

# **ARAPAHOE RIDGE HOMEOWNERS ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING MINUTES**

**DECEMBER 16, 2008**

### **CALL TO ORDER**

The meeting was called to order at 6:12 p.m. Board Members in attendance were Ronda Grassi, Michele Leffler, Karrie Bach, and Mike Dunninger. In attendance from MSI, LLC was Judi England.

### **OPEN FORUM**

Board Member Interest -Homeowners Monica Kash and Trent Turner were in attendance to express their interest in serving on the Board of Directors. They each stated their background and why they would like to serve on the Board. The Board reiterated that the appointed homeowner would fulfill the remainder of Sharleen Bakeman's term which is thru October 2009.

The Board then thanked them for their interest in serving on the Board and stated Judi would contact them with the Board's decision.

The Board discussed each homeowner's information and desire to serve on the Board. After discussion, a motion was made, seconded and passed unanimously to appoint Trent Turner to the Board to fulfill the remainder of Sharleen Bakeman's term. The Board requested Judi contact both Monica and Trent with their decision.

### **APPROVAL OF PREVIOUS MINUTES**

The minutes from the November 19, 2008 meeting were approved as written.

### **MANAGER'S UPDATE**

Financials – The Board reviewed the Financials for the month of November 30, 2008. Judi stated the Association's Beginning Cash Balance was \$72,440.91. Expenses were \$15,683.83 with an Ending Cash Balance of \$59,053.05. There were no major questions regarding the financials.

Delinquencies – Judi reviewed the Delinquency Report ending November 30, 2008 with the Board. She informed the Board there were seven homeowners that had been turned over to the attorney.

### **OLD BUSINESS**

- Item: Landscape Update
  - Discussion/Summary: Ronda provided the design plan she received from Innovative Outdoor Design. The design plan was very detailed with various options for improvement. The Board stated they felt this will be a large project and determined the

appointment of a Landscape Committee would be beneficial to the Association. This Committee would review the plans and meet with Innovative Outdoor Design.

- Board Decision: The Board stated they had received correspondence from homeowner Tim Liston with his interest in serving on the Committee. They stated they were aware of two additional homeowners who also had expressed interest. The Board will contact Tim inquiring if he was still interested in serving on the Committee and request he Chair the Committee.
- Action: The Board will contact Tim inquiring if he was still interested in serving on the Committee and request he Chair the Committee.
  
- Item: Maintenance of Outlying Areas
  - Discussion/Summary: Judi provided the Board the additional copies of the drawings from the Town of Erie that relate to the Association's landscaping and irrigation system. She stated she informed Jill Wait (Parks & Rec Director) that the Board would like to complete a walk through with the Town in the spring of 2009 as they offered. Ronda re-capped for the new Board members that the Town of Erie had decided that maintenance responsibilities for Town owned property on the Association's property (approximately 42 acres) will shift to the Association beginning January 1, 2009. She stated in speaking to the Town of Erie Administrator, Mike Acimovic, the code requirements for the maintenance of the outlying areas is mowing and weed control once per year. He also had stated the Town is requesting Nobel Energy maintain the areas surrounding their oil wells. As of the meeting, Ronda had not received an update as to the Town's request of Nobel Energy.
  - Board Decision: Ronda stated she would contact Mike Acimovic requesting an update as well as request a written policy/contract with the Town for the upcoming maintenance in January 2009.
  - Action: Ronda will contact Mike Acimovic requesting an update as well as request a written policy/contract with the Town for the upcoming maintenance in January 2009.
  
- Item: Reserves Plan
  - Discussion/Summary: Judi stated as the reserves specialist is still on medical leave; Ronda had not had the opportunity to have a meeting with him. Judi then stated she was informed by Gary that he will contact Ronda by phone.
  - Board Decision: No decision needed.
  - Action: Judi will contact Gary inquiring on the status of meeting with Ronda.
  
- Item: 2007 Audit
  - Discussion/Summary: Judi stated she had informed the auditor of the Boards' decision to continue forward with a Review. Judi had received the draft copy for the Boards' review.
  - Board Decision: The Board requested Judi e-mail the draft to them for their review/records.
  - Action: Judi stated she would e-mail the draft to them for their review/records.
  
- Item: Signature Card Forms

- Discussion/Summary: Judi provided the new signature cards for the Board to sign. All members signed the form.
- Board Decision: No decision needed.
- Action: Judi stated she would provide the updated signature cards to the appropriate parties.
  
- Item: Hindman Sanchez Retainer Program
  - Discussion/Summary: Judi stated the Board-approved non-retainer program was submitted to Hindman Sanchez. She re-capped that although the Association is not on retainer; Hindman Sanchez is still the Association's legal firm.
  - Board Decision: No decision needed.
  - Action: No action needed.
  
- Item: Security Monitoring Service
  - Discussion/Summary: Judi stated she informed the contractor that the Association no longer needs their services.
  - Board Decision: No decision needed.
  - Action: No action needed.
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- Item: Holiday Lighting
  - Discussion/Summary: Judi stated the Board-approved bid was submitted to Sun & Shade and the project has been completed.
  - Board Decision: No decision needed.
  - Action: No action needed.
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- Item: National Claims Recovery
  - Discussion/Summary: Judi stated the information regarding their services was posted on the Association's website.
  - Board Decision: No decision needed.
  - Action: No action needed.

## **NEW BUSINESS**

- Item: Fence Stain
  - Discussion/Summary: Judi stated the Association's fence was stained in the summer of 2003 by Mountain Woodcare and on average, fences should be stained every 3-4 years. She then stated she requested bids to re-stain the fence and will provide the bids received to the Board at the January 20, 2009 meeting.
  - Board Decision: No decision needed.
  - Action: Judi will provide the bids received to the Board at the January 20, 2009 meeting.

- Item: Pool Contractors
  - Discussion/Summary: Judi stated she requested three bids for the 2009 season. As of the meeting she had not received all bids back but would provide the bids received to the Board at the January 20, 2009 meeting.
  - Board Decision: No decision needed.
  - Action: Judi will provide the bids received to the Board at the January 20, 2009 meeting.
  
- Item: Clubhouse Painting
  - Discussion/Summary: The Board determined the clubhouse interior should be painted in 2009. Ronda provided the bid she received from Eclipse Painting in the amount of \$2,900.00.
  - Board Decision: The Board requested Judi obtain two additional bids for comparison.
  - Action: Judi stated she would obtain two additional bids for comparison and will provide the bids received to the Board at the January 20, 2009 meeting.
  
- Item: 2008 Engagement Letter
  - Discussion/Summary: Judi provided the Board the Engagement Letter from Weidner & Associates, P.C. to complete an audit and tax return for the Association for fiscal year ending 2008. The fee to complete both an audit and tax return was in the amount of \$1,875.00.
  - Board Decision: After discussion, a motion was made, seconded and passed unanimously to authorize Weidner & Associates, P.C. to complete the Association's 2008 audit and tax return.
  - Action: Judi stated she would provide the signed Engagement Letter to the appropriate party.

### **NEWSLETTER ITEMS**

- Volunteers
- Community Involvement
- Clubhouse
- Landscaping

### **REVIEW OF INVOICES / SIGNING OF CHECKS**

The checks were signed per their attached invoices.

### **NEXT MEETING DATE, TIME & LOCATION**

The next meeting will be January 20, 2009 beginning at 6:00 p.m. at the Community Clubhouse.

### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 7:59 p.m.