



Brookwood Subdivision filing No. 1 Homeowner's Association, Inc.

Board of Directors Special Meeting Minutes

June 26, 2017

Call to Order

This meeting of the Board of Directors was called to order at 6:31 P.M. at the Castle Rock Library, 100 S. Wilcox Street, Castle Rock, Colorado 80104. 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.

Board Expansion

The board previously discussed number of directors to be expanded from 3 to 5 members (see minutes May 18 meeting, under new business). Amendment to the bylaws presented for discussion as drafted by attorney Richard Johnston of Tobey & Johnston. With 5 board members, Rich suggested term for board members to be 2 years instead of 3 to keep regular pattern of annual elections (e.g., 3 positions elected in odd years and 2 positions elected in even years). Director Tarbox agreed to reduce his term from 3 to 2 years to facilitate this election pattern.

With no further discussion, a motion was duly made by Director Campbell and seconded by Director Snow to accept the Amendment as drafted. Motion was approved unanimously to add as amendment to bylaws for a 5 member board, each with 2 year terms. 2 members of Brookwood HOA volunteered to the newly created Board of Directors positions. Motion made by Director Campbell, seconded by Director Snow and passed unanimously to add Rob Scavo and Steve Guillaume to the Board.

The two newly created Directors will each serve 6 month terms, and will have to stand for election at the October, 2017 Annual Members meeting to extend terms for an additional two years. The Board will have 3 positions to be elected at that meeting in 2017 and 2 positions elected at the Annual Members meeting in 2018.

Director Scavo was present and participated as director for the rest of the meeting. Director Guillaume was ill and unable to be present for this meeting.

Approval of minutes

Meeting minutes of May 18, 2017 were approved unanimously as motioned by Director Snow and seconded by Director Campbell.

Financial Review – Treasurer

Director Campbell reviewed financials with the Board. Discussion centered on the following:

- Operating expenses, reserve account balance, and delinquent account balances reviewed.
- Continued need to finalize a better accounting report for use by the Board as a management tool. Prepaid liabilities are not well documented on the income site.
- July assessment payments and controlled expenses will allow \$10,000 to be moved to Reserves. Money can be moved back to the operating account as needed at a later date.
- Treasurer to explore CD's or other higher interest accounts for our reserve fund account.

Old Business

- Tree care actions completed by Davey Tree Care:
 - Deep Root Feeding – Transplant trees in Tracts D&G (5/24-\$675)
- Beautification Committee
 - Provisional Chair unable to serve; we are seeking a new committee chairperson. Board Sponsor, Director Snow, has scheduled a work day on Saturday July 8 to freshen up the front entrance. Sam Nelson has donated some mulch for the HOAs needs and has offered contractor pricing for any additional. Director Snow will be following up with the committee and call for volunteers.
- DRC-B review. Chairperson Walters unable to attend. Director Tarbox reported some of on-going concerns:
 - Some homeowner landscaping plans have not been approved (3) due to: changes in the grades and/or drainage of property especially along foundations and walls, planting of trees too close together, and too close to foundation. One specific landscaper is jump-starting installations without homeowners submitting plans for approval prior to work starting.

- An update of procedures is needed to document correct Teleos point of contact, to incorporate Town requirements and to clarify HOA requirements. A re-write of DRC guidelines is being initiated.
- Common area grading still pending. Richmond still in process of getting quotes for work. Follow up also still needed on permit and inspection for common area improvement plant installed in 2015 by Valley Crest (now Brightview).
- Center island lighting is still out. Brightview has diagnosed wiring connector problems and will provide quote to fix it.
- Neighborhood signage reviewed with Town on addition of speed limit signs in neighborhood. Director Tarbox is working with the Town of Castle Rock.
- Builders update provided that 3 home designs have been approved by DRC-A for construction on White Fir Terrace.
- Common area retaining wall bids stalled due to on-going projects by contractors. Additional contractors identified to approach. Possibility of survey to determine if walls on Knotty Pine/Knotty Pine cul-de-sac can be shortened and graded over.

New Business

- Reserve Funding discussion covered under Treasurer's report.
- HOA has assumed limited Web page editing, which is being done by Carlos Ramirez. We now have the HOAs final Reserve Study posted on the web site. We will be moving most other financials to "Documents" within the member portal.
- Covenant violations / preliminary warnings issued this year: 3 in February and 13 in June. Community is being walked monthly by John Guzman-Peonio from Teleos.
- Brightview walk through conducted on June 21st by Directors, Snow, Tarbox and Teleos Community Manager, John Guzman-Peonio. Common area mowing of Tracts D & G completed the week of June 19th. Other common areas below walls and other areas to be completed the week of June 26th. Items needing attention identified:
 - Sprinkler repair needed – south side of entrance
 - Edging along common areas – not contracted
 - Tree replacement (2) under warranty review; 1 dead / 1 uprooted
 - Lighting repair to be quoted
- Diamond Ridge encroachment on common Area C. This has been discussed with attorney Richard Johnston and Diamond Ridge HOA on June 19th. We will pursue individual License Agreement with specific residents of Diamond Ridge. Wording on insurance requirements or release of liability pending.

- Board reviewed table of service providers to HOA for expiration of contracts. Contracts will start expiring in October through December. Request for Proposals (RFP) will be required for all expiring contracts. Board will begin reviewing, timing, steps and contractors for soliciting RFPs.
- Rewrite of Design Guidelines / Homeowner Handbook being initiated to update since last version is August 2015. Board to review with input from the DRC-B Committee, Board Members and community. Draft document will be circulated to Board for initial input. Goal is to review changes during member meeting in October 2017 with Board vote following Member comments.
- Transition documents need to be obtained by HOA. Plots Plans, Certificate of occupancy, and other historical records need to be identified and determined if held in storage by Teleos

Home Owners Forum

- 11 homeowners represented as present
- Drones discussed and noted that this is not an HOA issue but an FFA issue and that Drones must be licensed
- Noxious weeds on lots on White Fir are responsibility of lot owners. Town has previously interceded with owners when problems identified.
- Thanks to Liz Ramirez for a great block party turnout
- Nelson landscaping brought up possibility of new water feature at entrance and possible play area for Tract G common area. Prioritization of reserve funding is for Common Area retaining wall repairs. Neighbors would have to be on board regarding any changes in Tract G usage and HOA would need to investigate impacts to liability insurance

Next Quarterly Board meeting August 16, 2017, 6 p.m. at Castle Rock Library. Possible Special Session of Board in interim to be determined.

Meeting adjourned at 7:53 pm

Kathy Snow - Secretary

Steve Tarbox - President