

ARAPAHOE RIDGE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

AUGUST 19, 2008

CALL TO ORDER

The meeting was called to order at 6:36 p.m. Board Members in attendance were Steve Smith, Ronda Grassi, Mike Dunninger, and Sharleen Bakeman. In attendance from MSI, LLC was Judi England.

OPEN FORUM

Sun and Shade Groundskeeping - Grounds contractor Jason Kinyon and Matt Leverone were in attendance to discuss various beautification projects within the Association. They provided detailed maps & information. The Board had requested they provide a bid for areas around monuments and areas surrounding the clubhouse. Their bid for all projects was \$31,235.00. Jason and Matt then answered questions from the Board. The Board then thanked them for their attendance and stated they would review the proposal and contact them with their decision.

APPROVAL OF PREVIOUS MINUTES

The minutes from the July 15, 2008 meeting were approved as written.

MANAGER'S UPDATE

Financials – The Board reviewed the Financials for the month of July 31, 2008. Judi stated the Association's Beginning Cash Balance was \$97,766.02. Expenses were \$46,504.97 with an Ending Cash Balance of \$154,416.72. The Board inquired on various items regarding their initial balances. Judi stated she would contact the Accounts Payable Director and request she attend a conference call meeting with her and Ronda.

Delinquencies – Judi reviewed the Delinquency Report ending July 31, 2008 with the Board. She informed the Board as the report was thru July 31, 2008 and homeowners were allowed 30 days to pay their assessments, they would show as delinquent. Judi provided a to-date delinquency report and the delinquent assessments were substantially lower.

OLD BUSINESS

- Item: Restroom Construction Update
 - Discussion/Summary: Judi stated she received an e-mail from Kerry Condon stating the installers will be on site on August 20, 2008 to repair the interior walls.
 - Board Decision: No decision needed.
 - Action: No action needed.
- Item: Landscape Update

- Discussion/Summary: The Board recapped the meeting with Sun and Shade. They stated they would like to complete all projects proposed, however the cost seemed high. Ronda stated she would contact Jason requesting he reduce the costs.
- Board Decision: After discussion, a motion was made seconded and passed unanimously to approve the landscape project in its entirety if the proposal was no more than \$24,000.00.
- Action: Ronda will contact Jason requesting the entire bid be reduced.

- Item: Maintenance of Outlying Areas
 - Discussion/Summary: Sun and Shade had provided a proposal for maintenance of the outlying areas (approximately 42 acres) in the amount of \$32,350.00.
 - Board Decision: The Board stated they would continue to research the legality of the Town of Erie requiring they maintain the Town's property. They requested Judi contact the Association's legal firm for their input, which would include surrounding Associations.
 - Action: Judi stated she would contact HindmanSanchez with the Board's request.

NEW BUSINESS

- Item: Design Guidelines
 - Discussion/Summary: Judi stated the revisions to the guidelines had been completed and Mike Dunninger had posted them on the Association's website.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: Board Member Resignation/Appointment
 - Discussion/Summary: The Board re-capped that Bill Burnett is no longer serving on the Board of Directors. Judi inquired if the Board had received any homeowner interest to serve on the Board of Directors.
 - Board Decision: The Board stated they had not, however would create a newsletter article to be posted on the website.
 - Action: Sharleen and Mike will create the article to be posted on the website.

- Item: Fine Policy
 - Discussion/Summary: Judi stated, per the Board's authorization, the fine policy had been modified to state the initial covenant violation fine shall be \$25.00. Judi provided the amended fine policy for signature.
 - Board Decision: Board President Steve Smith signed the policy in the appropriate place.
 - Action: Judi stated she would update the Association's records.

- Item: Pool Gate/Volleyball Fence
 - Discussion/Summary: Judi stated the Board-approved bid was submitted to Rock Property Services and the project had been completed.
 - Board Decision: No decision needed.
 - Action: No action needed.

➤ Item: Tree Removal – 111th Avenue

Discussion/Summary: Judi stated the tree removal had been completed.

- Board Decision: No decision needed.
- Action: No action needed.

➤ Item: Website

- Discussion/Summary: Judi stated, currently the Association is not using the services of the MSI website for Arapahoe Ridge. She stated their current website, arhoa.org, offers many items that are important to the Association, however there are additional options that MSI offers for Associations thru the website. One main item is direct debit payment for assessments; homeowners can access their accounts and manage them on line. Per the Association's contract, the fee for the MSI website is \$40.00 per month.
- Board Decision: After discussion, a motion was made seconded and passed unanimously to approve the MSI website usage. Mike Dunninger will continue to maintain the Association's current website.
- Action: Judi stated she would inform the appropriate parties of the Board's decision.

➤ Item: Drainage Pipe

- Discussion/Summary: Judi stated, as discussed via e-mail, the drainage pipe to the West side of 111th, at the North end of the homes, was clogged. The contractor stated that not only does the pipe need to be cleaned out, there is a section that is broken and dirt and rock keep falling into the break. It was below grade and needed to be dug up and repaired. The bid, which was lowered to \$995.00, was approved for the repairs.
- Board Decision: No decision needed.
- Action: No action needed

➤ Item: Clubhouse Roof

- Discussion/Summary: Judi stated, with the information from Monica Cash, a workorder was issued to review the damaged shingles. She was informed by the contractor that a large portion of ridge is missing or wind damaged beyond repair. The proposal from JNJ Roofing was in the amount of \$1,640.00. She stated she requested an additional bid from Mark's Roofing which was in the amount of \$450.00.
- Board Decision: After discussion, a motion was made seconded and passed unanimously to approve the bid from Mark's Roofing.
- Action: Judi stated she would provide the approved bid to the contractor.

➤ Item: Reserves Plan

- Discussion/Summary: Judi reviewed the Association's reserves study completed in 2005 with the Board. One concern was the line items to be addressed were not in a scheduled timeframe. A reserves study may not contain this information but an MSI reserves plan would. She stated the one-time cost for MSI to complete a reserves plan for their Association was \$1,000.00.
- Board Decision: The Board stated they would provide the reserves study information to Judi and requested she research if MSI could create a new reserves study and plan combined.

- Action: Judi stated she would contact the Reserves Specialist for further details and provide an update to the Board accordingly.
- Item: Solar Panel Presentation
 - Discussion/Summary: Homeowner Tom Doyle inquired with the Board if they would be interested in a presentation for the homeowners from REC Solar that would explain the benefits of solar energy.
 - Board Decision: The Board stated they felt this would be positive information for the homeowners and that he could use the clubhouse for the presentation. The date selected was September 9, 2008.
 - Action: Mike Dunninger will place an article on the Association's website with this information.
- Item: Pool-Virginia Graeme Act
 - Discussion/Summary: Per the Virginia Graeme Baker Pool and Spa Safety Act, Carousel Pool had determined a vacuum breaker device will be required to be installed prior to the 2009 Pool Opening.
 - Board Decision: The Board understood the legality of the vacuum breaker device and approved the bid presented in the amount of \$750.00.
 - Action: Judi stated she would provide the Board approved bid to Carousel Pool.

NEWSLETTER ITEMS

- Overnight Parking
- Oil Well Information
- Annual/Budget Ratification Meeting
- Weeds
- Solar Energy Meeting

REVIEW OF INVOICES / SIGNING OF CHECKS

The checks were signed per their attached invoices.

NEXT MEETING DATE, TIME & LOCATION

The next meeting will be Tuesday, September 16, 2008 beginning at 6:00 p.m. at the Community Clubhouse.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:16 p.m.