

# **Arapahoe Ridge Homeowners Association**

Board of Directors Meeting

July 10, 2007

MINUTES

## **CALL TO ORDER**

The interim meeting of the Board of Directors was called to order at 6:10 p.m. at 1894 Grenfell Court. Board members in attendance were Monica Kash, Diana Walley, Steve Smith and Ronda Grassi. Community Association Manager Gwen Rohrer, CMCA, AMS was present representing Hammersmith Management.

## **OPEN FORUM**

Thea Willey, 3052 Stevens Circle, submitted an appeal letter to the Board concerning her play structure that was recently denied by the Design Review Committee. The Committee denied her application, as it did not indicate that the play structure would be made of natural materials. The Design Guidelines explicitly state that natural materials are preferred. Thea noted that although preferred, the Design Guidelines do not state that natural materials are required.

The Board carefully reviewed Thea's appeal and supporting documentation. A motion was made and seconded to approve the application, as the Design Guidelines do state preferred and not required. The motion carried unanimously. The Board noted that should the play structure fall into disrepair, Thea would be required to remove or replace the structure.

## **UNFINISHED BUSINESS**

Town of Erie Lease – A motion was made and seconded to engage in a lease with the Town of Erie concerning those properties identified in Exhibit "A", the Premises, which includes the clubhouse, pool and public restroom facility. The motion carried unanimously. The lease is effective August 1, 2007 for a term of five (5) years. Lease attached.

Restroom Extension on Clubhouse – Only July 10, 2007 Hammersmith Management, Ronda Grassi and Steve Smith met at the clubhouse with the following contractors regarding the restroom construction:

- a. Kerry Condon from Inspection Solutions
- b. Ed Connolly from EC3
- c. Jon Glitner from Jon X. Glitner & Associates, Structural Engineer
- d. Steve Cruickshank from D & B Engineering Contractors

Mr. Condon and Mr. Connolly are both general contractors bidding on the construction project and were invited to the meeting to become familiar with the specifications for the restroom construction. Mr. Glitner was in attendance to conduct a visual review of the area and make recommendations for the helical piers. He will be creating the written drawings and specifications for the restroom construction. Mr. Cruickshank was in attendance to review the area and provide a proposal for installation of helical piers at both the restroom site and also to repair the west most column on the clubhouse entrance.

Two (2) objectives were undertaken at this meeting; first, determine if helical piers could be used to support the new restroom and what design impacts their use would have on the restroom foundation and second to determine if helical piers could be used to mitigate the settling damage on the front of the clubhouse.

On the first topic, it was determined that two (2) screws would be more than sufficient to support the new restroom. Mr. Cruickshank asked that all utilities be located to avoid any damages. Mr. Glitner and the two (2) contractors discussed possible foundation and flooring designs for use with the screws. Mr. Glitner will submit drawings to the Board at his earliest convenience.

All inspected the settling foundation at the front of the clubhouse. It was unanimously concluded that rain gutters leading to proper drainage should be installed on the clubhouse to prevent any further damage.

In regards to the settling foundation that comprises the front steps and related structure, a possible solution was determined. Mr. Cruickshank suggested that a portion of the footer supporting the west most column be removed in such a manner that allows for the placement of a helical screw on the column centerline and near the column itself. After the screw is placed it would be capped with a metal bracket and jacked upwards, thus reversing the settling and providing a stable foundation.

After the column is raised a subsequent inspection will be required to determine if any further repairs will be required on the front entrance.

New Pool Umbrellas – Monica Kash purchased four (4) pool umbrellas for the 4<sup>th</sup> of July event for a total of \$414.68. A motion was made and seconded to reimburse Monica for the pool umbrellas. Monica abstained. The motion carried.

The Board has conducted extensive research on the purchase of new pool umbrellas that will last for an extensive period of time, contrary to those purchased more recently from retailers such as, Sam's Club. The proposed umbrella is FiberBuilt, 9ft Wind Resistant Aluminum Market Umbrella with a crank. The umbrellas have a three (3) year-warranty. A motion was made and seconded to purchase seven (7) of the umbrellas at a cost not to exceed \$2,500. The motion carried unanimously.

Clubhouse Maintenance – The Board asked Hammersmith Management to obtain bids to install gutters on the clubhouse. Currently the clubhouse does not have gutters. Inspections by third party consultants have concluded that this may be a major component of the drainage issue causing the ground to sink; therefore causing damage to the structure.

Clubhouse and Pool Improvements and Repairs – The previously approved improvements and repairs to the pool and clubhouse are complete. The invoice was received and Hammersmith Management indicated that a final inspection would be scheduled prior to submitting payment.

Account #129-1755110 – The Board asked Hammersmith Management to contact the homeowner about revising the payment plan they are currently set up on, to include a faster payoff on the delinquent balance.

## **ADJOURNMENT**

The meeting adjourned at 9:00 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.

# **Arapahoe Ridge Homeowners Association**

Board of Directors Meeting

July 16, 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, Ronda Grassi and Steve Smith. Community Association Manager Gwen Rohrer, CMCA, AMS was present representing Hammersmith Management.

## **OPEN FORUM**

There were no homeowners present to address the open forum.

## **APPROVAL OF PREVIOUS MEETING MINUTES**

The June meeting minutes were reviewed. A motion was made and seconded to approve the minutes from the June 4, 2007 meeting as amended and the June 18, 2007 meeting as written. The motion carried unanimously.

## **FINANCIALS**

Financial Statements – The financial statements for the period ending June 30, 2007 were presented to the Board for review. The US Bank operating account had a month-end balance of \$40,532.16 and the First Bank operating accounts had a combined balance of \$103,932.96. The US Bank reserve account had a balance of \$50,705.43. Total reserve funds were \$643,460.79. Total assets for the month were \$795,771.03.

Aging Report – Total delinquencies for the month were \$6,114.33.

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

## **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. Hammersmith Management contacted Reconstruction Experts, Inc., but unfortunately was unable to obtain a proposal given the time of year and scheduling with other projects. Ed Connelly from EC3 provided a proposal in the amount of \$17,350, but did not provide a construction budget, contract or project timeline. Hammersmith Management provided the Board with a revised construction contract, as drafted by Hammersmith Management. A motion was made and seconded to contract with Inspection Solutions for the construction of the restroom. The motion carried unanimously. The contract is on a cost plus basis, not to exceed \$25,000.

Helical Piers – After careful consideration, a motion was made and seconded to contract with D & B Engineering Contractors for the installation of three (3) helical piers. The motion carried unanimously. Total contract price is \$4,000. Board President Monica Kash signed the contract. Two (2) piers will be installed to support the new restroom and one (1) will be installed to reverse the settling of the front of the clubhouse.

Insurance Renewal - Hammersmith Management noted that the insurance policy will expire on August 13, 2007. A quote was obtained from Farmer's Insurance and a second quote will be available for review by July 20, 2007. The Board agreed to make a decision via email and ratify that decision at the next Board meeting.

2007 Resident Directory – The Board asked Hammersmith Management to obtain pricing from the Business Center to produce the resident directory. In addition, Diana Walley will search her records for the previous electronic template in an effort to save time and expense.

### **ADJOURNMENT**

The meeting adjourned at 9:00 p.m. The next regular Board of Directors meeting has been scheduled for August 20, 2007 at 7:00 p.m. at the Arapahoe Ridge Clubhouse.