

Arapahoe Ridge Homeowners Association

Board of Directors Meeting

March 1, 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.

APPROVAL OF PREVIOUS MEETING MINUTES

The January 8, 2007 and January 29, 2007 minutes were presented for approval. A motion was made and seconded to approve the minutes from the January 8, 2007 minutes with a change to a few grammatical errors and the January 29, 2007 minutes as written. The motion carried unanimously.

FINANCIALS

Financial Statements – Hammersmith Management provided the Board with the January 31, 2007 financial statements. Due to a lack of time, Board Treasurer Ronda Grassi agreed to contact Hammersmith Management with any questions regarding the financial statements.

Aging Report – The Board reviewed the aging report. Total delinquencies for the month were \$25,179.13. Hammersmith Management indicated that the statements mailed to all homeowners in December contained a typo informing homeowners that payment would not be considered late until March 1, 2007. Hammersmith Management also mailed late notices to homeowners at the beginning of February. Hammersmith Management will not be charging the Association for mailing the late notices.

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

DRC UPDATE

Board liaison Steve Smith indicated that he had spoken to Committee Chair Carol Carvalho and the Committee has made no progress on the paint palette, as they were under the impression that Gwen at Hammersmith Management would be creating the new paint palette. Carol also indicated that there were no recent applications for review.

The Board agreed that it would not be in the best interest of the community to continue postponement of creating the new paint palette, as spring is approaching quickly. Steve and Ronda recommended two (2) homeowners who have shown interest in creating the new paint palette; Laura Trezoglou and Christine Weber. A motion was made and seconded to invite both Laura and Christine to create the new paint palette. The motion carried unanimously.

UNFINISHED BUSINESS

Portable Restroom – The Board discussed the final plans for construction of the restroom extension on the clubhouse. A membership meeting was held on February 7, 2007 to address questions or concerns from community members. A written report was submitted to the Board with responses from homeowners who were unable to attend the meeting. The overall consensus of the community who has represented themselves to the Board is to move forward with construction. Ronda indicated that she did not expect the construction period to exceed two (2) months. A motion was made and seconded to construct an external restroom facility on the Arapahoe Ridge Clubhouse for public use, based on the engineering plans submitted to the Board for review in December 2006 and in accordance with the requirements outlined by the Town of Erie. Total construction costs are not to exceed \$20,000. The motion carried unanimously. Monica agreed to contact the Town of Erie to find out the specifics for final submittal to the Board of Trustees.

Town Port-a-potty – The Town of Erie contacted the Board regarding the placement of a temporary port-a-potty until the external restroom could be constructed on the clubhouse. The Board agreed that the restroom should be placed on the west side of the clubhouse parking lot. Diana agreed to send an e-mail blast notifying homeowners of the plans.

Clubhouse/Pool Maintenance - Hammersmith Management presented the Board with the written inspection report from Inspect Services. The Board reviewed the report briefly and asked Hammersmith Management to obtain bids on the following items:

- a. Interior floor covering, bottom level; including the stairs leading to the bottom level of the clubhouse and the surface of the floor leading from the pool deck to the shower/restrooms.
- b. Restrooms, bottom level; exhaust fans are not operating and toilets need to be set properly.
- c. Heating & A/C system in attic.

Pool Bids – The Board discussed the pool bids submitted by Hammersmith Management. The Board agreed that the community was ready for a change in pool management and maintenance this season. The community did not have good experiences with Apollo Aquatics in the past; therefore the Board is considering contracting with Carousel Pools. The bid submitted by Carousel Pools was considerably higher than the other bids and the Board asked Hammersmith Management to contact them and request a reduction in total contract price without compromising service. If Carousel Pools is able to reduce their contract price to within a couple thousand dollars of the budgeted amount for 2007, the Board will accept the bid.

Town of Erie Lease – Monica, Ronda and Gwen met with Town Administrator Mike Acimovic on February 15, 2007 to negotiate the new clubhouse lease that was up for renewal on February 28, 2007. The following was noted during negotiations:

- a. Mike suggested the Board proceed forward on re-writing the existing pool/clubhouse lease without consideration of the portable/non-portable restroom.
- b. The December 2005 Erie policy on maintenance of tot lots, neighborhood parks, and land adjacent to arterial streets. For the ARHOA, this means maintenance of the Northlight Tot Lot and landscaping maintenance of 111th and Arapahoe Road. This will be included, at a minimum as an exhibit to the lease.
- c. The tennis courts and the adjacent parking pad, excluded in the wording of the current version, will be more clearly excluded. If the Association wishes to take over this maintenance at a later time, they can re-engage with the Town.
- d. The term & termination of the lease will change.
- e. Alterations/Improvements - Gwen is going to propose wording for this section. It currently says 'All alterations, additions, and improvements erected by Lessee shall be and remain the property of Lessee during the term of the Lease Agreement and Lessee shall remove all alterations, additions, and improvements erected by Lessee and restore the Premises to its original condition by the date of termination of this Lease Agreement or upon earlier vacating of the Premises.
- f. Option to renew section - Mike will propose the terms of this section.
- g. Exhibit "A" - the drawing showing Arapahoe Ridge Park with highlighted 'Lease Area' will be updated to correspond with wording of the lease agreement. We asked Mike for clarity on maintenance of the Arapahoe Ridge Park entry monument on the Powell Street entrance, its landscape beds, and certain turf and trees outside of the existing wrought iron fence.

Attached is the lease agreement draft prepared by Mike Acimovic. Mike indicated that he was able to obtain a sixty (60) lease extension. The Board reviewed the lease draft and asked Hammersmith Management to present the following changes to the Town of Erie for consideration:

- a. The leased area outlined on the map should not include maintenance of the turf and live plant material along the frontage of Powell Street and MacCullen Drive.
- b. The draft does not include the option to renew, as discussed previously. It should be added to the lease.
- c. The external restroom extension should be written into the lease now that the Board has approved it, unless Mike recommends otherwise.

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 10:00 p.m. The next regular Board of Directors meeting has been scheduled for March 19, 2007 at 7:00 pm at the Arapahoe Ridge Clubhouse.

Arapahoe Ridge Homeowners Association

Board of Directors Meeting

MINUTES

The Board of Directors did NOT hold a regular meeting of the Board in February of 2007.

Arapahoe Ridge Homeowners Association

Board of Directors Meeting

March 19, 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, Christine Ferguson, Steve Smith and Ronda Grassi. Community Association Manager Gwen Rohrer, CMCA, AMS was present representing Hammersmith Management. Also in attendance from Hammersmith Management was Terry Jarrett, Vice President of Community Management.

OPEN FORUM

There were no homeowners present to address the open forum.

APPROVAL OF PREVIOUS MEETING MINUTES

The March meeting minutes were reviewed. A motion was made and seconded to approve the minutes from the March 1, 2007 meeting as written. The motion carried unanimously.

FINANCIALS

Financial Statements – The financial statements for the period ending February 28, 2007 were reviewed. Hammersmith Management recommended that the Board consider moving some funds from the US Bank Reserve Account into another investment, as the funds have breached the FDIC insured amount. Board treasurer Ronda Grassi agreed to contact Edward Jones to talk with the Association's investment representative. The Board asked Hammersmith Management to review the US Bank statement and confirm that no charges have been applied beyond the \$35 lockbox fee.

Aging Report – The Board reviewed the aging report. Total delinquencies for the month were \$22,682.17.

Review Invoices/Sign Checks – Invoices were reviewed and checks signed for the month of March.

DRC UPDATE

Board liaison Steve Smith indicated that three (3) homeowners were now working on the paint palette; Laura Trezoglou, Christine Weber and Nancy Welch. He noted that the palette was well underway and has been submitted to Guiry's. A draft palette should be available for Board and DRC review in the next three (3) weeks. The Board agreed that a meeting should be arranged to review the palette as soon as it is available.

UNFINISHED BUSINESS

Portable Restroom – Hammersmith Management indicated that the Board's request has been sent to Town Administrator Mike Acimovic regarding the addition of the restroom to the Clubhouse Lease. A response has not been received. Hammersmith Management will follow-up with Mike regarding the addition and also any further information the Board of Trustees may need to approve the restroom.

Pool Bids – Hammersmith Management provided the Board with a revised bid from Carousel Pools. The revised bid includes a reduction in total contract price from \$50,055 to \$45,550. A motion was made and seconded to contract with Carousel Pools for the 2007 pool season. The motion carried unanimously.

Town of Erie Lease – Hammersmith Management indicated that the Board's requests regarding the Clubhouse Lease have been sent to Town Administrator Mike Acimovic. A response has not been received. Hammersmith Management will follow-up with Mike.

NEW BUSINESS

Management Contract - The Board reviewed the proposed management contract from Hammersmith Management to commence May 1, 2007 through April 30, 2008 for a rate of \$2,950 per month. The management contract does not realize an increase for the new period. A motion was made and seconded to renew the management contract with Hammersmith Management. The motion carried unanimously.

CORRESPONDENCE AND REPORTS

Hammersmith Management provided the Board with a request from 1735 Walker Street to waive a late fee assessed to the account in the amount of \$23.60. The homeowner has not been late on assessments previously. A motion was made and seconded to waive the late fee. The motion carried unanimously.

ADJOURNMENT

The meeting adjourned at 9:15 p.m. The next regular Board of Directors meeting has been scheduled for April 16, 2007 at 7:00 pm at the Arapahoe Ridge Clubhouse.