

ARAPAHOE RIDGE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

NOVEMBER 19, 2008

CALL TO ORDER

The meeting was called to order at 6:04 p.m. Board Members in attendance were Ronda Grassi, Mike Dunninger, Karrie Bach and Michele Leffler. In attendance from MSI, LLC was Judi England.

OPEN FORUM

There were no homeowners present for Open Forum.

APPROVAL OF PREVIOUS MINUTES

The minutes from the October 22, 2008 meeting were approved as written.

MANAGER'S UPDATE

Financials – The Board reviewed the Financials for the month of October 31, 2008. Judi stated the Association's Beginning Cash Balance was \$94,170.53. Expenses were \$22,686.26 with an Ending Cash Balance of \$72,440.91. There were no major questions regarding the financials.

Delinquencies – Judi reviewed the Delinquency Report ending October 31, 2008 with the Board. She informed the Board currently there are five homeowners that have been turned over to the attorney for delinquent assessments.

OLD BUSINESS

- Item: Landscape Update
 - Discussion/Summary: Ronda informed the Board she had met with Innovative Outdoor Designs regarding a proposal for landscape improvements within the Association. She informed the Board the charge to develop a site inventory/survey and prepare conceptual plan view drawings was \$1,200.00 and that a \$400.00 deposit was required to continue forward.
 - Board Decision: After discussion, a motion was made, seconded, and passed unanimously to approve the survey and drawings. Ronda stated she would provide a copy of the proposal to the Board and inform the contractor that the design plans need to be completed prior to the January Board meeting.
 - Action: Ronda will provide a copy of the proposal to the Board as well as inform the contractor of the Board's approval.

- Item: Maintenance of Outlying Areas

- Discussion/Summary: Ronda informed the Board she received correspondence from the Town of Erie that they are offering a walk through of the irrigation system for the Town of Erie property that the Association is required to maintain beginning in January 2009. She was informed a member of their Parks Division staff would offer the walk through in the spring of 2009 and that any Board member or the Association's landscape contractor could attend.
- Board Decision: The Board felt this would be a benefit to the community and requested Judi contact the Town informing them the Board and the landscape contractor would like to complete a walk through of the irrigation system. They requested Judi contact the Town of Erie with their acceptance.
- Action: Judi stated she would contact the Town of Erie with the Boards' acceptance.

- Item: Reserves Plan
 - Discussion/Summary: Ronda had spoken to Gary Duke regarding the processes for the reserve plan. She stated Gary would follow up with Ronda within the next few weeks.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: Annual Meeting
 - Discussion/Summary: Judi re-capped that Michele Leffler was elected to the Board of Directors to serve a term of 2 years.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: Tribunal/Proxy
 - Discussion/Summary: Judi stated as the By-Laws were amended at the Annual Meeting to remove the Tribunal Process, the amendment would need to be signed by the Board.
 - Board Decision: The Board signed the By-Law amendment.
 - Action: Judi stated she would update the Association's records with the Board-signed amendment.

NEW BUSINESS

➤ Item: 2007 Audit

Discussion/Summary: Judi recapped that the Association's contracted Auditor informed her that as the prior management company did not provide actual invoices for 2007 an Audit cannot be completed for the Association. However, with the reports that the prior management company provided, a Review can be completed. She stated the cost for a Review was \$1,575.00 and the Audit would have been \$1,775.00.

- Board Decision: After discussion, the Board agreed to continue forward with a Review.
- Action: Judi stated she would inform the Auditor of the Boards' decision.

➤ Item: Board Member Resignation

- Discussion/Summary: Board member Sharleen Bakeman submitted her resignation from the Board of Directors via e-mail to the Board. Judi stated she had received an e-

mail from Monica Kash informing the Board of her interest in fulfilling the remainder of Sharleen's term.

- Board Decision: As the opening had not yet been posted on the website, Mike will create an article to be posted on the website. He will also contact Monica informing her the Board is pleased that she is interested in volunteering for the Board of Directors and would request that she attend the December meeting.
- Action: Mike will create an article to be posted on the website and contact Monica Kash.

➤ Item: Board Member Election

Discussion/Summary: Judi stated, as mentioned via e-mail, the Board met and determined the following officers:

President: Ronda Grassi

Vice President: Mike Dunninger

Secretary: Michele Leffler

Treasurer: Karrie Bach

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

➤ Item: Hindman Sanchez Retainer Program

- Discussion/Summary: Judi had provided the Board the information for their 2008 & 2009 program. She stated their fee has increased to \$165.00/month.
- Board Decision: The Board stated as of this time, the retainer program is not necessary for the Association.
- Action: Judi stated she would inform the attorneys of the Boards' decision.

➤ Item: Exterior Water Spigot

- Discussion/Summary: The Board had stated they would like a lock or shut off switch installed on the exterior water spigot outside of the clubhouse. A lock/cage was installed however was stolen. The contractor stated the installation of an interior shut off valve would be another option. Ronda met with the contractor and authorized the interior shut off valve be installed.
- Board Decision: No decision needed.
- Action: No action needed.

➤ Item: Security Monitoring Service

- Discussion/Summary: Judi provided the Board the renewal contract from Security Central Inc. for monitoring the clubhouse.
- Board Decision: The Board felt their service was duplicate with the monitoring by the clubhouse chairperson and the surrounding homeowners and that the monitoring company's services were not necessary.
- Action: Judi will inform the security company that their services are not needed at this time.

- Item: Holiday Lighting
 - Discussion/Summary: The Board stated they wanted the trees/monuments decorated for the holidays as was last year. The proposal they received from Sun and Shade was \$2,200.00 for labor only as the Association has the decorations.
 - Board Decision: The Board felt they should have another competitive bid and Michele had contacted two additional companies. As of the meeting she had not yet received the proposals but would inform the Board once received.
 - Action: Michele would inform the Board of the proposals once received.

- Item: National Claims Recovery
 - Discussion/Summary: Ronda had received correspondence from a representative from National Claims Recovery regarding single family homes and possible defective siding. They had asked Ronda if they could place an article in the Association newsletter informing homeowners of their services. Judi stated she had received correspondence from this company for another Association and the Board felt if an article was placed in the newsletter it could seem that the Association is endorsing their services.
 - Board Decision: Carrie stated she would research the company and provide an update to the Board via email.
 - Action: Karrie will provide an update to the Board once received.

NEWSLETTER ITEMS

- Volunteers
- Board Member Interest

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, December 16, 2008 beginning at 6:00 p.m. at the Community Clubhouse.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:04 p.m.