

Arapahoe Ridge Homeowners Association

Board of Directors Meeting

June 4, 2007

MINUTES

CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 6:00 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.

APPROVAL OF PREVIOUS MEETING MINUTES

The May meeting minutes were reviewed. A motion was made and seconded to approve the minutes from the May 21, 2007 meeting as amended. The motion carried unanimously. Steve abstained from voting, as he was not present at the May meeting

DRC UPDATE

DRC Liaison and Board Secretary, Steve, attended the May meeting and reported the following to the Board:

1. Ron Schickel was appointed to serve as the DRC Chair.
2. Ron Schickel resigned from the Committee via email notification on May 29, 2007.
3. The Committee will be electing a new Chair at the next meeting.
4. The new paint palette is complete, including the existing colors. Seven (7) copies of the palette have been ordered and will be distributed as follows: One (1) - Hammersmith Management. Five (5) – DRC Members. One (1) – Guiery's.
5. A new process has been implemented to review applications via email and the process is working seamlessly. The Committee is pleased with the new process, as it is speeding up the review process.

UNFINISHED BUSINESS

Town of Erie Lease – A motion was made to and seconded to return the leased parking lot premises to the Town of Erie. The motion carried unanimously. The Board asked that HindmanSanchez draft the thirty (30) day notice to vacate said premises and request a joint inspection with the Town. Once complete, the notice will be forwarded to Town Administrator Mike Acimovic.

Hammersmith Management indicated that they have been in contact with Molly at the Town to discuss specifics on the requirements set forth in the lease regarding the financial statements. Molly noted that the Association did not need to keep separate financial records for the revenues and expenses related to operating the clubhouse and pool, as the current financial accounting does itemize the expenses directly related. She did ask that upon submittal of the financial statements annually that an appendix noting just those related to the clubhouse and pool is produced.

Restroom Extension on Clubhouse –Kerry Condon from Inspection Solutions was present at the meeting. If approved by the Board, he will be the acting general contractor for the project. He provided the Board with a preliminary construction budget and reviewed each line item. To date, the estimated total construction cost is \$22,000. He agreed to provide a contract for the Board to review at the next meeting on June 18, 2007. The Board agreed that the contract shall be a cost plus, not to exceed contract and include manufacturer specification sheets for all products and a definitive construction completion date. In addition, Inspection Solutions will provide three (3) references and a business history to the Board for review prior to the next meeting.

Ronda reported that she has not prevailed in finding the original soils report for the clubhouse and would continue to search. The Board recommended ordering a new soils report, as the anticipated timeline for completion is six (6) weeks, and should the original be located in the meantime the new report can be cancelled. A motion was made and seconded to order a new soils report. The motion carried unanimously.

Paint Palette – A motion was made and seconded to ratify a decision made by the Board at a meeting on May 4, 2007 to approve the revised paint palette as submitted. The motion carried. Diana abstained from voting, as she was not present at the May 4, 2007 meeting.

Paint Palette Customization Process – The Board discussed options for homeowners who would like to customize paint colors and submit them for review to be added to the paint palette. Steve submitted an extremely detailed process for implementation. A motion was made and seconded to approve the implementation process. The motion carried unanimously. A second motion was made and seconded to charge \$50 to process the change. The motion carried. Ronda abstained.

New Pool Umbrellas – Hammersmith Management provided the Board with preliminary cost figures to purchase commercial grade umbrellas for the pool. Diana and Christine agreed to research further and provide an update at the next meeting.

Tree Pruning and Maintenance - Hammersmith Management provided the Board with a proposal from Sun and Shade Groundskeeping to perform extensive maintenance on all the trees throughout the community. The proposal total was \$5,900. The Board asked Hammersmith Management to obtain two (2) additional bids.

CORRESPONDENCE AND REPORTS

The Board reviewed a request from 2911 Prince Circle to waive late fees on the account. The homeowner provided the Board with a history of correspondence with Hammersmith Management regarding the inability to pay the outstanding amount in full. A motion was made and seconded to waive the late fees on the account. The motion carried unanimously.

ADJOURNMENT

The meeting adjourned at 9:00 p.m. The next regular Board of Directors meeting has been scheduled for June 18, 2007 at 7:00 p.m. at the Arapahoe Ridge Clubhouse.

Arapahoe Ridge Homeowners Association

Board of Directors Meeting

June 18, 2007

MINUTES

CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 6:30 p.m. at 1750 Powell Street. Board members in attendance were Monica Kash, Diana Walley, Christine Ferguson and Steve Smith. Community Association Manager Gwen Rohrer, CMCA, AMS was present representing Hammersmith Management. Also in attendance was Pool Committee Chair Shawn O'Reilly.

SPECIAL GUEST

Carousel Pools – Kim Ellingson and Phil Holms were in attendance from Carousel Pools. The Board invited Carousel Pools to the meeting to discuss contract performance and expectations of the Association. Kim and Phil were given an opportunity to describe their overall feeling on the situation and recent events that have unfolded.

Kim and Phil indicated that the pool has presented problem after problem during the opening season and they have faced many challenges including mechanical and personnel issues. It has been an extreme disappointment. They have conducted several meetings with the lifeguards and re-trained, re-supervised and re-informed of the issues at hand. Phil noted that they have been “slapped into full consciousness” regarding communication with Hammersmith Management and the Board. Carousel Pools operates as a business that gets the job done without talking about it; but would now make a dedicated effort to communicate more efficiently. Kim provided the Board with an updated checklist that the lifeguards are required to complete at the closing of each shift, which now includes specifics to lock the master lock on the wader pool entrance gate. Kim updated the Board with the following:

1. The deadbolt at the top of the stairs, which leads to the upper portion of the clubhouse is not always locked.
2. Children are crawling under the stairs next to the main gate to enter the pool area. In addition, the gate lock can be opened with a stick.
3. In the men's restroom, the bench is pulling away from the wall and should be repaired. The women's restroom bench will have the same issue if preventative maintenance is not pursued.
4. In the men's restroom the towel hook is missing.

The Board thanked Carousel for informing them of the issues and asked that they remain proactive.

The Board and Hammersmith Management described to Carousel Pools the frustrations that have transpired as a result of contract performance and Association expectations.

1. Communication – There has been inconsistent and at times no response from Carousel Pools when issues are reported that need to be addressed. Often, the Board and Hammersmith Management are completely unaware of issues and maintenance being performed at the pool. Emails are not being responded to and phone calls are not

initiated. Expectations are that issues will be communicated immediately and phone calls and emails responded to in a timely manner.

2. Pool Repairs – The contract explicitly states that any repairs outside of “routine maintenance” will be communicated in four (4) parts.
 - a. The problem
 - b. The suspected cause
 - c. Proposed solutions
 - d. Estimated cost

The Board provided Carousel Pools with three (3) invoices received for repairs that were never communicated, until receipt of the invoice. Expectations are that repairs outside of “routine maintenance” will be reported in accordance with the contract.

3. Pool Temperatures – The Board indicated in a previous meeting that pool temperatures should be maintained between 80-82 degrees. Temperatures have been reported as high as 105-degrees and as low as 76-degrees. Expectations are that the pool temperatures should be maintained between 80-82 degrees and the thermostat should not be adjusted in accordance with homeowner complaints.
4. General Cleanliness – The lifeguards are not cleaning up the pool deck or maintaining a clean environment in the restrooms. Expectations are that the pool deck and restrooms are maintained in a clean and tidy manner.

Carousel Pools agreed to address the concerns. The Board advised that if Carousel could not provide incentive for them to continue the contract under the terms listed, an alternative would be sought. The Board expects conditions to improve by the end of June.

Inspection Solutions – Kerry Condon from Inspection Solutions was in attendance. He provided the Board with a construction contract. The Board advised that the contract could not be executed at the meeting, as they had not received the contract in advance for review, references were not provided and product specifications had not been received. Kerry provided references at the meeting and agreed to provide product specifications at the next meeting.

Kerry indicated that Ronda was attempting to obtain the soils report and she had identified the company that performed the original report. Also, a new soils report has been ordered in the event that the original cannot be located. He could not provide the Board with a timeline of when to expect the soils report.

Kerry indicated that once the soils report is obtained, the next step is to have a revised, foundation engineering report produced (approximately one (1) week). Upon completion of the revised engineering report, a building permit can be obtained (approximately 1-2 weeks) and construction will begin. Upon receipt of the building permit, Kerry is estimating 7-9 weeks to completion of the entire project.

FINANCIALS

Financial Statements – The financial statements for the period ending May 31, 2007 were presented to the Board for review. The US Bank operating account had a balance of \$46,394.40 and the First Bank operating accounts had a combined balance of \$103,547.70. The US Bank reserve account had a balance of \$45,970.53. Total reserve funds were \$638,602.50. Total assets for the month were \$797,354.987.

Aging Report –Total delinquencies for the month were \$7,082.66.

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

UNFINISHED BUSINESS

Restroom Extension on Clubhouse – The Board asked Hammersmith Management to attempt to obtain proposals from two (2) additional companies for the construction of the restroom extension.

2007 Resident Directory – The Board asked Hammersmith Management to include a self-addressed, pre-paid envelope with the newsletter and statement mailing, for residents to complete for the updated directory.

NEW BUSINESS

Insurance Renewal - Hammersmith Management advised the Board that State Farm Insurance has provided notice that they will not renew the Directors and Officers Liability coverage due to the recent claim history. Hammersmith Management is obtaining quotes from other insurance agencies and will provide proposals at the next meeting. The insurance is scheduled to expire in August of 2007.

ADJOURNMENT

The meeting adjourned at 9:50 p.m. The next regular Board of Directors meeting has been scheduled for July 16, 2007 at 7:00 p.m. at the Arapahoe Ridge Clubhouse.