

# ARAPAHOE RIDGE HOMEOWNERS ASSOCIATION, INC.

## BOARD OF DIRECTORS MEETING MINUTES

FEBRUARY 17, 2009

### CALL TO ORDER

The meeting was called to order at 5:58 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

Town of Erie Water Education Specialist -Jennelle Freeston was in attendance to discuss the importance of protecting storm water on the Association's property as well as the neighborhood water stewardship program. She presented various information and answered questions accordingly.

The Board then thanked Jennelle for her attendance.

### APPROVAL OF PREVIOUS MINUTES

The minutes from the January 21, 2009 meeting were approved with the following changes: Old Business -2007 Audit, change Audit to Review and Old Business - Pool Survey, change stabilizer to sanitizer.

### MANAGER'S UPDATE

Financials – The Board reviewed the Financials for the month of January 31, 2009. Judi stated the Association's Beginning Cash Balance was \$51,971.83. Expenses were \$16,368.71 with an Ending Cash Balance of \$149,919.05. There were no major questions regarding the financials.

Delinquencies – Judi reviewed the Delinquency Report ending January 31, 2009 with the Board. She informed the Board there currently are six homeowners that are with the attorney for delinquent assessments. Judi provided the updated status report to the Board.

Covenant Violations – Judi provided the updated violation report to the Board. There were no major questions regarding the violations.

### OLD BUSINESS

- Item: Landscaping Update
  - Discussion/Summary: Judi stated the contract from Innovative Outdoor Designs was modified with the Board's requests and the contractor is in agreement with the changes.

- Board Decision: After discussion, a motion was made, seconded and approved unanimously to accept the modified contract. The Board signed the contract and requested Judi contact the contractor confirming their approval.
  - Action: Judi stated she would contact the contractor confirming the Board's approval.
  
- Item: Maintenance of Outlying Areas
  - Discussion/Summary: Ronda stated she still had not received correspondence from the Town of Erie Administrator regarding the damaged areas that should be brought up to standards before the Association takes over managing the Town's property.
  - Board Decision: No decision needed.
  - Action: Ronda will provide an update to the Board once received.
  
- Item: Reserves Plan
  - Discussion/Summary: Ronda met with Gary Duke to discuss the option for an MSI reserve plan. Ronda stated she thought that MSI's procedure may be a bit antiquated and requested Judi provide program discs she researched to Gary and request he review this type of program for the Association's reserve plan.
  - Board Decision: No decision needed.
  - Action: Judi stated she would provide the program discs from Ronda to Gary and request he contact Ronda with his input.
  
- Item: Fence Stain
 

Discussion/Summary: Judi recapped that due to the cost to stain the entire fence, Trent was to review the fence and provide his suggestions at the meeting. Due to his absence, this item will be moved to the March 17, 2009 agenda.

  - Board Decision: No decision needed.
  - Action: Judi will move this item to the March 17, 2009 agenda.
  
- Item: Pool Contractor
  - Discussion/Summary: The Board reviewed the Bid Summary information provided by Judi. After detailed review, the Board felt Front Range Recreation would best fit the Association's needs however wanted to contact the contractor for additional questions.
  - Board Decision: Karrie stated she would contact Front Range Recreation with the additional questions, and due to time-sensitivity, would provide the information to the Board via e-mail.
  - Action: Karrie will contact Front Range Recreation with the additional Board questions.
  
- Item: Pool Survey/UV Sanitizer
  - Discussion/Summary: Judi stated she had received information/input from pool contractors, sales reps, and internet searches regarding UV sanitizers and the three main items were: Cost (Varies due to size), Chlorine Reduction, and UV systems do not kill algae. However, Mike had received information from a sales rep that UV sanitation is beneficial to public swimming pools. Mike stated the contractor was to provide a proposal for the Board to review but still needed additional details about the pool.

Ronda recapped that the Town of Erie would also need to approve the change as the pool is their property.

- Board Decision: No decision needed.
- Action: Mike will provide the proposal to the Board once received.
  
- Item: Clubhouse Painting
  - Discussion/Summary: Judi stated the interior clubhouse painting had been completed.
  - Board Decision: No decision needed.
  - Action: No action required.
  
- Item: Grounds Maintenance/Snow Removal Contract
- Discussion/Summary: The Board provided the approved contract for Sun and Shade Landscaping to Judi. Judi stated the contractor had been informed of the Board's approval.
- Board Decision: No decision needed.
- Action: No action needed.

### **NEW BUSINESS**

- Item: Clubhouse Furniture
  - Discussion/Summary: Prior to the meeting, the Design Committee provided design concepts for updated furniture in the clubhouse. Two options were provided. The cost for the first option was \$9,093.00 and the cost for the second option was \$9,943.00.
  - Board Decision: After detailed review and discussion, a motion was made, seconded and approved unanimously to select the second option in the amount of \$9,943.00. The Board requested Judi inform the Committee of their decision.
  - Action: Judi stated she would inform the Committee of the Board's decision.
  
- Item: Town of Erie Reimbursement
  - Discussion/Summary: Judi stated she contacted the Town of Erie Administrator inquiring on their procedure for the Association's reimbursement request and was informed by the Finance Director (Molly Kostelecky) that she could submit an invoice with the reimbursement request. Molly stated once she reviewed the invoice she would review the lease terms to be sure there is no default by the lessee. The invoice Judi submitted was in the amount of \$1,344.00 (\$112.00/mo.).
  - Board Decision: No decision needed.
  - Action: Judi will provide an update to the Board once received.
  
- Item: Design Review Committee Member
  - Discussion/Summary: Committee member Marti Saint-Oyant stated her friend Michelle Solloway was interested in volunteering on the Committee. Michelle attended the meeting and the Board asked various questions as to her interest in serving on the Committee. They stated they were pleased she was interested in volunteering and would discuss her joining the Committee and inform her of their decision.
  - Board Decision: After discussion, the Board determined Michelle may be a good fit for the committee and requested Judi contact her with their approval.
  - Action: Judi stated she would contact Michelle with their approval.

## **NEWSLETTER ITEMS**

- Pool Season

## **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, March 17, 2009 beginning at 6:00 p.m. at the Community Clubhouse.

## **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 8:07 p.m.