

# **Arapahoe Ridge Homeowners Association**

Board of Directors Meeting

December 17, 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 Steve Smith, Ronda Grassi, Sharleen Bakeman, and Mike Dunninger. Community Association Manager Gwen Rohrer, CMCA, AMS was present representing Hammersmith Management.

## **OPEN FORUM**

There were no homeowners present to address the open forum.

Hammersmith Management - Hammersmith Management explained that the position Gwen Rohrer currently holds as Director of Community Association Management will change with the new year. Gwen will no longer be managing Associations, but rather will be concentrating on relationships with the Boards and supporting Community Managers in their positions. As a result, Hammersmith Management is working diligently to find a manager that will work well with the community of Arapahoe Ridge and asked that the Board take an opportunity to interview some of their top managers. Ginger Cauley and Julie Renner were present to answer general questions from the Board regarding their experience as Community Managers. The Board asked Hammersmith Management to bring in two (2) additional Managers to January's meeting to continue the interviews.

Construction Update - Kerry Condon with Inspection Solutions was present to provide the Board with a construction update and answer questions. The Board released his final check minus 10% for work that is still outstanding. All outstanding items will be complete this week. Kerry provided the Board with additional items for consideration. A motion was made and seconded to approve the following. Motion carried.

1. Installation of an automatic door closer.
2. Installation of 4-inch rubber base along the floor, in lieu of caulking the gap.
3. Signs - one that says "Public Restroom" and one that indicates the restroom is male/female and handicap accessible.
4. The porcelain toilet to be replaced with a stainless steel toilet.

## **MANAGEMENT REPORT**

The Board reviewed the written management report detailing events in the community. Questions or concerns regarding the management report were addressed.

Hammersmith Management provided the Board with a new Association calendar for 2008.

## **APPROVAL OF PREVIOUS MEETING MINUTES**

The November minutes were reviewed. A motion was made and seconded to approve the minutes from the November 12, 2007 meeting with the following changes: Under "Adjournment", the second line should read "The next regular Board of Directors is scheduled for December 17, 2007 at 7:00 p.m. at 1750 Powell Street." The last line under "Adjournment" should be removed completely. The motion carried unanimously.

## **FINANCIALS**

Financial Statements – The financial statements for the period ending November 30, 2007 were presented to the Board for review. The US Bank operating account had a month-end balance of \$(5,028.18), however the bank balance was not negative as Hammersmith Management requested funds in the amount of \$25,000 be deposited into the account from the First Bank operating account. The First Bank operating accounts had a combined balance of \$105,926.39. The US Bank reserve account had a balance of \$10,139.73. Total reserve funds were \$453,787.62. Total assets for the month were \$762,877.30.

Various signature cards for the financial institutions that the Association keeps funds in were updated with signatures from the new Board Members. All those in attendance signed the US Bank signature card.

Ronda noted that she maintains certain Association documents including two (2) check books for the operating accounts at First Bank and also the originals for CDs that have been opened for the Association. A motion was made and seconded to purchase a safe deposit box at one of the financial institutions that the Association currently has funds deposited in. Motion carried. Ronda was opposed unless the deposit box is free. The purpose for the deposit box is to hold Association valuables.

Aging Report – Total delinquencies for the month were \$11,572.14, which is a decrease of \$846.94 from the prior month.

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

## **UNFINISHED BUSINESS**

2007 Resident Directory – The Board asked Hammersmith Management to contact Monica Kash regarding progress on the directory and include Mike in discussions.

Pool Tiles – The Board reviewed the Blue White Pools proposal to repair pool tiles in several areas of the pool where tile is falling off. The total bid price is \$1,800, however additional work in areas may be required once the pool cover is removed and additional work will be billed at \$34.00 per foot in excess of the initial eleven (11) feet. After careful discussion, a motion was made and seconded to accept the proposal. The motion carried unanimously.

2008 Grounds Contract – The Board reviewed the itemized breakdown of services provided by three (3) different landscaping companies. After careful consideration a motion was made and seconded to accept the Sun & Shade Groundskeeping contract for an annual cost of \$26,135. The motion carried unanimously.

### **NEW BUSINESS**

Town of Erie Parks and Recreation – Sharleen met with Ron Fletcher, head of the Town of Erie Parks Department to discuss the transfer of responsibility for trails and other outlots to the Association on January 1, 2009. Ron provided a list of items for the Board to consider when developing a request for proposal to hire a landscaping company to handle the work. Sharleen provided the Board with a written list of those items and her notes from the meeting.

### **CORRESPONDENCE & REPORTS**

2915 Prince Court – The Board reviewed a complaint from the homeowner concerning a neighbor who has dogs that bark consistently all day long. The homeowner has written complaints, has spoken with the dog owners, contacted the Erie Police and complained to the Association. The homeowner expressed that they don't know what else to do, short of moving.

The Board asked Hammersmith Management to send another letter to the dog owners requesting immediate resolution to the barking dogs. In addition, the Board asked that Hammersmith Management respond to the complainant to let them know that the Board is limited in their ability to address owner to owner disputes and the best course of action is to contact the Erie Police. The Board recommended that they contact their neighbors and files a complaint together in court. Meanwhile, Hammersmith Management will also contact Erie Police to file a complaint against the dog owner on behalf of the Association.

### **ADJOURNMENT**

The meeting adjourned at 10:00 p.m. The next regular Board of Directors meeting is scheduled for Tuesday, January 15, 2008 at 6:30 p.m. at 1750 Powell Street.