



Meeting of the Board of Directors – May 18, 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](https://www.douglascountyco.gov/20105-East-Main-Street-Parker-CO-80134) in the 2nd Floor Conference Room. Board members present were Steve Tarbox, Kathy Snow and Mark Campbell. No board members were absent. A quorum of the Board of Directors was present to conduct business. HOA Community Manager, John Guzman-Peonio CMCA®, AMS®, Licensed Colorado CAM represented Teleos Management Group.

APPROVAL OF MEETING MINUTES

- A. A motion was duly made and seconded to approve the April 17, 2017 Board meeting minutes and the motion passed unanimously.

PRESIDENT'S WELCOME AND REVIEW OF PROCEDURES

President, Steve Tarbox, explained the process of Board meetings and explained that there is no recording devices allowed to record the meeting, but meeting minutes will be published.

FINANCIAL REVIEW

Treasurer, Mark Campbell requested that manager review the financials for this meeting.

Manager reviewed the financials with the Board and homeowners who were present and answered questions from Board and homeowners. Questions asked were regarding the following:

- Should the pump and fountain be depreciated in the financials? It was replaced about two(2) years ago and cost about \$1,000. Manager explained that normally items such as this are included in the reserve study and not depreciation because the costs are so low. Depreciated items would include items such as an auto that would be utilized on the property but this type of expense normally only occurs when there is paid maintenance staff onsite which this property does not have.
- Can we take the rock covering the backflow out of depreciation?
- Who paid for the pump (Richmond or Brookwood)? This will most likely be found in the 2015 budget year since that's when it was replaced.

A motion duly made and seconded, to accept the Q1 financial report as well as the report presented through April 30, 2017 and the motion was passed unanimously.

MANAGEMENT REVIEW

Manager reviewed items that have been completely by the Management Company since the last Board meeting. Manager also explained that a new format of the Management Report was created for the Board that includes a maintenance calendar that manager did not locate for the association. President offered to help fill in additional items on the maintenance calendar. Lastly, manager explained that he needed to locate the landscape and snow removal contracts with Brightview so that the information regarding these contracts on the Management Report will be accurate. In the end, the Management Report for the next couple meetings will be a work in progress.

OLD BUSINESS

- A. A contract with The Davey Tree Company was approved and signed at the special meeting held on April 17, 2017. They have already completed requested action such as tree removal, beetle spraying and will be doing deep root watering.
- B. The formation of the volunteer committees and charters has been approved by the Board of Directors. Pam Walters was approved as the chair person for the DRC-B at the April 17 Special Meeting and Troy Brown was designated as provisional chair person for the Beautification Committee, pending submission of committee charter and activation of committee.

- C. The following discussion points occurred regarding the use of synthetic turf:
 - 1. Town of CR does not object to use of synthetic turf and has no rules for it's use. However the Town does limit the amount of irrigated grasses per lot based on square footage of lot and size of home. The Town's homeowners cannot be mandated to plant Kentucky Blue Grass. Each lot in Brookwood has about 2,500 to 3,000 square feet of grass in landscape plans.
 - 2. Contacted Realtors had no data regarding impact of synthetic turf on property values.
 - 3. This may, in the long run, enhance home values as more homeowners lean toward xeriscape methods.
 - 4. Director Campbell suggest we cannot place restriction but need to add guidelines of maintenance for synthetic turf.
 - 5. DRC Committee was requested to create general guidelines.
- D. Director Tarbox has asked Richmond to complete Tract D common area grading to remove low spot east of Lot 40 and south of lot 47. Richmond was to obtain quote, but no other update was available prior to this meeting.
- E. There is one speed limit sign down and is scheduled to be installed by CR but it is unknown as to when. CR will be doing another signage audit/inventory for our community, but has not communicated any outcomes as of this meeting. Director Tarbox found the final PD site map (circa 2006) does include signage, and there are some signs missing based on this plan. He will continue to engage the Town to resolve.
- F. A Pest Control Company was engaged in previous years to treat for voles twice a year in the spring and in the fall. Manager spoke to A Pest Control and was notified that it is now a preventative measure and is no longer an issue. Director Tarbox explained to homeowners that if they have a vole issue on their lots that they can contact A Pest Control for treatment at their own cost for a discount per the agreement with A Pest Control. The Board will only engage for pest control for common areas in the future on an as needed basis.
- G. The Board reviewed the 2016 audit presented by Weidner and Associates, which was commissioned due to the transition of HOA Board control. Because this was a three(3) year audit, the Board stated that the audit should have been annualized for three(3) years and because it wasn't, they can't really evaluate the merits or findings of the audit. The decision was made to deny the representation for a 2017 audit with Weidner and Associates due to a three(3) year audit that was not properly presented to the association. Upon review of the association's governing documents, an audit will only be required if the Association has annual revenues and/or expenses of at least \$250,000 and if requested by one third (1/3) of the members of the association.

NEW BUSINESS

- A. DRC-B Chair, Pam Walters, gave the committee report:
 - 1. As of the current Board meeting, there have been eleven(11) submittals for landscaping or other homeowner modifications, with nine(9) approvals, one(1) denied and one(1) in process.
 - 2. DRC-B is doing good at turning around requests within ten(10) days.
 - 3. To be safe, before making changes to your lot, submit a DRC request. If landscape is not be changed and it's just flowers being changed within same landscape plan, or if a tree is being replaced like for like, no submission or approval is required.
 - 4. Landscapers aren't always looking at what is required by CR or the HOA so before landscapers are scheduled, you must submit a DRC form and obtain approval.
- B. Beautification Committee provisional chair, Troy Brown, was not available for a report due to an emergency and this report has been deferred until the next meeting. Director Snow stated that there are plans for work on the front entrances.
- C. Director Tarbox stated that all committee meetings are open to attendance by homeowners; however they are not regularly scheduled or required to provide notice. If any association member is interested in attending committee meetings, they should contact the committee chair for notification of meetings
- D. Wall repair and a reconstruction investigation has received no responses in the past month. Director Tarbox stated that the association is still striving to understand the Towns repair or replacement requirements and building codes, which may require an engineering review.

Previous estimates have been widely divergent and the Board is awaiting comments from the Town.

- E. The Management Agreement with Teleos Management Group for \$600 per month, beginning January 1, 2017, was approved and signed by the Board on April 28, 2017. Although, the association paid \$650 per month for January, 2017 through April, 2017, an agreement was made between The Board and Teleos Management Group not to refund \$200 as long as Teleos Management Group did not invoice \$218.75 for attendance at the January 30, 2017 Special Meeting that was not contracted and would normally be billed at \$125 per hour.
- F. Director Tarbox made a proposal to expand the Board from three(3) to five(5) members as the Bylaws allow the Board to do. If this expansion is to occur, an amendment to the bylaws, that can be approved by the Board, should occur. If expanded, the appointment term of the additional two(2) members will expire at the 2017 annual meeting and will be up for election.

HOMEOWNER'S FORUM

- Thirteen(13) homeowners were present at this meeting.
- Discussion occurred regarding violations.
- Does Davey Tree Company track trees that are not sprayed and will they do visuals throughout the year?
- Do all of the landscaping entrance lights work? At least one(1) is not functioning.
- June 17 at 4pm will be the Community Event which will include a block party, meeting and greet and food. A flyer will be created and delivered to the community.
- Homeowner, Ron Tom, has been following the Crow Foot and Founder Road project that will begin in 2018. There is a Open House at Fire Station 155 to review plans and take public comment on June 1, 2017 from 5:30-7pm.
- Crack seal street maintenance will begin in the spring of 2018 by the Town.
- Consideration sought for a clean-up day for the community members to get together and pick up trash. Association is responsible for all common areas, and the South end of Tract B was pointed as needing attention. Director Snow stated that this is to be coordinated by the Beautification Committee.
- Sidewalk maintenance is CR responsibility. If you have issues, please contact the Public Works Department.
- Fire hydrant painting is the Water Department responsibility.

NEXT MEETINGS

A Special Meeting of the Board will occur on June 26, 2017 at 6:30pm at the Philip S Miller Library.

The next Board meeting is scheduled for August 16, 2017 at 6pm at the Philip S Miller Library CR Bank Room East.

ADJOURNMENT

There being no further business, a motion was duly made and seconded to adjourn the May 18, 2017 Board meeting at 7:35pm.