

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

## **BOARD OF DIRECTORS MEETING MINUTES**

**APRIL 21, 2009**

### **CALL TO ORDER**

The meeting was called to order at 6:02 p.m. Board Members in attendance were Ronda Grassi, Mike Dunninger, Karrie Bach, Michele Leffler, and Trent Turner. In attendance from MSI, LLC was Judi England.

### **OPEN FORUM**

Mickey Speck (Siemens Water Technologies) - Mickey was in attendance to provide additional information regarding a UV system for the Association's two pools. He recapped that a UV system is beneficial for swimming pool sanitization however stated the levels of the chlorine gases may not be significantly reduced. The cost to purchase and install two UV systems (one for the main pool and the other for the wader pool) was \$48,945.00. Due to the cost, and without a guarantee that chlorine gases would significantly be reduced, the Board felt this would not be in the best interest of the Association at this time.

The Board then thanked Mickey for his attendance.

### **POOL COMMITTEE**

Committee Chairperson Shaun O'Reilly was not in attendance. Judi informed the Board the Board-approved bid to re-key the pool was submitted to Kaiser Lock & Key and the new keys had been cut. The re-key should occur within the next few days. The purchase of replacement pool furniture was also discussed. Clubhouse Committee Chairperson, Julie Schirmacher, had provided a list of pool furniture that was broken/damaged during the 2008 pool season as well as the cost for each item. The Board stated they would like competitive bids on the items proposed. Michele stated she would research prices and provide an update to the Board once received.

### **APPROVAL OF PREVIOUS MINUTES**

The minutes from the March 17, 2009 Board of Directors meeting were approved with the following change: Remove Michele Leffler under Call to Order.

### **MANAGER'S UPDATE**

Financials – The Board reviewed the Financials for the month of March 31, 2009. Judi stated the Association's Beginning Cash Balance was \$151,252.69. Expenses were \$32,620.22 with an Ending Cash Balance of \$124,605.61. There were no major questions regarding the financials.

Delinquencies – Judi reviewed the Delinquency Report ending March 31, 2009 with the Board. She informed the Board there currently are five 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. The Board brought up a concern regarding the tone of the current violation letters. A draft letter was created by Mike Dunninger that the Board reviewed. Judi informed the Board the MSI violation letters will be changing soon with the implementation of a new computer program. She provided a sample letter for the Board to review. The Board was pleased that the standard letter had been modified and chose to continue forward with the MSI violation letters.

## **OLD BUSINESS**

- Item: Landscaping Update
  - Discussion/Summary: Judi stated the majority of the project had been completed.
  - Board Decision: Ronda requested Judi contact Jason (Sun and Shade Landscape) inquiring when the Board-approved Aspen tree removal would occur.
  - Action: Judi stated she would contact Jason inquiring when the Board-approved Aspen tree removal would occur.
  
- Item: Maintenance of Outlying Areas
  - Discussion/Summary: The Board, as well as the grounds contractor, met with the Town of Erie Assistant Parks Superintendant to discuss outstanding concerns with maintenance of the Town's property.
  - Board Decision: The Board stated although the meeting was productive, there were various issues that were not resolved. Ronda stated she will be meeting with Mike Acimovic, on Thursday April 23, 2009 to discuss the outstanding issues.
  - Action: Ronda will provide the updated information to the Board.
  
- Item: Reserves Plan
  - Discussion/Summary: Judi recapped that the Board-selected reserve plan, that includes MSI converting the base figures from the Association's existing plan to the MSI spreadsheet, then providing it to the Board to modify, was emailed to the Board. The Board discussed tracking vendor warranty work or reserve expenditure items and had created a website form that would be completed by the contractors. The information would be submitted to the Board and they would compile the information for the Association's records.
  - Board Decision: The Board requested Judi inform contractors, who will be completing warranty work for the Association, of the online vendor work completion form.
  - Action: Judi stated she would refer contractors to the Association's website to complete the form if the work they will be performing will include a warranty.
  
- Item: Fence Stain
  - Discussion/Summary: Trent provided additional information on the fence areas he felt should be stained this year. Judi inquired if he had compiled a map with the specific

locations so she could provide it to contractors for bidding purposes. Trent stated he did not have a completed map but would provide it to Judi once completed.

- Board Decision: No decision needed.
- Action: Trent will provide the map to Judi once completed.
  
- Item: Pool Contractor
  - Discussion/Summary: Judi stated the Board-approved contracts were provided to Front Range Recreation. Karrie stated the contractor will have a sign-in sheet at the gate to help track resident attendance.
  - Board Decision: No decision needed.
  - Action: No action needed.
  
- Item: Pool Water (UV System)
  - Discussion/Summary: Specifics were discussed under Open Forum.
  - Board Decision: The Board re-capped that due to the cost and without a guarantee that chlorine gases may not be significantly reduced, this system would not be in the best interest of the Association at this time. They stated the current chlorinator system, that was not activated by the prior pool contractor, will be activated by the new pool contractor and that it will help regulate the amount of chlorine in the pool.
  - Action: No action needed.
  
- Item: Town of Erie Reimbursement
  - Discussion/Summary: Judi stated the reimbursement check had been received.
  - Board Decision: No decision needed.
  - Action: No action needed.

## **NEW BUSINESS**

- Item: Management Agreement
  - Discussion/Summary: Ronda reviewed the amended contract which allowed for a two year agreement that provided for no increase this year and a five percent increase next year. In addition, the agreement included an early cancellation clause that required the Association to pay MSI the difference between the current fee that they are not charging for the Association this year, and the 5% increase that doesn't start until next year if the Association cancels before the end of the full term of the agreement. Ronda then asked if the ten dollar per month record storage fee had been removed. Judi stated that item remained in the proposed contract.
  - Board Decision: The Board stated they did not want to pay the additional ten dollar per month fee for MSI to keep the Association records on file. Judi explained that the Association would be responsible for the upkeep and maintenance of all records stored off-site at a facility of their choosing, and would be responsible for any loss or damage that may occur to records stored by the Association. The Association would need to accommodate the request of any member of the Association to review records of the Association, per Senate Bill 100, which it may have in its possession and/or at the storage facility and to provide copies of the records to the requesting member at the member's expense. After discussion a motion was made, seconded, and passed

unanimously to accept the proposed contract with an addendum that MSI will not store the Association's records.

- Action: Judi thanked the Board for renewing their contract with MSI and stated she would inform the appropriate parties of the Board's decision to keep/maintain the Association's prior records.
  
- Item: Energy Audit
  - Discussion/Summary: This item will be discussed at the May meeting.
  - Board Decision: No decision needed.
  - Action: No action needed.
  
- Item: Clubhouse Usage Procedure
  - Discussion/Summary: Judi informed the Board the new clubhouse usage procedure had been implemented and homeowners will be reserving the clubhouse on the Association's website thru MSI.
  - Board Decision: No decision needed.
  - Action: No action needed.
  
- Item: Design Improvement Request Procedure
  - Discussion/Summary: Judi recapped the current procedure and the items proposed to save time and Association money.
  - Board Decision: The Board discussed the items and was in agreement with the changes. Judi inquired if a Board member would be able to contact the DRC Chairperson with the modifications.
  - Action: Michele stated she would contact the DRC Chairperson, via email, with the modifications.
  
- Item: Community Walk Thru
  - Discussion/Summary: Due to time constraints, this item will be discussed at the May meeting.
  - Board Decision: No decision needed.
  - Action: No action needed.
  
- Item: Clubhouse Furnace Replacement
  - Discussion/Summary: Judi informed the Board she requested bids to replace the failing water heater in the clubhouse. Judi recapped that the bids were for a commercial grade heater that was similar to the existing heater.
  - Board Decision: The Board discussed the option for a commercial tankless heater and requested Judi obtain additional bids.
  - Action: Judi stated she would obtain additional bids for a tankless water heater and would provide the information to the Board via email.
  
- Item: Community Events
  - Discussion/Summary: Due to time constraints, this item will be discussed at the May meeting.
  - Board Decision: No decision needed.

➤ Action: No action needed.

### **NEWSLETTER ITEMS**

- New pool keys/pool opening party/new pool management company
- New landscaping
- Clubhouse improvements
- Fence repair and stain
- Association Events

### **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, May 19, 2009 beginning at 6:00 p.m. at the Community Clubhouse.

### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 8:38 p.m.