



Brookwood Subdivision filing No. 1 Homeowners Association, Inc

Board of Directors Special Meeting Minutes

October 2, 2017

### **Call to Order**

This meeting of the Board of Directors was called to order at 7:16 P.M at the home of Rob Scavo, 1362 White Fir Terrace, Castle Rock. Board members present were Steve Tarbox, Kathy Snow, Mark Campbell, Rob Scavo, and Steve Guillaume. No board members were absent. A quorum of the Board of Directors was present to conduct business. No resident homeowners present.

### **Approval of minutes**

Meeting minutes of August 16 Board meeting were reviewed and approved by the Board.

### **New Business**

- **Landscaping**
  - JSC reduced their response to the RFP after being told by the Board that their offer was high. In light of reduction and anticipated better service, their offer and proposed contract was reviewed and approved unanimously by all board members. Contract to start on November 1, 2017. Kathy will contact JSC to see if they will winterize the waterfall at the front entrance and store pump for winter. Director Snow will contact One Call and Director Tarbox will contact Brightview to inform them they were not awarded the contract.
  - Estimated cost of mulch of \$1700.00 for 30 yards as requested by Beautification Committee was discussed. In light of existing budget expenditures to date, it was determined that only 20 yards of mulch was to be purchased for common areas and a maximum of \$250.00 be allotted for the purchase of trees for common areas and plantings at front entrance of community through Douglas County Extension. Approved by all board members.
- **Insurance**
  - Offered Insurance policies were reviewed by Kevin Key. Discussion followed to move forward through the broker, CB Insurance Co. of Colorado Springs and to take all policies recommended including optional workers compensation and umbrella policies. Full coverage including options is \$4,061.00. Motion to approve was made by Director Guillaume and seconded by Director Campbell. Approved by all Directors.
  - Teleos to be notified that the Board has found its own insurance company and that we will not be using the renewal insurance quoted to Teleos by USI.

- Director Tarbox to contact CB Insurance to verify what all needs to be signed and whether they can be available at Annual Members meeting to discuss HOA's policies
- **Trash**
  - Brookwood Subdivision to continue using HaulAway for Trash. Director Tarbox to sign 3 yr renewal contract (2018-2020) and forward to Teleos for transmittal to HaulAway. Angela and John to be notified.
- **Management Company**
  - Director Tarbox to contact ACCU regarding fees to be charged for occupied vs unoccupied lots in Timber Ridge to lower management fees in 2018. Currently 54 lots occupied of 72. Of the remaining lots 8 are builder lots.
  - Director Tarbox to notify Teleos regarding non renewal of management contract which will be ending December 31, 2017 after hard copy notifications of Annual Members meeting have been mailed to Members.
  - ACCU will initiate transition of resident information/transition paperwork from Teleos
- **Budget**
  - Director Campbell presented draft budget showing explanations of line items and how budget groups contribute to quarterly assessments. Discussion followed on budget needed to get the HOA back on track with the schedule of reserve build-up specified in our Reserve Study. A catch-up contribution was discussed and the preference for spreading that over multiple years instead of a one-time special assessment. Director Campbell to rework budget for 2018 for review for board to approve and adopt by end of the week. Approved budget needed to be sent to Teleos on or by Friday Oct. 6th for inclusion within the mailing for Annual Homeowners meeting October 26 2017. Director Campbell will present at Annual meeting for Member ratification vote.
  - Director Guillaume is looking into reworking the Reserve Study to capture additional maintenance items not included.
- **Additional items**
  - Discussion followed that we likely need to file the previously approved By-Law Amendment with Douglas County.
  - Discussion also followed regarding a possible amendment to the By-Laws to allow electronic communication as a way to reduce mailing expenses. More information needed regarding state regulatory requirements in this matter.

### **Adjournment**

- Meeting was adjourned at 9:25 pm

Kathy Snow - Secretary

Steve Tarbox - President