

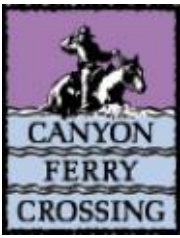


Canyon Ferry Crossing Owners Association Annual Meeting - 2019

9:00 A.M., Saturday, August 3d, 2019

Tri Lakes Fire Station Training Room

Welcome!



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Agenda

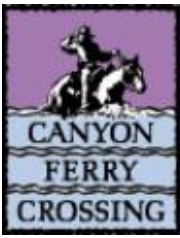
- Introduction and Welcome
- Meeting Rules
- Establish a Quorum (call of roll)
- Reading of 2018 Meeting Minutes (reading and disposal of minutes)
- Board Nominations (election of directors)
- 2019 Accomplishments
- Reports (reports of officers and committees)
 - Maintenance Committee
 - Architectural Review Committee
 - Finance Committee
 - Conservation Easement Remediation
- Unfinished Business (old and new business)
- Contact Information
- The Way Forward



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Meeting Rules (Roberts Rules of Order)

1. For the purpose of recognition, a member at Meetings must (1) Stand, (2) Address the Chair as “Mr. or Madame President”, (3) State their name and (4) Proceed to speak only after recognition by the Chair.
2. Debate shall be limited to two (2) minutes for each speaker, except by two-thirds (2/3) consent.
3. Only fully accredited Property owners shall participate directly or indirectly in a vote on any subject
4. Property Owners that are indebted to the Association, in any amount shall not be seated and cannot vote in the Meetings until such indebtedness is cleared.
5. Nominations from the floor at the Annual Home owners Association Meeting can be made at the time of the meeting. Only one nominating speech shall be made for each candidate and shall be limited to two (2) minutes. Seconding speeches shall be limited to two (2) minutes for each candidate. In the event that more than one (1) candidate is nominated for any one office, the written balloting shall continue until one candidate has received a majority of votes cast by the delegates present and voting.
6. Discussion of personal grievances, local conditions, or claims concerning one (1) individual with respect to their personal interest, shall be in order before this meeting, but must be discussed without repeated unprofessional outbursts, name calling, personal attacks or be subject to removal from such meeting.
7. Please be familiar with the Covenant and Bylaws of the association to save time during meetings of the Home owners Association.
8. Open meetings will be conducted, with Minutes taken and posted on the Website.

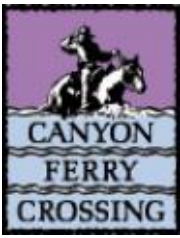


Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Quorum

CFCOA Bylaws Section 3.9: *“Quorum. The presence of twenty-five percent of the Members of the Corporation, represented either in person or by proxy, shall constitute a quorum”*

- Number of Eligible Members: 108 total, 27 needed for quorum
- Number of Members Present:
- Number of Proxy Votes:



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Reading of 2018 Meeting Minutes (1 of 7)

The Annual Meeting of the Canyon Ferry Owners Association was called to order at 9:00 a.m. at the Tri-Lakes Fire Department on Saturday, August 4th 2018 by Jim Ybarrondo, President of the Association. Board members present were Rory Mcleod and Mike Clouse.

Tabulation of the sign in sheets and of the proxies demonstrated a quorum, with a combination of proxies and members in attendance totaling 32. Proof of due notice of the meeting was filed and the meeting proceeded.

A motion was made to dispense of reading of the minutes due to the amount of time involved. It was seconded and unanimously passed to accept the 2017 annual meeting minutes.

A motion was made and seconded to unanimously vote to continue TJ Hull and Rod Kessel as Board Members.

REPORTS:

President: Jim Ybarrondo touched on some board accomplishments over the last year:

Maintained our promise of transparency by posting all meeting dates, locations and minutes on the Association website.

Paid the \$52,000 loan down by \$20,000 and positively renegotiated the terms of the loan

Contracted with a tax professional to conduct a third-party review of past finances

Initiated legal action against the owners most delinquent in paying association dues while formally adopting a standard of one-year grace period for members that are having temporary financial difficulty

Mr. Ybarrondo reported that the board meetings have been public and all minutes from the meeting have been posted on the CFCOA website www.cfcowners.com.

Jim Ybarrondo also reported that the board had significantly reduced CFCOA debt and have renegotiated the terms of the loan. The loan, which was originally \$80,000 is now only \$11,000 and only has two payments remaining.



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Reading of 2018 Meeting Minutes (2 of 7)

The President also reported that the CFCOA has filed a judgment against a property owner for non-payment of Association dues. The Association should be able to recover legal fees associated with this action. An owner asked how many owners were delinquent paying dues – the Treasurer reported that there were currently six owners that were delinquent.

The President reported that the maintenance committee is working on replacing the current lighting system with solar lighting. This should save the CFCOA approximately \$350 per month.

The association has developed a weed notification letter to make Owners aware if they have noxious weeds that need taken care of.

The maintenance committee is working on constructing foundations for and emplacing parcel boxes near the mailboxes at entrances. When these larger parcel boxes are installed, owners will be able to receive larger packages rather than travelling to Helena to pick-up parcels.

Fran Hovan is the primary point of contact for all mailboxes.

The board applied for and qualified for a USDA Conservation Program Grant for the conservation easement to mitigate fire hazards, improve aesthetics, reduce noxious weeds, reseed native grasses and improve wildlife habitat in the 37-acre easement.

Jim Ybarrondo explained the Boards work toward moving the maintenance shed out of the conservation easement to a private property on which the land owner agreed to store the shed. Association CC&R's don't allow for the shed to be stored on the conservation easement.



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Reading of 2018 Meeting Minutes (3 of 7)

Very few if any minutes exist for the last 6-8 years, which has made it very difficult to determine what decisions have been made, or the rationale behind the decisions. Given the lack of information, the Board decided to have a tax professional review financial records and make recommendations to ensure adequate controls for Association funds going forward. The board decided against a formal audit based on the estimated cost of an audit as well as the lack of records available to audit. An owner asked a question about how the current maintenance company is being paid. Rory explained that the contract with the maintenance company is now invoiced and paid on an hourly basis. The maintenance company was previously paid a retainer fee.

Financial Report:

Rory Mcleod, Treasurer, presented the Financial Report and balance sheet. \$63,300 was collecting in 2017 for fees and dues. Total expenses for 2017 amounted to \$72,791.54. Expenses included:

Insurance	\$2,572.00
Legal Fees	6,857.90
ARC Expenses	2,133.05
Weed Control	573.75
Landscape Maintenance	660.00
6452 · Maintenance - General	2,013.94
6453 · Maintenance and repairs - other	396.86
Road repairs and maintenance	3,790.00
Snow Removal	3,430.00
Landscape refund	1,000.00
Office Expense	475.93
Donations	1,000.00
Licenses	20.00
Taxes-Property	243.28
Loan principal reduction	39,552.40
Loan Interest	2,683.82
Utilities – street lights and pump	4,286.42
Other Misc and receipts	913.16



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Reading of 2018 Meeting Minutes (4 of 7)

An owner asked whether there would be an adjustment in dues when the entire subdivision was complete with paving. Jim Ybarrondo explained that the costs associated with maintaining the subdivision will still be substantial when all of the roads are paved and don't justify a change in dues. There was also discussion regarding the benefit of not having to pay interest for loans.

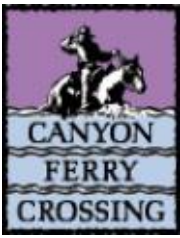
During the financial report, several landowners mentioned concerns about vehicle traffic not generated by Association Owners, particularly on Moonlight Drive. Jim explained that the roads in the Subdivision are public roads.

A concern was also raised about the condition of the entry into the Association, which was deferred to the maintenance committee later in the meeting.

Architectural Review Committee:

Fran Hovan provided a briefing on the Architectural Review Committee, which included the "Development Lot Population Summary", development progress as well as improvements and landscaping status as follows:

CFC Development Lot Population Summary			
Phase	# of Lots	Lots w/ Homes	Percentage
a	46	23	50.0%
II	22	7	31.8%
III	35	14	40.0%
IV	11	2	18.2%
V	19	0	0.0%
Total	133	46	34.6%



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Reading of 2018 Meeting Minutes (5 of 7)

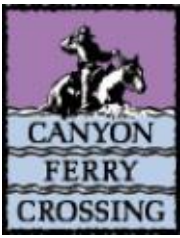
Maintenance Committee:

Mike Clouse provided a more complete explanation of where the committee is in-process with regard to transitioning street lighting to solar power.

The Maintenance Committee reminded owners that they cannot store more than four vehicles in the open. They also reminded owners that garbage cans must be concealed from view from association streets. The committee discussed issues with unleashed dogs that accompany construction workers on construction sites. The committee asked owners to keep trees trimmed, especially those next to streets. Committee members and owners discussed owner responsibilities regarding weed control on private and common areas throughout the subdivision.

Owners raised concerns about two especially aggressive dogs that belong to CFC owners that have attacked people, vehicles and wildlife. Law enforcement has been involved in this case and Mike Clouse agreed to write a letter to the dog owners on behalf of the association. There was also concern about hound dogs in the association barking, which was resolved during the meeting with an explanation from the dog owner that the dogs had been outfitted with bark collars.

The Maintenance Committee explained that they are working on bids to grade and serve the barrow pits on Sawmill Road, which is currently a gravel/dirt road. One owner objected that the Association should be paving that road which is a decision, he argued, should be made by the Owners in a vote, rather than a decision made by the Board. The Maintenance Committee and President explained that paving Sawmill is a very expensive and the Association doesn't have enough money and might not even qualify for a loan to pave Sawmill Road right now. The Board explained that paving Sawmill is a top priority, but so is maintaining the streets that we currently have. Jim Ybarrondo explained that the Boards governing concept with paving and road maintenance is to prioritize road construction and repair projects that benefit the most people. A comment from the audience was that many of the owners patiently waited, in some cases for years, for paving after building because the Association has never had enough money on-hand to do everything.



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Reading of 2018 Meeting Minutes (6 of 7)

The Maintenance Committee discussed the need to weld buried water tanks shut. An owner asked if that will have an impact on homeowners insurance – the response was that it would not.

The Maintenance Committee is going to contract to have sterilant applied adjacent to all roads to prevent weeds from intruding into pavement and chip-seal, which will eventually lead to cracks.

Jim presented the recent Board initiative to secure US Department of Agriculture grant to reduce fuel loads and improve the timber stand and habitat in the Association's 37 acre conservation easement. The CFCOA has been found eligible for the grant and is waiting for funding of the grant. The Department of Natural Resources and Conservation, which administers the grant is waiting to receive additional funds, or "grow-back" from other awarded grants to fund the CFCOA project. The grant could amount to \$900 per acre. This is a grant that Owners can apply for individually if they need help mitigating the risk of fire on their property. The Board agreed to post grant application information and contact information on the CFCOA website.

Jim Ybarrondo presented Wayne Smeaton with a plaque in appreciation for his many years of service and volunteer work for the association.



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Reading of 2018 Meeting Minutes (7 of 7)

Old Business:

The assembled owners voted to provide a \$1,000 donation to the Tri-Lakes Fire Department. This is a donation that has become an annual tradition to help ensure the readiness of this premier volunteer emergency response team.

Jim Ybarrondo explained that the Board had sent a letter to the previous Board requesting an explanation of the disposal of the weed sprayer that belonged to the CFCOA. The current Board had a fiduciary responsibility to owners to ensure the sprayer was disposed of at fair market value. At the time of the Annual Meeting, the board had not received a response from the previous board.

New Business:

Owners expressed concern about the unsafe access to Highway 284, particularly in the winter. JIM YBARRONDO has agreed to talk to the County about this issue.

Approval of 2018 Annual Meeting Minutes:

Move to Accept:

Yes

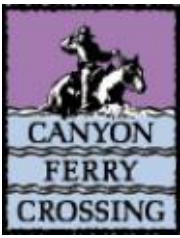
No

Yes, with Corrections



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Ratification of 2019 Actions of the Board of Directors



Canyon Ferry Crossing Owners Association Annual Meeting – 2019 Accomplishments, Initiatives and Course Corrections

- Continued complete transparency, as promised, with open meetings and notes published on the CFCOA website
- Settled Association loan – debt free for the first time in years
- Installed solar-powered lighting, saving \$4,200 per year in electrical costs
- Received \$44,800 federal fire mitigation and forest stand improvement grant to bring conservation easement into compliance with National standards for fuel load
- Completed work on conservation easement project
- Corrected and legally recorded four long-standing CC&R issues



Canyon Ferry Crossing Owners Association Annual Meeting – 2019 Accomplishments, Initiatives and Course Corrections

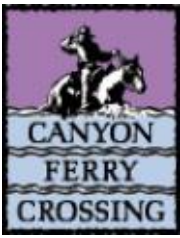
- Moved the Association shed from the conservation easement to ensure compliance with the CC&R
- Installed parcel boxes at the entrance to allow large parcel delivery to owners
- Actively evaluating options to mitigate loss of water to west entrance -- horizontal boring to bring water from east entrance versus dry-scaping the entrances
- Employed a tax professional to help with accounting workload and provide an additional fiduciary control measure
- Actively pursued and received judgment against exceptionally delinquent owner – lot sale pending to recover legal costs



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Election of Directors

- Jim Ybarrondo, Director (2 year term)
- Mike Clouse, Director (2 year term)
- Rory McLeod (2 year term)
- Nominations from the Floor for the Board?



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Architectural Review Committee

CFC ARC Report August 3, 2019

CFC Development Lot Population Summary			
Phase	# of Lots	Lots w/ Homes	Percentage
I	46	23	50.0%
II	22	7	31.8%
III	35	15	42.9%
IV	11	2	18.2%
V	19	0	0.0%
Total	133	47	35.3%



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Architectural Review Committee Report August 3, 2019

Activity since last Homeowners Meeting August 4, 2018

New Developments Completions

Phase 1	Lot 22	Mike & Margie Arnst	Ph 2 Construction Complete Sept. 2018
Phase 1	Lot 27	Sandi Messinger	Construction Complete Oct. 2018
Phase 1	Lot 36	Gerry & Cindy Moats	Construction Complete Aug. 2019
Phase 3	Lot 16B	Tim & Susan Stavnes	Construction Complete Aug. 2018

New Developments Progress

Phase 1	Lot 13A	Mike & Kathy LaForge	Construction Started April 2018
Phase 1	Lot 3A	Mike & Cassandra Schmit	Construction Started June 2017 - Added attached Garage
Phase 3	Lot 34B	Don & Isabelle Pollington	Construction Started March 2018

New Development Applications

Phase 2	Lot 14A	Kenny Martin	Application Received 7/19/2019 - Review in-process
Phase 3	Lot 24B	Bob & Sherry Adamson	Application Received 7/3/2019 - Review in-process



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Architectural Review Committee Report August 3, 2019

Activity since last Homeowners Meeting August 4, 2018

Property Improvements

Phase 2	Lot 17A	Chuck & Lois Bratsky	Dog Run, Fire Pit Complete - Garden Shed incomplete
Phase 3	Lot 30B	Scott Weaver	Extend Garage and Deck - Started April 2018
Phase 3	Lot 35B	Rod & Shena Kessel	Home Rebuilt - April 2019
Phase 4	Lot 10C	Dennis & Julie Arnst	Ph 2 Workshop/Garage - Started May 2019

Landscape Deposits Refunded

Phase 3	Lot 26B	Ryan Butler
Phase 4	Lot 10C	Dennis & Julie Arnst

Landscape Deposits Being Held (Awaiting Land Reclamation)

Phase 1	Lot 13A	Mike & Kathy LaForge
Phase 1	Lot 27	Sandi Messinger
Phase 1	Lot 36	Gerry & Cindy Moats
Phase 2	Lot 14A	Kenny Martin
Phase 3	Lot 16B	Tim & Susan Stavnes
Phase 3	Lot 24B	Bob & Sherry Adamson



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Finance Summary

Started using local tax and bookkeeping professional

Findings:

- **Last Dues Invoices sent by bookkeeping company**
- **All database records being kept by them**
- **Loan is paid back ahead of time**



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Income and Expense Report : Rory McLeod - Treasurer

Jan - Dec 18

Income

Architectural Review Fees	750.00
Dues - Other	63,600.00
Attorney Collection Fees	17,595.76
Late Fees and Charges Assessed	510.00

Total Income 82,455.76

Expense

Insurance	2,576.00
Legal Fees	14,144.42
Administration	24.59
ARC Expenses	1,075.00
Weed Control	900.00
Landscape Maintenance	1,689.50
6452 · Maintenance - General	1,210.00
6453 · Maintenance and repairs - other	170.00
Road repairs and maintenance	1,924.00
Snow Removal	7,516.25
Landscape refund	1,000.00
Office Expense	795.99
Donations	1,000.00
Licenses	20.00
Taxes-Property	333.21
Depreciation Expense	23,303.00
Loan Interest	1,358.26
Utilities – street lights and pump	4,054.80

Total Expense 62,095.02



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

2018 Balance sheet

		Dec 31, 18
ASSETS		
Current Assets		
Checking/Savings		21,386.28
Accounts Receivable		34,967.97
Total Current Assets		56,354.25
Fixed Assets 1301 · Roads		346,644.20
Mail Boxes		5,954.61
Maintenance Equipment		4,092.68
1600 · Accumulated Depreciation		-169,198.00
Total Fixed Assets		187,493.49
TOTAL ASSETS		243,847.74
LIABILITIES & EQUITY		
Liabilities		
Landscape Deposits		5,000.00
Construction loan		6,010.92
Total Current Liabilities		11,010.92
Total Liabilities		11,010.92
Equity		
Retained Earnings		212,476.08
Net Income		20,360.74
Total Equity		232,836.82
TOTAL LIABILITIES & EQUITY		243,847.74



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

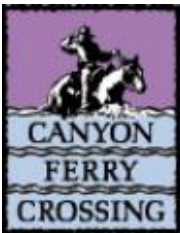
Maintenance Committee

Pending Projects:

- Repairing Unimproved Roads/Improved Roads
- Ground Sterilant application on All Road Edges
- Weed Spraying on Association road edges, Nature Trail

Please Help:

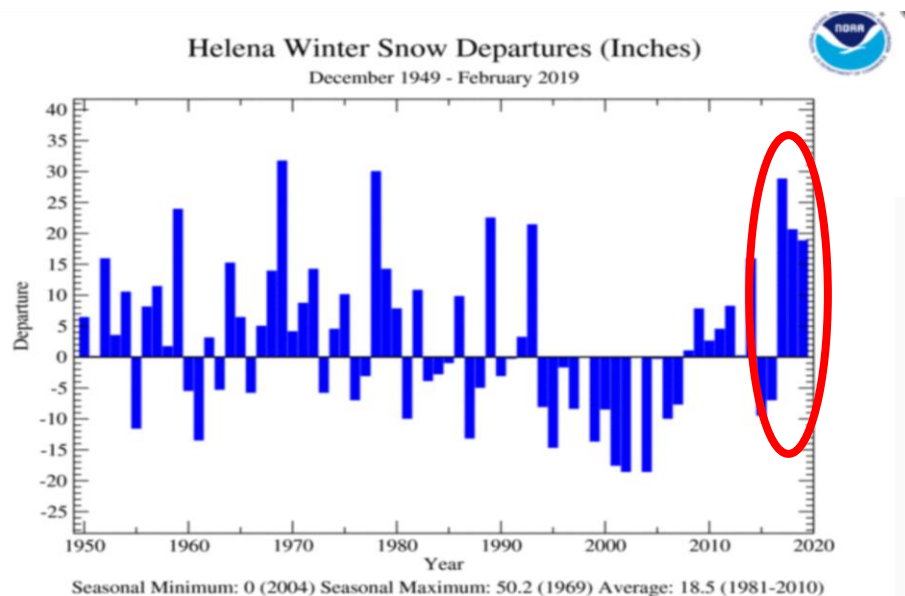
- Trim trees that protrude into CFCOA roads
- Call in the winter to let us know if your road needs plowed....more than 6 inches of snow



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

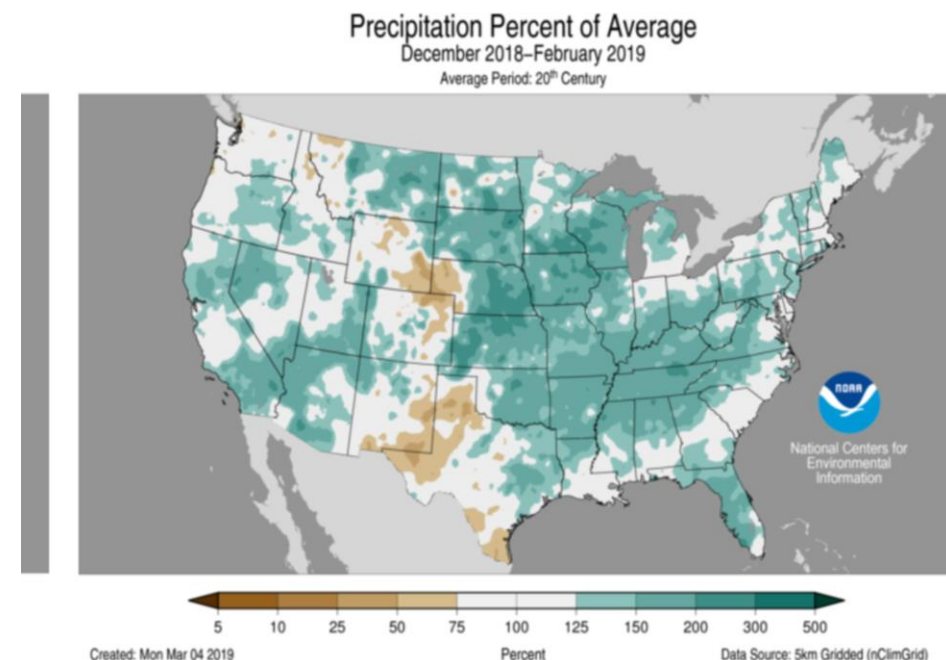
Snow Plowing

- Historical snowfall in February 2019
- Exceptional service and responsiveness compared to many Helena residents (city/county/subdivisions included)
- Cost of snow removal for winter 2018/2019 was \$3,790.51



February 2019 Snow Totals

February Snow Totals	2019	Previous Record
Bozeman	29.2 in	28.1 in (2003)
Cut Bank	18.1 in	
Great Falls	32.3 in	32.6 in (2018)
Havre	18.0 in	31.8 in (2018)
Helena	26.8 in	31.1 in (1936)
West Yellowstone	57.4 in	62.0 in (1986)



December-February Percent of Average
Precipitation



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Road Improvement and Maintenance

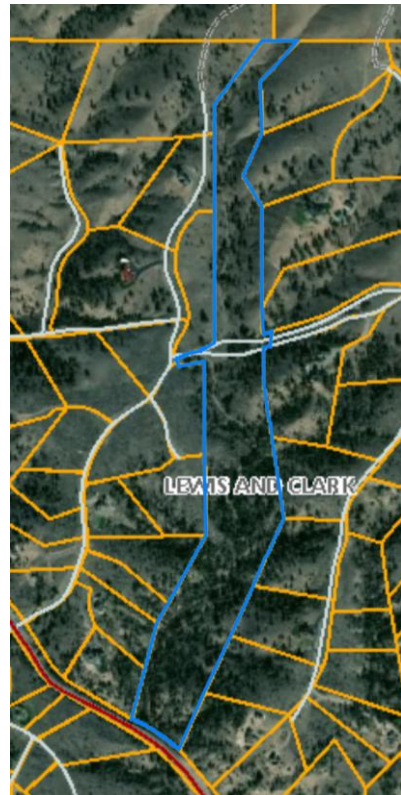
- Governing concept: prioritize road construction and repair projects to benefit the most people for the lowest cost
- Road maintenance and repairs totaled \$3,790.51 over the last year
- Chip seal (vice paving) has proven to be an on-going maintenance problem
- “Economies of scale” – CFCOA will not have enough money to make additional paving worthwhile until about 2021

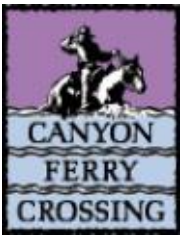


Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Conservation Easement Remediation

- 37.4 Acres
- 2018 Fuels Assessment concluded that the easement is a significant fire danger
- Assessment concluded past “remediation” contributed to additional fire danger





Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Conservation Easement Remediation

- CFCOA awarded USDA Natural Resources Conservation Service (NRCS) Conservation Program Grant totaling \$34,394.94 for Fire Break
- Grant strategy included: Fire break, forest stand improvement, tree and shrub pruning, woody residue treatment, brush management, habitat improvement and aesthetics improvement
- Total Cost of work by Alpine Forestry was \$51,313



**Photos from
May 27, 2019
(after fire break
work)**



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Conservation Easement Remediation

Open Grant Issues:

Hand-seeding this summer and next summer – potential federal reimbursement: \$492.00.

Weed treatment is ongoing – potential federal reimbursement: \$1,120.00.



Photos from
July 17, 2019





Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Old and New Business

- Remaining old business?
- New business?
 - Traditional \$1,000 donation to the Tri-Lakes Fire Department since 2005
 - Propose increasing donation to \$1,500



Canyon Ferry Crossing Owners Association Annual Meeting – 2019

Contact Information

MAILING ADDRESS:

Canyon Ferry Crossing Owners Association
3900 Waterdance Drive
Helena, MT 59602

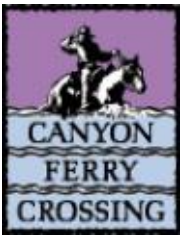
EMAIL:

President: Jim Ybarrondo jimlinybarrondo@yahoo.com
1st Vice President: Mike (Mikey) Clouse mathclouse@gmail.com
Treasurer: Rory McLeod rmcleod4616@msn.com
Secretary: (TJ) Theodore Hull theodorehull@msn.com
2nd Vice President: Rodney Kessel rkessel_consulting@hotmail.com

WEBSITE: www.cfcowners.com



Building Codes and ARC
Association Documents
Meeting Minutes
Board Meeting Schedule
Contact Information



Canyon Ferry Crossing Owners Association Annual Meeting – 2019 Adjournment

Move to Adjourn

THANK YOU!