023, 9:00 a.m. – 11:00 a.m. at the SPOA Recreation Center - Multipurpose Room.**

There are several issues to be addressed this year, and it is important that a quorum be present to conduct the meeting. Please mark your calendars and plan to attend. Additionally, please carefully read the information included on voting and Management Committee vacancies.

Enclosed is the **PROXY/BALLOT FORM** for use at the meeting. Please take a moment to review the guidelines for their use as given below. **EVEN IF YOU ARE GOING TO ATTEND THE MEETING IN PERSON**, be sure to complete a proxy for **each property** you own in the Vineyards. **If you cannot attend the meeting**, please designate another Vineyards owner that will be in attendance, to represent you. You can also state that you would like to designate the Management Committee as your representative.

You are free to write in a candidate's name if you so choose, however, the person's name you are writing in **must** know and accept this nomination and be a member in good standing. **Please complete the Proxy/Ballot form** and submit it to the Management Committee Representative at the meeting or mail your ballot in the enclosed pre-stamped envelope. \*\* Due to increased postage, the Annual Meeting Packet will be hand delivered to owners residing in Blanchard, posted on the VYHOA website and emailed. Owners who do not have an email address or who reside outside the community will receive the meeting packet via USPS.

Each property has **three (3)** votes for Board positions. You may vote for each individual or any combination thereof, for a total of **3** votes. Nominations from the floor will also be accepted at the meeting **prior** to elections being held. A nominee must be a member in good standing to qualify and commit to working with all Management Committee members and volunteers on work committees.

According to the CC&R's, The Management Committee shall be composed of not less than 3 members and not greater than 5 members (Articles of Incorporation, Article 11 – Management Committee). There are 3 open positions for election this year. Each term is for two years.

The MC is searching for a qualified Professional Management Service at this time. We look forward to your participation and input at this year's Annual Meeting and thank you in advance for your participation.

Respectfully yours,

Management Committee Vineyards Townhomes at StoneRidge  
Debra Williams, Secretary  
Renee Ball, President  
Marcy Davidson, Vice President  
Connie Petz, Treasurer

Cover Letter 2023 Annual Meeting Packet

**2023 Annual Meeting of  
THE VINEYARDS TOWNHOMES AT STONERIDGE ASSOCIATION, INC.  
July 8, 2023 at 9:00 AM to 11:00 AM  
SPOA Activity Center Meeting Room**

**AGENDA**

- I. Call to Order
- II. Roll Call/Introduction of Management Committee
- III. Introduction of Attendees and New Owners and New Residents
- IV. Approval of 2022 Annual Meeting Minutes
- V. New Business
  - A. Election of Management Committee Members
  - B. Increase Transfer Fee for sale of Townhome
  - C. Proposed Management Company for VYHOA
  - D. Request for Temporary Water Connection
- VI. Treasurer Report - Finance Committee/Financials/Budget/Reserves
  - A. Finance Committee Report
  - B. Financial Report
  - C. 2024 Proposed Budget
  - D. Reserve Study
- VII. Presentation of Committee Reports
  - A. ARC (CC&Rs require this committee)
  - B. Common Area Landscape and Irrigation Committee
  - C. Maintenance Committee
  - D. Rules (CC&R's) Committee
  - E. Owner Communication
  - F. Legal Committee
- VIII. Old Business
  - A. SPOA/JMBCA – updates
- IX. Open Forum (3 minutes limit)
- X. Schedule Next Meeting
- XI. Executive Session
- XII. Adjourn

# Vineyards Townhomes at Stoneridge Homeowners Association, Inc.

## 2022 ANNUAL MEETING MINUTES

Saturday July 23, 2022

- Call to Order – Renee Ball called the meeting to order at 9:30 a.m.
- Roll call:
  - Renee Ball (President)
  - Frank Van Vlymen (At Large)
  - Marcy Davidson (Treasurer)
  - Debra Williams (Secretary)
  - OWNERS IN ATTENDANCE
    - Jack Matuska
    - Gary & Lynn Lamb
    - Charlene Sivertsen
    - Nancy White
    - Carol Pace
    - Kathleen Lamanna
    - Dan Akey – Renter
    - Rusty Davidson
    - Byron Hildahl
    - Cal Coates
    - Rick Ropp
    - Betty Knappenburger
    - Connie Petz
    - Charles Ely
- Confirmation of a quorum – Renee Ball, President: stated a quorum was established. Marcy Davidson validated the proxy count as lead representative of the election and proxy committee. The board motioned and approved establishment of a quorum.
- Special thanks to the volunteers: Thanks to all the volunteers that do so much behind the scenes to get things done.
- Approval of 2021 annual meeting minutes: minutes from the June 12, 2021. The annual meeting minutes were distributed both in a mailing and at the door. Board motioned to approve last year's minutes as written. The motion was seconded, and the minutes were approved.
- Election of board members – Nancy White, Connie Petz to join the board. Marcy Davidson wants these two voted in today if we can. Cal Coates motions for them to become board members and Lynn Lamb seconded.
- Work committees - went over the newly formed committees and description of what they do.
  - Architectural review committee (ARC)
  - Landscape committee
  - Rules committee
  - Finance committee

- Social committee
  - Communication committee
- Presentation of financial reports and reserves:
  - Marcy Davidson said some of the projects for 2022 are rescheduled due to budget.
  - Our financials are looking fine.
  - One homeowner is delinquent in dues, a lien will be next step against the owner.
  - Reserve study is looking good. Dues will need to be increased in future years.
- Website update: Jack Matuska is the administrator of the HOA express website. Owner contact information has been kept current. It is a great tool to keep our residents informed of notifications, news, events, etc.
- Other business/open discussion:
  - Short term rentals. SPOA will be setting up guidelines that we may want to follow. VYHOA does not currently have any short-term rentals, but we should be prepared if we have any.
  - Neighborhood watch presentation. Volunteers are necessary for this program to work.
  - Nancy White gave a presentation on a recycling program she is offering to manage.
  - Renee Ball went over ABC Management contract cancelation.
  - Marcy Davidson went over the SRU utilities billing working with them to get it resolved.
  - Landscape costs for the final duplex/townhome were covered by past dues.
  - Jack Matuska went over the expenses for Vineyards for 2022.
    - Snow plowing
    - Water usage
    - Trash pickup
    - Turning off water saves us money if a resident is away for over 3 months at a time.
    - New landscaper
  - Debra Williams went over outside vendors that Vineyard's hired.
  - Jack Matuska and Debra Williams went over the outside lighting.
  - Gary Lamb went over the stains to be used on decks.
  - A spring drive around inspection of decks, the timeline to complete repairs is June 2023.
  - Renee Ball gave a legal update. We have money set aside, have not spent any this year.
- Adjournment: Marcy Davidson motioned for the meeting to be adjourned and Frank Van Vlymen seconded the motion. There being no further business, the meeting adjourned.

Respectfully submitted,  
 Debra Williams, Secretary  
 The Vineyards Townhomes at Stoneridge, Inc.

Vineyards Townhomes at Stoneridge Homeowners Association, Inc.  
2023 Annual Meeting

**Annual Meeting - July 8, 2023**

**PROXY**

**(Fill out one Proxy for each property owned. Proxies must be signed and dated to be valid.)**

The undersigned, \_\_\_\_\_, being a member of Vineyards Home Owner's Association, a non-profit corporation of the State of Idaho, does hereby appoint \_\_\_\_\_, or if no one is appointed, the member appoints the Board of Directors with the power of substitution to vote for and on behalf of the undersigned at the Annual Meeting to be held

**Date: July 8 ,2023, Time: 9:00 am – 11:00 am Place: SPOA Recreation Center.**

Your Proxy will be for the purpose of voting all properties of members on record as of July 8, 2023, to:

- Ensure we have a quorum to conduct business of the Association at the Annual Meeting.
- Elect two (3) members to the Vineyards Management Committee.
- Conduct any other business as may be deemed proper and necessary.

In the event the undersigned is present at the meeting herein described, this proxy, at the sole direction of the undersigned, shall be null and void.

X \_\_\_\_\_

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

**Printed Name:** \_\_\_\_\_

**Signature:**  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Legal Description or Location Address of each property owned in Vineyards:**

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

Vineyards Townhomes at Stoneridge Homeowners Association, Inc.  
2023 Annual Meeting

**BALLOT For Election of**  
**Management Committee Members.**

One Ballot per property owned: three votes per property. The 3 votes can be cast for one or three candidates.

Two (2) Year Term for three Management Committee Members

1. Debra Williams \_\_\_\_\_

2. Marcy Davidson \_\_\_\_\_

3. \_\_\_\_\_

Write in (print name):

4. \_\_\_\_\_

Write in (print name):

TOTAL (Not to exceed 3 votes) \_\_\_\_\_

**Note: Proxy and Ballot must be signed and dated to be valid.**

Please return completed ballots to the Vineyards Townhomes at Stoneridge in the enclosed return envelope or at the Annual Meeting.

X \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

Signature:  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Legal Description or Location Address of each property owned in Vineyards:

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

**Debra Williams**  
**Candidate Biography**

June 6, 2023

Hello,

My husband and I bought our home in Vineyards I in August 2007. Our first summer here was in 2008 and we knew then that we bought our "happy place." We live in Las Vegas for the winter months, and eagerly wait for summer to arrive and return to our Idaho home.

I retired in 2020 as an integration engineer. One skill I can provide to the Management Committee is computer technology. I have a commonsense approach to problem solving and I feel that I can listen to all views and work to find a solution.

I joined the Management Committee in 2021, completing another person's term when they stepped down. I am the Management Committee liaison for several work committees and the chairperson for the ARC and Landscaping committee.

I am willing to remain on the Management Committee to continue the work I started. I hope to motivate others to join in and serve. We need to encourage more involvement from the residents who live in our community.

Thank you for your vote.

Sincerely,

Debra Williams  
15B Chardonnay Dr  
Vineyards I

MARCY DAVIDSON  
Candidate Biography

Rusty and I have been residents of Vineyards for 18 years. I served 8 years on the original Management Committee and helped guide the development through the early years. I rejoined the Management Committee (MC) 2 years ago as Treasurer when we had a management company and a resignation from the board. At that time, I offered to join to because we would not have a quorum needed to accomplish any business. I was appointed to fill this position. Currently, I am willing to serve another year until other owners of the community step up to keep the Vineyards a viable entity. I encourage owners to become involved in the day-to-day operations to maintain the beauty of our homes and maintain our property values. I sincerely believe this goal is a shared responsibility of all of us.



## **Work Committees and Work Committee Roles/Responsibilities**

### **WORK COMMITTEES AND RESPONSIBILITIES 6/23**

The Management Committee (MC) established work committees in September 2022 to share in the work to keep our community beautiful and fiscally sound. The committees in and of themselves have no governing authority, they are to work as a team and submit recommendations. All final decisions are made at the Management Committee level. All committee members must be willing to work with both the MC members and residents in the Vineyards community.

Each committee should:

- Designate a chairperson.
- Work with the MC liaison assigned to each committee.
- Develop goals and tasks based on the needs of the Vineyards community.
- Monitor goals and tasks in an on-going manner.
- Re-evaluate yearly.
- Provide reports of committee recommendations/committee meetings to the MC Liaison after each meeting.

### **WORK COMMITTEES AND TASKS**

#### **1. ARC (CC&Rs require this committee)**

MC Liaison - TBA

Chair and Members: TBA

- Fall and Spring Inspection - update spreadsheet of Spring and Fall inspection findings.
- Identify date for completion of identified maintenance requirements.
- Send notifications for repairs.
- Update ARC forms and procedures on VYHOA website.
- Update pergola specifications on VYHOA website.
- Review all requests for exterior modification and confer with MC.
- Maintain a current list of ARC requests and completions.

#### **2. Common Area Landscape and Irrigation Committee**

MC Liaison - TBA

Chair and Members: TBA

- Perform periodic irrigation inspections, complete repairs and system upgrades.
- Work with the Landscape committee and current landscape vendor under contract.
- Review requests for trimming of trees/shrubs in the common areas and confer with MC.
- Review requests for landscape modification(s) and submit to MC for review and approval.
- Review landscape contracts as requested by the MC.

#### **3. Finance Committee**

MC Liaison- Treasurer

Chair and Members: TBA

Review and revise:

- Reserve Study.
- Proposed Annual Budget and Expenses.
- Assist the MC with reviewing costs for projects and contracts as requested by the MC.

## Work Committees and Work Committee Roles/Responsibilities

### 4. Legal Committee

MC Liaison – VP or President  
Chair and Members: TBA

- a. Consult with VY attorney on legal issues agreed upon by the MC.
- b. Conduct the research/groundwork on issues in preparation for attorney.
- c. Network with other sub-associations with shared concerns.

### 5. Maintenance Committee

MC Liaison - TBA  
Chair and Members: TBA

- The VYHOA Maintenance, Repair and Replacement Matrix annually.
- Review and process maintenance requests forms.
- Establish the flow of communication and completion of requests.
- Keep MC informed of maintenance requests.
- Periodically review the maintenance procedure

### 6. Owner Communication

MC Liaison - Secretary  
VY HOA express administrator  
Chair and Members: TBA

- Maintain the VYHOA express website.
- Maintain updated owner/resident list and emergency contact list.
- Establish VYHOA emergency evacuation plan.
- Develop new owner resident letter.
- Update the Spring and Fall newsletter.
- Update the Welcome Packet.

### 7. Rules (CC&R's) Committee

MC Liaison – President or Vice President  
Chair and Members: TBA  
Review and revise:

- Management Committee Responsibilities Spreadsheet.
- VYHOA CC&R's and Fine policy /procedure.
- Parking procedure; add no driving of golf carts on walkways or pavers or through private common areas between unit buildings.
- Draft standard CC&R violation letter notification, 1st, 2nd and 3rd which includes fine schedule.
- Work with SPOA to develop "short term rental "procedure for VY.