

Wright Lane Ranches (WLR) Homeowners Association (HOA) Handbook – 3/6/2018

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 - o <http://www.irrigationtutorials.com/pump.htm>
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CC&Rs

Two versions of similar documents exist. The one posted on the HOA website is the document most home owners were given during closing on their property.

<http://www.neighborhoodlink.com/files/document/517845>

HOA Lateral and Tap Report (Water Masters)

This document was created by the Nampa/Meridian Irrigation District (<http://www.nmid.org/>) and is used to define water allocation from the canal system for the HOA. The NMID manages water storage, conveyance and distribution of irrigation water to the associated gate head. Each homeowner pays a tax assessment to support the irrigation infrastructure.

Water Masters are assigned to coordinate with NMID for supplying water to the HOA and associated farmland.

Annual WLR HOA Meeting Minutes

As per the CC&Rs WLR HOA meeting minutes (normally annual) are required for the governance of the HOA. The meeting minutes are used to document member activities and to provide proof of officer appointment for HOA official business to include financial obligations.

If a non-recurring activity is required such as a special assessment, the decision of HOA members shall be documented to amend the current meeting minutes.

Meeting Minutes.

Annual Budget/Taxes

As per the CC&Rs the HOA is required to maintain a budget of expenditures to operate the HOA. A Microsoft Excel spreadsheet has been adopted for this purpose.

The IRS requires HOAs to report financial operations each year. The HOA was assigned an EIN in 2010 to document the operations for an annual tax filing. As a non-profit entity, the IRS Form 1120-H has been used to file the HOA taxes.

Annual Budget

Taxes

Notional Timeline of Annual HOA Operation and Support Activities

January 1st – HOA Dues

February/March – Annual Meeting (30-Day Notice Required)

- Collect dues if not previously received
- Elect Officers for the year
- Conduct HOA business
- Publish meeting minutes

March/April – Annual Canal Ditch Maintenance and Taxes

- Pull Ditch and repair/clean pathway
- Prepare IRS Form 1120-H (due NLT 4/15 each year)

April – Pump House Maintenance and Water order (prepare pumps for use and start pumps)

- Best Practice (leave submersible pump underwater to prevent the onset of rust)
- Pump out sump mud 1-week prior to or immediately after water delivery
- Clean spray bar nozzles and filter and shovel mud from the housing
- Shovel mud from the ditch trap
- Check air level in pressure tank (~38 Psi charge)
- Ensure main line and flush valves are open
- Grease Centrifugal pump zerks (one shot of grease in each fitting)
- Water Master orders water delivery from NMID after coordinating with co-Water Master (Farmer)
- Allow ditch water to clear before introducing water to the Pump House Sump (normally 2 days)
- Prime and connect Centrifugal Pump intake pipe/foot valve and close drain valves on housing
 - o Recommend submersing intake pipe to prime pump—ensure rope is securely attached
- Turn on Pump House Circuit Breakers **after** water delivery
 - o 2 HP Pump VFD automatically starts when power is supplied
 - o 5 HP Pump VFD must be manually started once power is supplied
 - Verify prime on Centrifugal Pump
- Charge irrigation lines to 60 Psi
 - o Monitor flush valves until the water runs clear—close valves
 - o Observe member irrigation lines/filters are not leaking or broken after flush valves are closed—notify affected members as required
 - o Start spray bar to clean intake screen and set for slow rotation to minimize water usage
- Notify HOA members water is available for use and the current watering schedule
- Monitor pump operations for the next several days to ensure adequate water supply and clean screen and filter as needed
- Report pump operations issues to Davis Well and Pump (Replace new company name here)

May – Pump Operation and Maintenance

- Check sump intake screen weekly
- Shutoff Spray bar and remove and clean filter (at least monthly)
 - o Recommend placing wood sheet, under filter, on sump grate to prevent loss of parts
- Clean Centrifugal Pump intake pipe foot valve (at least monthly)
- Monitor electrical usage through Idaho Power website for early warning of an issue
- Walk along irrigation ditch to look for obstructions

June – Pump Operation and Maintenance

- Check sump intake screen as needed
- Shutoff Spray bar and remove and clean filter (at least monthly)
 - o Recommend placing wood sheet, under filter, on sump grate to prevent loss of parts
- Clean Centrifugal Pump intake pipe foot valve (at least monthly)
- Monitor electrical usage through Idaho Power website for early warning of an issue
- Walk along irrigation ditch to look for obstructions

July – Pump Operation and Maintenance

- Check sump intake screen as needed
- Shutoff Spray bar and remove and clean filter (at least monthly)
 - o Recommend placing wood sheet, under filter, on sump grate to prevent loss of parts
- Clean Centrifugal Pump intake pipe foot valve (at least monthly)
- Monitor electrical usage through Idaho Power website for early warning of an issue
- Walk along irrigation ditch to look for obstructions

August – Pump Operation and Maintenance

- Check sump intake screen as needed
- Shutoff Spray bar and remove and clean filter (at least monthly)
 - o Recommend placing wood sheet, under filter, on sump grate to prevent loss of parts
- Clean Centrifugal Pump intake pipe foot valve (at least monthly)
- Monitor electrical usage through Idaho Power website for early warning of an issue
- Walk along irrigation ditch to look for obstructions

September – Pump Operation and Maintenance

- Check sump intake screen as needed
- Shutoff Spray bar and remove and clean filter (at least monthly)
 - o Recommend placing wood sheet, under filter, on sump grate to prevent loss of parts
- Clean Centrifugal Pump intake pipe foot valve (at least monthly)
- Monitor electrical usage through Idaho Power website for early warning of an issue
- Walk along irrigation ditch to look for obstructions

October – Pump Operation and Maintenance

- Check NMID website for shutdown of canal irrigation water
- Notify HOA members of pending shutdown of irrigation water
- Shutoff Spray bar and remove and clean filter
 - o Recommend placing wood sheet, under filter, on sump grate to prevent loss of parts
- The morning the canal water is turned off shutdown pumps and open circuit breakers on power panel
- Schedule HOA irrigation line blow out for not later than the first week in November (earlier is better)
 - o Several HOA members use Ruffing Lawn Care to blow out their sprinklers. A courtesy notification of when the HOA lines will be blown out helps all parties involved
- Remove Centrifugal Pump intake pipe and foot valve—empty pipe of water and clean foot valve—hang intake pipe and foot valve in Pump House
- Spray Centrifugal Pump intake with Marine Fogging Oil and use a rag to close off intake

November – Update HOA financial status

- Final Idaho Power statement for the irrigation season (connection charge continues)

December – Pay Irrigation Taxes for the Year

January through December HOA Financial Obligations and Documentation

- Idaho Power statements are paid through automatic withdrawal each month
- HOA checks received are deposited to CapEd business account (Phone app available for deposits)
- Maintain HOA expenditures spreadsheet (monthly)
- Produce previous and current year spreadsheets for HOA Annual Meeting
- Pay on-going support and maintenance obligations authorized by the HOA and/or President
 - o For example annual HOA irrigation line blow out
- Pay annual HOA Irrigation taxes due in December

Officers (Historical to Current)

2003 – President/Treasurer/Secretary: Dale and Nancy (Developer majority member)

2004 – President/Treasurer/Secretary: Dale and Nancy

2005 – President/Treasurer/Secretary: Dale and Nancy

2006 – President/Treasurer/Secretary: Dale and Nancy

2007 – President/Treasurer/Secretary: Dale and Nancy

2008 – President/Treasurer/Secretary: Dale and Nancy

2009 – President/Treasurer/Secretary: Dale and Nancy

2010 – President/Treasurer/Secretary: Randy and Nancy (Dale resigned and Randy volunteered)

2011 – President/Treasurer/Secretary: Randy/Jan/Vacant

2012 – President/Treasurer/Secretary: Randy/Brian/Michele

2013 – President/Treasurer/Secretary: Randy/Brian/Jan

2014 – President/Treasurer/Secretary: Randy/Brian/Jan

2015 – President/Treasurer/Secretary: Tom/Randy/Ann

2016 – President/Treasurer/Secretary: Tom/Randy/Vacant (Jan filled in)

2017 – President/Treasurer/Secretary: Bob/Randy/Mary Beth

Roles and Responsibilities

Members: Abide by the CC&Rs; volunteer to run the HOA (as elected) and support on-going HOA operations; pay annual dues and special assessments as approved by the HOA.

HOA officer duties (not all inclusive):

President –

- a. Water Master for the HOA.
- b. Overseeing the Secretary and Treasurer roles and responsibilities.
- c. Second signatory on the HOA business account.
- d. Approving non-routine funds expenditures.
- e. Providing HOA communication or delegating to the other representatives (such as Pump status, water availability, repairs/work to be completed, etc.)
- f. HOA planning to include life-cycle management of the private drive, pump house, pump(s), common area, changes to the CC&Rs, etc.
- g. Overseeing the preparation for the watering season (ditch pull, ditch burning, pump house and spray bar prep, organizing volunteers, maintenance, etc.)
- h. Maintaining pump availability during the watering season.
- i. Overseeing the post-watering season activities (HOA line blowout, pump house and spray bar prep for winter, etc.)
- j. Monitoring HOA funding and recommending projects to and managing projects for the HOA members.
- k. Welcoming new HOA members.
- l. Placing property liens on non-dues paying members.
- m. Scheduling and participating in design reviews for owner modifications to HOA properties (such as fences, garages, sheds, etc.).
- n. Anything else needed to keep the HOA functioning (liaison with Canyon County Sheriff is just one example).

Treasurer –

- a. Take care of day-to-day HOA operations expenses as approved by the HOA and/or President.
- b. Primary signatory on the HOA business account. Deposit or write checks as required
- c. Maintain HOA business account through Excel spreadsheet (monthly).
- d. Prepare and maintain annual budget Excel spreadsheet.
- e. Participate in design reviews for owner modifications to HOA properties (such as fences, garages, sheds, etc.).
- f. Preparing and sending of invoices and collection of dues and special assessments.
- g. Provide backup for the other HOA Officers.

Secretary –

- a. Documenting the annual meeting and specifically the election of representatives as this information is used by the HOA's bank to identify authorized signatures on the business account.
- b. Maintaining the HOA contacts.
- c. Updating the HOA website.
- d. Updating HOA documentation as needed (such as changes to the CC&Rs).
- e. Participating in design reviews for owner modifications to HOA properties (such as fences, garages, sheds, etc.).
- f. Mail meeting agenda as required by the HOA president.
- g. Provide backup for the other HOA Officers.

Dues/Special Assessments (Historical to Current):

2003 – Annual Dues/Special Assessment: \$150/None

2004 – Annual Dues/Special Assessment: \$150/None

2005 – Annual Dues/Special Assessment: \$150/None

2006 – Annual Dues/Special Assessment: \$150/None

2007 – Annual Dues/Special Assessment: \$150/None (Dues increased instead of a Special Assessment)

2008 – Annual Dues/Special Assessment: \$300/None

2009 – Annual Dues/Special Assessment: \$300/\$300 (For Pump repair)

2010 – Annual Dues/Special Assessment: \$300/None

2011 – Annual Dues/Special Assessment: \$300/None

2012 – Annual Dues/Special Assessment: \$300/None

2013 – Annual Dues/Special Assessment: \$300/None

2014 – Annual Dues/Special Assessment: \$300/None

2015 – Annual Dues/Special Assessment: \$300/None

2016 – Annual Dues/Special Assessment: \$300/None

2017 – Annual Dues/Special Assessment: \$300/\$300 (Replace 7 ½ HP pump damaged due to mud)

2018 – Annual Dues/Special Assessment: \$300/

Maintenance

- Spray bar
- Submersible Pump
- Centrifugal Pump
- Pump House and piping
- VFDs
- HOA Water Lines and Flush Valves
- HOA Private Drive (Gunsmoke Ln)

Projects

- Annual Water Tests
- Pump House Improvements
- Gunsmoke Lane Crack/Surface seal
- Update of CC&Rs
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