

# **Arapahoe Ridge Homeowners Association**

Board of Directors Meeting

February 19, 2008

MINUTES

## **CALL TO ORDER**

The regular meeting of the Board of Directors was called to order at 6:35 p.m. at 1750 Powell Street. Board members in attendance were Steve Smith, Bill Burnett, Sharleen Bakeman and Mike Dunninger; Ronda Grassi was not in attendance. Community Association Managers Gwen Rohrer, CMCA, AMS and Ginger Cauley, CMCA, AMS were present representing Hammersmith Management.

## **OPEN FORUM**

Carol Carvalho, 3299 Cummings Drive, was in attendance to express her opinion regarding the unapproved wooden structures at 3273 Billington Drive. The homeowner of Billington has requested a Tribunal Hearing and Ms. Carvalho wanted to provide the Board and/or Tribunal with a written complaint of the structures in question. The Board acknowledged her efforts in making her position known and will contact her when the Tribunal Hearing has been scheduled.

## **GUESTS**

Hammersmith Management, Lynae Bolton – Lynae Bolton, a Client Service Representative with Hammersmith, was in attendance to meet with the Board of Directors and explain some of the functions of the Client Services Department. Lynae directly provides support to the Association by administering the Design Review applications and Clubhouse reservations. It was an opportunity for the Board of Directors to meet Lynae and acknowledge their appreciation for her assistance.

## **APPROVAL OF PREVIOUS MEETING MINUTES**

The January 15, 2008 meeting minutes were reviewed and a motion was made and seconded to approve the minutes. The motion carried unanimously.

## **FINANCIALS**

Financial Statements – The financial statements for the period ending January 31, 2008 were presented to the Board for review. The US Bank operating account had a month-end balance of \$102,357.63. The First Bank operating accounts had a combined balance of \$38,798.18. The US Bank reserve account had a balance of \$13,850.20. Total reserve funds were \$557,049. Total assets for the month were \$880,719.94.

Aging Report – Delinquencies reflect a month-end balance of \$42,086.07, an increase of approximately \$29,319 from the prior month.

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

### **DRC UPDATE**

A motion was made and seconded to appoint Bill Burnett as the DRC Liaison from the Board of Directors; motion carried. Hammersmith Management will email him a copy of the Design Guidelines. Bill will work with the Committee on reviewing the guidelines and advise them to make recommendations for changes or additions to the Board of Directors.

### **UNFINISHED BUSINESS**

Alternative Dispute Resolution Policy – The Board reviewed a draft of the Alternative Dispute Resolution Policy prepared by HindmanSanchez. It was noted there is a typo as “mattes” should be “matters”. A motion was made and seconded to adopt the policy with the above correction; motion carried. Hammersmith Management will have the attorney correct and prepare original copy for signature.

Restroom Construction Update – The exterior restroom is operational, however it was noted there is no trash container. An extra trash container from the clubhouse has been temporarily placed in the restroom and the Board requested Hammersmith Management look into having a recessed trash container mounted to the wall. Pending further discussion on the grounds improvement around this area of the clubhouse, a motion was made and seconded to have Sun & Shade fill in the areas around the restroom door with dirt to eliminate the existing trip hazard; motion carried. There was also concern regarding some sections of the new concrete cracking and flaking; Kerry will be contacted to look into this.

Safe Deposit Box – A motion was made and seconded to open a safe deposit box at Chase Bank for a yearly cost not to exceed \$50; motion carried. Ms. Bakeman will get this set up.

2008 Grounds Contract – The Board reviewed and signed the previously approved grounds maintenance contract from Sun & Shade in the amount of \$23,935.

Trash Removal Contract - The Board reviewed and signed the previously approved trash service contract from Waste Connections in the amount of \$5,276 per month.

Restroom Cleaning Contract - The Board reviewed and signed the previously approved service contract from Sparkling Image to clean the downstairs restrooms/showers weekly during the pool season and the exterior restroom weekly.

### **NEW BUSINESS**

Management Contract Renewal – The Board reviewed the proposed management contract renewal from Hammersmith Management for a term of one (1) year effective May 1, 2008 – April 30, 2009 for a monthly fee of \$2,950. This renewal does not represent an increase in management fees. The Board indicated further review of the management contract is required and they requested Hammersmith Management email a scope of services covered in the contract.

Raise for Julie Schirmacher - Tabled since Ronda was not in attendance

Clubhouse Rental Fee Increase – Tabled since Ronda was not in attendance.

Tribunal Hearing – Hammersmith Management is in the process of trying to identify homeowner volunteers to serve on the tribunal. They will also forward a copy of the last tribunal packet to the Board for review.

Delinquent Account 1755 Holeman Drive – The Board reviewed a handwritten letter from 2004 which was presented by the owner, indicating he made an agreement for payment of \$895.50 in equal monthly installments of \$25.59 per month. The previous Board President signed the agreement. Since all of the installments were paid on time without default, a motion was made and seconded to write off the remaining balance on his account of \$1,164.65; motion carried.

Homeowner Letter 3074 Stevens Circle – The Board reviewed a letter from the owner requesting the Board consider waiving some of the late fees, interest and/or attorney fees incurred on his account. This account was turned over to the attorney for collection, because the Association has received no payment since 2005. The homeowner indicated he was unaware of the change in Management Companies until just recently and will make every effort to pay the outstanding balance. After careful consideration, the Board felt that all homeowners are bound by the requirement to pay assessments and therefore, the rest of the Association should not have to be responsible for covering the assessments and/or costs of others. A motion was made and seconded to deny this request for waiver of late fees, interest and/or attorney fees. Three (3) Board members were in favor and Steve Smith opposed; motion carried.

Audit & Taxes – Hammersmith Management presented the Board with copies of the 2006 Year End Audit, which was just received and will be included on the next agenda for discussion. The Board also signed the 2006 Tax Returns. A motion was made and seconded to have Hammersmith Management proceed with contracting Weidner & Associates to prepare the 2007 tax returns and provide a proposal for the 2007 audit; motion carried.

## **CORRESPONDENCE & REPORTS**

Violation, work order and design review reports were provided to the Board for review.

## **ADJOURNMENT**

The meeting adjourned at 9:30 p.m. The next regular Board of Directors meeting is scheduled for Tuesday, March 18, 2008 at 6:30 p.m. at 1750 Powell Street.