

# **Arapahoe Ridge Homeowners Association**

Board of Directors Meeting

January 8, 2007

MINUTES

## **CALL TO ORDER**

The regular meeting of the Board of Directors was called to order at 7:15 p.m. at 1750 Powell Street. Board members in attendance were Monica Kash, Diana Walley, Steve Smith and Ronda Grassi. Community Association Manager Gwen Rohrer was present representing Hammersmith Management.

## **OPEN FORUM**

There were no homeowners present to address the open forum.

## **APPROVAL OF PREVIOUS MEETING MINUTES**

The November 21, 2006 and December 6, 2006 minutes were presented for approval. A motion was made and seconded to approve the minutes with one (1) minor change to the December minutes. The motion carried unanimously.

## **FINANCIALS**

Financial Statements – Hammersmith Management provided the Board with the financial statements for the period ending December 31, 2006. Hammersmith Management indicated the importance of reviewing the statements, as they are year-end statements and adjustments can't be made after they are closed out for the year. The Board agreed to table review of the financial statements to the January 29, 2007 Board meeting.

Hammersmith Management expressed the difficulty in producing financials in advance of the Board meeting for review, as the meetings are held on the second Monday of the month. The Board agreed unanimously to move the Board meetings to the third Monday of each month beginning in February in an effort to receive financials in advance of the Board meeting.

Review Invoices/Sign Checks – Invoices were reviewed and checks signed.

## **MANAGEMENT REPORT**

Hammersmith Management provided the Board with a written management report indicating items completed over the last month and items requiring Board discussion or decision. The management report was reviewed and any questions or concerns were addressed.

## **DRC UPDATE**

Board liaison Steve Smith indicated that he had no report at this time. He has been unable to secure the DRC meeting dates and times in an effort to attend.

## **UNFINISHED BUSINESS**

A. Portable Restroom – Ronda indicated that of the \$6,000 approved by the Board to have plans for the external restroom mechanically, electrically and architecturally engineered, she only spent \$2,000. She presented the engineered plans prepared by Seward Mechanical Systems to the Board for review. Ronda indicated that the Board of Trustees for the Town of Erie was meeting the following evening and she would be presenting the plans for review and requesting approval to proceed.

The Board agreed that it would be most beneficial for the community if one (1) additional meeting were held to allow homeowners to voice their opinions and concerns regarding the facility. The meeting will be held on February 7, 2007 at 7:00 p.m. at the Arapahoe Ridge Clubhouse. Hammersmith Management will draft the notice for review by the Board. For those homeowners who are unable to attend the meeting, the Board is requesting feedback no later than February 14, 2007.

B. Design Guidelines – At the December Board meeting, the Board asked the committee members in attendance to review the design guidelines with the entire committee, as a whole, and submit one (1) set of recommendations to the Board on behalf of the entire committee. The Board noted that the committee should keep in mind while reviewing the guidelines that they cannot be more restrictive than the covenants and cannot contradict state law. Unfortunately, the requests outlined were not followed. The Board agreed to assign Monica Kash the task of reviewing the guidelines drafted by HindmanSanchez and the recommendation received from the committee. Monica will compile the information and revise the guidelines accordingly, then make recommendations to the Board at the February meeting.

## **NEW BUSINESS**

A. Snow Removal – A few homeowners have complained to the Board regarding snow removal on the Town of Erie owned and maintained streets. The Board asked Hammersmith Management to obtain a bid from Sun and Shade for the cost to have the Association plow the public streets throughout Arapahoe Ridge at a trigger depth of 12-inches. In addition, the Board asked to contact the Town regarding any restrictions they maintain on Associations who have provided a similar service.

B. Community Website – The spam generated to individual accounts through the ARHOA website has gradually increased over the last several months. The Board asked Hammersmith Management to invite Doris Belkin to the next Board meeting to discuss changing ISP and host providers for the website.

C. HindmanSanchez 2007 Legal Services Agreement – The Board reviewed a proposal from HindmanSanchez for Retainer Services for the Association. The Board agreed that a retainer service is not needed at this time. A motion was made to continue legal representation through HindmanSanchez on the non-retainer program. The motion carried unanimously.

### **EXECUTIVE SESSION**

The Board entered into executive session at 9:45 p.m. to discuss the lawsuit filed against Arapahoe Ridge by Scott Salzman. The Board exited executive session at 10:00 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 10:20 p.m. The next regular Board of Directors meeting has been scheduled for January 29, 2007 at 7:00 pm at the Arapahoe Ridge Clubhouse.

# **Arapahoe Ridge Homeowners Association**

Board of Directors Meeting

January 29, 2007

MINUTES

## **CALL TO ORDER**

The regular meeting of the Board of Directors was called to order at 7:00 p.m. at 1750 Powell Street. Board members in attendance were Monica Kash, Diana Walley, Steve Smith and Ronda Grassi. Community Association Manager Gwen Rohrer was present representing Hammersmith Management.

## **OPEN FORUM**

There were no homeowners present to address the open forum.

## **SPECIAL GUEST**

Carousel Pools – Phil Holmes and Kim Ellingson were in attendance from Carousel Pools to discuss the proposal they provided for 2007 maintenance and life guarding services at the Arapahoe Ridge Pool. They indicated that Carousel provided the maintenance and life guarding during the 2001, 2002 and 2003 pool seasons and they were unsure why the contract was not renewed for 2004. The Board and Hammersmith Management had several questions for Carousel, which were addressed during the meeting. The Board tabled the decision to choose a pool maintenance company for the 2007 season until they can receive input and feedback from Pool Committee Chair Shaun O'Reilly.

## **FINANCIALS**

Financial Statements –The financial statements for the period ending December 31, 2006 were reviewed. As of month end, the US Bank operating account had a balance of \$9,603.50. The US Bank reserve account had a balance of \$23,243.72. The total assets for the community were \$727,123.11.

Aging Report – Delinquencies reflect a month-end balance of \$8,443.96.

Signature Cards - Hammersmith Management obtained new signature cards for both First Bank accounts and the Edward Jones account. All Board members in attendance signed the cards. Diana will take the necessary paperwork to Christine for signatures.

**DRC UPDATE** – Steve indicated that he still has not been able to attend a meeting. The Board asked Steve to relay information to the committee regarding the new paint palette, specifically that they have a deadline of February 19, 2007 to submit the updated palette to the Board for review.

## **UNFINISHED BUSINESS**

A. 2005 Audit – The Board reviewed the 2005 audit performed by Beichle and Associates. A motion was made and seconded to accept the audit as prepared. The motion carried unanimously. Related paperwork was signed by the Board President.

B. Town of Erie Lease - Hammersmith Management indicated that a meeting has been scheduled with Mike Achimovic to review the lease that is set to expire at the end of February. The meeting is scheduled for February 15, 2007 at 1:00 pm at Town Hall, the administrator's office. Monica, Ronda and Steve indicated that they plan to attend.

## **NEW BUSINESS**

A. 2006 Audit and Taxes - Hammersmith Management provided the Board with a proposal from Beichle and Associates to perform the 2006 audit and taxes. A motion was made and seconded to accept the proposal from Beichle and Associates. The motion carried unanimously.

B. ISP and Host Providers – Doris Belkin and Mike Dunninger were in attendance to discuss the current ARHOA website and the ISP and host providers. Doris provided the Board with a handout outlining the current dissatisfaction with the providers. Mike provided the Board with a handout outlining different providers he has obtained quotes from for an ISP and hosting. His recommendation for an ISP was Start Logic for a cost of \$6.95 per month and for hosting was Google, free. The change anticipates a savings of \$20 per month with an increase in service and technical support. A motion was made and seconded to accept the recommendations made by Mike Dunninger. The motion carried unanimously.

## **ADJOURNMENT**

The meeting was adjourned at 10:00 p.m. The next regular Board of Directors meeting has not been scheduled.