



Meeting of the Board of Directors – August 16, 2017
MEETING MINUTES

CALL TO ORDER

This meeting of the Board of Directors was called to order at 6:01pm at the CR Miller Public Library located at 100 South Wilcox, Castle Rock CO 80104 in the Bank Room East Conference Room. Board members present were Steve Tarbox, Kathy Snow, Mark Campbell and Steve Guillaume. Rob Scavo was absent, but previously excused,. 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 June 26, 2017 Board meeting minutes with minor corrections and the motion passed unanimously.

FINANCIAL REVIEW

Manager reviewed the financials, as requested by treasurer, Mark Campbell. For 2Q ending June 30, The association's operating account balance was \$18,877.82 with \$12,015.86 prepaid assessment liability. Reserve balance was \$17,159.09.

A motion, duly made and seconded, to accept the Q2 financials and the motion was passed unanimously.

MANAGEMENT REVIEW

Manager reviewed items that have been completely by the Management Company since the last Board meeting. On the management report, it was verified that the term held by Steve Tarbox will expire in 2018 while the two(2) new members that have been recently appointed, will expire this year as well Kathy Snow's term. Terms for each member will be two (2) years as adopted by the By-law amendment passed by the Board at the June 26th meeting.

Board requested the Representation letter of the 2016 financial audit to better understand what was specified. Teleos is engaging Richmond to try to locate HOA documents required as the HOA transitioned to homeowner control.

OLD BUSINESS

- A. Beautification Committee Status Report was given by chairperson, Kathy Snow.
1. No volunteers were found to chair this committee, so Kathy Snow has assumed the chair.
 2. Kathy organized a work party on July 8th to refresh mulch in the shrub beds at the entrance. 26 yards of mulch was delivered and spread by neighborhood volunteers
 3. Need to figure out more of the common areas that need mulch.
 4. Approaching city on perennial plants instead of annual plants to save money.
 5. Next Meeting of Beautification Committee to be held at Kathy's house on Wednesday, August 23, 2017 and anyone is welcome to attend.
- B. DRC-Part B Report – chairperson, Pam Walters, was not present to give a report.
- C. Re-Write of the TR Design Guidelines/Homeowner Handbook – President, Steve Tarbox, gave an update regarding the review and updating of the Design Review/Homeowner Handbook. He explained that there are items that are inconsistent with Town of CR requirements and/or missing, or items that need to be clarified. This will hopefully be completed by the annual meeting. If there are any suggestions, please provide them to the Board.
- D. Common Area Grading (Tract D) – Richmond is potentially looking for a quote. Area is washed out again. Richmond did not take care of the issue last summer when first notified. Rock Dams on storm-water sewer drains are a Town of CR requirement that cannot be removed until all lots within a drainage plan are completed and (presumably) landscaped.
- E. Community Signage – Town of CR re-installed one (1) speed limit sign on the north side of Water Oak Circle. They have marked a location for another sign on southeast portion of Water

Oak Circle but no commitments have been made as to when it will be put up. A remote speed sensor/sign came up and went down and there was no communication about it. Additional stop signs on Water Oak Circle at Timber Canyon appears to be a dead issue.

- F. Entrance lighting for the center island – We did get a quote from Brightview for ~\$1,000 to repair the center island lighting. Issue has been diagnosed as poor connections between bulbs and housings and v. poor connections on all wiring. This can easily be done for \$250 as quoted by Steve Guillaume. Mark Campbell recommended looking at the lights again before approving a dollar amount.
- G. BrightView Walk Through Status – Planted tree in tract G has been dead for at least two(2) years and is marked but has yet to be replaced. We may hold off on paying their bills until they get replaced. We will contact BrightView manager to escalate the issue.
- H. Builders update – As of the meeting, there are currently three(3) construction sites; lots five(5), eight(8) and 35 with lot six(6) also plan-approved. Richmond is to build a spec house on lot ten(10). Richmond is trying to sell lots nine(9) and seventeen(17). Lots 2, 12-16 are being sold by a Broker and apparently two(2) have sold. There are now 54 occupied residences in Timber Ridge.
- I. Common Area Retaining Walls – Nothing is happening right now. Accumulating reserves and will get an engineering firm to evaluate the next step. Nothing will happen until at least next spring.

NEW BUSINESS

- A. Reserve Funding Transfer – A motion was duly made and seconded to transfer \$10,000 from the operating account to the reserve account and the motion passed unanimously.
- B. Preparation of 2018 budget – Teleos will provide a draft budget and then it will be modified by Mark Campbell, chairperson for financial committee, to address a healthy reserve funding and better estimates of our operating expenses for 2018.
- C. Individual Licensing Agreements-Encroachment of HOA Common area Tracts – Working with our attorney, the Board is working on a draft of an Individual Licensing Agreement. The license agreement includes terms to prevent degradation of HOA Common areas and control existing or future improvements by homeowners who have encroached or plan to encroach on HOA common areas. Legal and filing fees will be passed on to those licensees. This is an issue to address encroachment of several Diamond Ridge homeowners onto Timber Ridge Common area in Tract C along our northern shared border.
- D. Scheduled Bids for 2H 2017 – The Board met in a hastily called special meeting on July 12 to review timing of contract expirations and needed bidding for contracted services including landscaping, insurance and trash collection. The Board is progressing bids or renewal contracts for all services.
- E. Inspection of records – Teleos is making headway with Richmond to obtain all of the records that are still held by them and will continue until records are obtained. Teleos began managing Brookwood in 2012 and there are documents prior to that which need to be obtained.

HOMEOWNER'S FORUM

- Thirteen(13) homeowners were present at this meeting. The following items were discussed:
- Complaint of architectural approval process. Documents indicate a forty-five(45) day approval but homeowner feels this is too long and did appreciate response that DRC would meet as needed to provide sooner feedback on submittals
- Discussion on recent increase in door-to-door solicitation. Homeowners can register with the Town of CR to obtain placard sign for No Knock, No Solicitation signs per Town Ordinance. Board will investigate possibility of getting a community no soliciting sign for the entrance.
- There was a town council meeting last night(8/15) where the Founders/Crowfoot intersection improvement project was reviewed. – Noise abatement is not on the radar; the Town indicates there is no requirement for noise abatement. It is up to us to continue to voice this concern on this matter to the Town Council and our councilman James Townsend. While there is consideration for a left hand acceleration lane from Knobcone onto Crowfoot for residents of Timber Canyon, there is no concept being considered to address improved ingress or egress from Timber Ridge with the anticipated increase in traffic on Crowfoot.
- It was suggested to have an e-blast to residents sent out to slow down since school is back in session. The Board has no enforcement of speed within the community and this is not an HOA issue. Individuals may send out community notes via the emails on the circulated community

- contact list or contact Town of CR Police Dept for speeding concerns
- DRC is meeting on 8/17 to review outstanding requests.

NEXT MEETINGS

The next board meeting will occur in September or early October and the annual meeting is scheduled for October 24, 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 August 16, 2017 Board meeting at 7:50pm.

John Guzman-Peonio, CAM, Teleos

Steve Tarbox, President