



Meeting of the Board of Directors – February 15, 2017
MEETING MINUTES

CALL TO ORDER

This meeting of the Board of Directors was called to order at 6:01pm at the Douglas County Library, 20105 East Main Street, Parker, CO 80134 in the Conference Room. Board members present were Steve Tarbox, Kathy Snow and Mark Campbell. With no board members absent. A quorum of the Board of Directors was present to conduct business. HOA Community Managers, Angela Elliott CMCA®, AMS®, Licensed Colorado CAM and John Guzman-Peonio CMCA®, Licensed Colorado CAM represented Teleos Management Group.

MEETING MINUTES

- A. A motion was duly made and seconded to approve the August 25, 2016 Board meeting minutes and the motion passed unanimously.
- B. The October 12, 2016 annual meeting minutes were approved in draft by the Board of Directors. This will be posted to the website in draft form for homeowner review and presented for approval by homeowners at the annual meeting.
- C. A motion was duly made and seconded to approve the January 30, 2016 Special Board meeting minutes and the motion passed unanimously.

ASSOCIATION BUSINESS

- A. President stated that there is a Conduct of Meeting Policy. Notes are welcome but no videotaping or recording is allowed.
- B. Since this is a Board meeting votes are done by the Board and occasionally ask for input from homeowners.
- C. President gave Presidents Report
 1. There are three(3) homeowners as Board members now.
 2. Officers were elected at the January 30, 2016 special meeting of the Board For 2017 Steve was elected President, Kathy was elected Vice-President/Secretary and Mark was elected as Treasurer.
 3. We are looking for volunteers for various committees and will discuss further in tonight's meeting.
 4. We are a new Board but we are asking lots of questions to know what we don't know.
 5. We are reviewing all contracts.
 6. Currently we have 45 homeowners in Timber Ridge out of 72 maximum homes. 17 lots that have not broken ground yet. 2 private lots and 15 lots in white fir. 6 have closed and 9 remain to be sold.
 7. There is \$17,156 in reserves. The operating fund was at about \$1,900 as of the 2016 year end but it is being replenished with association dues.
 8. We are working with the management company on plan for future expenses.
 9. We are working on the reserve study that will be discussed later in the meeting.
 10. The homeowner's association exists to maintain the common areas. We have collective duty of 16 ½ acres. There are five(5) retaining walls, a private road and emergency vehicle access, and front entrance monuments. Some areas have been planted. Most significant challenge is the reserves. We are committed to finding ways to fund the association and protect funds.
 11. There is an open house with district fire department tomorrow night, February 16th. Many of the town's departments will be there as well. This would be a great way to network.
 12. We have heard many positive comments about the community and wonderful neighbors and the Board is committed to keep it that way.
- D. We just recently received the fourth(4th) quarter financials. Compared to budget, we were about

\$3k under budget. We had an assessment increase from \$150 to \$195/quarter. Contract prices have gone up for this year.

- E. The decision was made to table acceptance of the year end unaudited financials until further review has occurred.
- F. The Management Report was given by manager, Angela Elliott. Selected Bright View for Landscaping and Snow Removal. Insurance renewal in October. The annual HB 1254 disclosure was presented to the Board as required.
- G. A presentation of what Buildium® will offer to homeowners and Board members was given by manager, John Guzman-Peonio.
- H. Discussion occurred of the Richmond lots. We have three(3) closings currently occurring with the rest to occur in the summer.
 - 1. Richmond is trying to sell the lots and may be out by the end of the year and hopefully will be out from construction.

OLD BUSINESS

A. Contracts

- 2. Snow removal began November 1. We now have this timed correctly to review prior to next year's snow events.
- 3. The decision was made to table approval of the tree contract as presented by manager until more information can be obtained regarding where the dead trees occurred and if this is the same contract price as last year.
- 4. The decision was made to table approval of the retaining wall bid for the upper wall on Knotty Pine as the Board feels most of this wall can be backfilled and the lowest tier on the north side is in the worst shape. Board would like to get a phased out bid for the project to repairs the walls.
- 5. Discussion occurred regarding the grading that was done last year in the low point where there are still some issues. The decision was made to contact Richmond to get them back out there.
- 6. Richmond had paid for a reserve study; however, the starting balance was incorrect and they did not request the inventory list which the Board approved for \$300 at the January 30, 2016 meeting and the Board should receive soon for review to begin creating a plan of maintenance on property.

NEW BUSINESS

- A. Richmond has sent off for the audit review since the association is now under full homeowner control.
- B. HOA taxes are due March 15 and will be completed prior to due date.
- C. Secretary of State renewal is due in June and will be completed.
- D. Management company just filed the DORA renewal registration for the association that is due in February.
- E. The 2011 annual DORA report is still on the website but there are more current reports. Board has requested an updated report be placed on the website. Discussion occurred regarding various committees:
 - 1. Gardening/Beautification Committee
 - o We need volunteers to do planting at entrance with types of plants determined by this committee
 - o Kathy Snow reviewed the start of a newly created Gardening Charter with homeowners. This will be finalized once a committee has been formed and they create the final version together for Board approval. Contact Kathy, who is the Board liaison, if interested.
 - 2. Financial Review Committee
 - o Mark Campbell, liaison, spoke to homeowners of this committee and asked for volunteers.
 - 3. DRC Committee
 - o Steve Tarbox, Liaison, spoke to homeowners of this committee and asked for volunteers
 - o Richmond has agreed to allow this committee for all but home building.

Steve spoke to homeowners about special meetings that will begin occurring. Homeowner's forum may or may not be available at the special meetings. We will try to accommodate. We are trying to be transparent and get a handle on the budget.

HOMEOWNER'S FORUM

- Thirteen(13) homeowners were present at this meeting.
- Are special meeting minutes privy to homeowners? These will be posted on the website, as well as meeting notices and agenda circulated to Members.
- During President's report, it was mentioned that there were past due accounts less than \$500. Were those bills to the association or delinquent accounts? It was verified that they were delinquent accounts.
- Does Richmond pay late fees? They are exempt per declarations.
- We are not doing the long term funding of reserves yet but will once reserve study is finalized.
- Spent about \$6k just to maintain trees last year.
- Elaborate on contracts. Is there a process in place to obtain various bids? It was confirmed that the Board reviews various contract prior to approving.
- What are dues for associations around us?
- Homeowners can contact the Town of Castle Rock regarding vehicles parked on the streets for long periods of time as this is not part of the HOA jurisdiction.
- Has easement been turned over to HOA? It was verified that we have received the deed for the easements.
- Can we get additional street lights at mailbox? Is there flexibility of moving lights to mailboxes? There are very few street lights within community.
- Is there interest in gates at front entrance or neighborhood watch program? In order to have neighborhood watch, we need captains in each area. Police department will come out to someone's house and explain to homeowners on how to create one if there is interest.
- Dogs on long leashes is an issue for animal control.
- When is contract with management contract expiring? We are currently in negotiations.
- Why isn't Richmond clearing the sidewalks?

ADJOURNMENT

There being no further business, a motion was duly made and seconded to adjourn the February 15, 2017 Board meeting at 7:37pm.