

January 21, 2024

Michael and Christine Williams  
[REDACTED]

Meadowcrest Homeowners Association Inc.  
c/o Northern Star HOA Management  
5660 E Franklin Rd #310  
Nampa, ID 83687  
Via Email (nick [REDACTED] and board@meadowcrestnampa.com)

Meadowcrest Board of Directors:

In accordance with I.C. 30-30-1102 we are requesting copies of the records listed on page 2 of this letter. The records being requested are required to be generated and/or maintained by the association in accordance with I.C. 55-3204 (3)(c), I.C. 30-30-1101 and the association's bylaws.

We are requesting the records be made available no later than 5 pm, February 9, 2023. If the records are maintained in digital format, they can be delivered to us via email, via download from the Northern Star portal, or one of us will bring a thumb drive to the Northern Star office for the files to be transferred to.

This request is being made in good faith for the follow purposes:

1. Performing an audit of the association records to verify records are being maintained in accordance with Idaho Code and the association's bylaws,
2. To review accounting practices,
3. To investigate whether past or current board members treated certain members fairly.

We are aware of I.C. 30-30-1104 and are certifying that the requested member list will only be used for association-related matters and will not be used for any of the purposes stated in I.C. 30-30-1104 (1) to (3).

In the event the requested records/information does not exist, please provide an explanation of why the records/information are unavailable.

In the event the records contain topics discussed during executive sessions, please refer to the meeting minutes which reflect the motion and vote results to enter executive session and then redact those sections. Please provide a brief general description of the topic that qualified it to be protected under I.C. 55-3204 (2).

If you have any questions or concerns you may contact us at [REDACTED]



Michael Williams  
[REDACTED]



Christine Williams  
[REDACTED]

**REQUESTED RECORDS:**

1. Meeting minutes and/or recordings of all members, board and committee meetings between November 01, 2022, and present, including but not limited to:
  - a. The failed annual member meeting held May 22, 2023
  - b. Meetings of interim board members between May 22, 2023, and the election of current board.
  - c. Meetings of the previous terms board members from November 01, 2022, to the election of the current board.
  - d. Meetings of current board members including the organizational meeting, meeting approving the discontinuation of the use of meadowcrestnampa.com website and email, approval of vendors, etc.
2. Snapshots of the community calendar from January 01, 2023, to present as seen on the date of receipt of this letter.
3. Records of notices and associated documents sent to members in advance of member meetings in 2023 to include the manner in which the notices were sent to members (mail, email, etc.).
4. Record of the candidacy list and candidacy statements submitted by all members interested in being a member of the board and/or a committee in 2023 to include mailing dates the information was distributed to members prior to the meeting elections and/or appointments to a committee.
5. Records of all actions taken by the board without a meeting. If the discussions and/or actions took place via email, text message or some other form of electronic communication, please provide copies of the emails, text messages, etc.
6. Records of any discussions (including but not limited to meeting minutes, email, text message, video conference, messaging application, etc.) made by any board member (past, interim or present), between November 01, 2022, and present, concerning members Michael Williams and/or Christine Williams (specifically named and/or implied).
7. Copies of the board approved budget for FY 2023 and FY 2024
8. Monthly balance sheets and income/expense statements for FY 2022 and FY 2023.
9. Full accounting of reserve funds and developer contributions from May 2022 to present.
10. Full accounting of purchases made by debit/credit cards issued to directors from November 2022 to present, specifying who made the purchase, the reason for the purchase and record of board approval for the purchase.
11. Full accounting of prizes purchased by the association for association sponsored contests (Item description, date purchased, purpose, who maintained custody of the prizes, who the prize was delivered to, date prize was delivered, etc.).
12. Copies of all resolutions, policies and/or rules created between November 2022 to present.
13. A current member list that shows each owner's full name and mailing address.