

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

## **BOARD OF DIRECTORS MEETING MINUTES**

**August 18, 2009**

### **CALL TO ORDER**

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

### **OPEN FORUM**

There were no homeowners present for the Open Forum session.

### **POOL COMMITTEE**

Early-Closing Hours – The Board discussed comments from homeowners who were told by the lifeguards that the pool will start to be closed until 3:00 p.m. once the lifeguards returned to school. The Board recapped that although the pool is not guarded until 3:00 p.m., the pool will remain open during regular hours. The Board was informed that the lifeguards had been informed of this.

Karrie then stated she had spoken to Front Range Recreation requesting they attend the November Board meeting to provide a recap of the 2009 pool season.

### **APPROVAL OF PREVIOUS MINUTES**

The minutes from the July 21, 2009 Board of Directors meeting were approved as written.

### **MANAGER'S UPDATE**

Financials – The Board reviewed the Financials for the month ending July 31, 2009. Judi stated the Association's Beginning Cash Balance was \$69,291.55. Expenses were \$48,617.71 with an Ending Cash Balance of \$119,079.05. There were no major questions regarding the financials.

Delinquencies – The Board reviewed the Delinquency Report for the month ending July 31, 2009. It was noted there are seven homeowners with the attorney for delinquent assessments. The Board was informed that the homeowner at 2911 Prince Circle had requested, through the Association's attorney, the Board waive the late fees and interest on her account. The Board stated as the Association has already been charged the late fees, they could not be waived. However, the Board authorized the interest in the amount of \$222.25 be waived as long as the homeowner is current on all future assessments. The Board requested Judi contact the attorney informing them of their decision.

Covenant Violations – The Board reviewed the Covenant Violation report. There were no major questions regarding the violations.

### **OLD BUSINESS**

- Item: Maintenance of Outlying Areas
  - Discussion/Summary: Ronda stated she authorized additional grasses be mowed off of the main sidewalks/paths as well as trimming up trees and bushes. She then stated that she and the representatives from the surrounding Associations will be holding a coalition meeting on August 19, 2009. She stated she hoped that two Erie Board of Trustees would attend as well.
  - Board Decision: No decision needed.
  - Action: Ronda will provide updates to the Board as needed.
  
- Item: Fence Stain
  - Discussion/Summary: Trent had provided the map to Judi, but as of the meeting she had not yet had the opportunity to review/request bids.
  - Board Decision: No decision needed.
  - Action: Judi will request bids to stain the sections of fence per the map Trent provided.
  
- Item: Community Walk Thru
  - Discussion/Summary: The Board was informed that letters were mailed to the twenty-seven homeowners who still had not yet responded to the requirement to paint their home. As of the meeting, there were sixteen homeowners who still had not responded. Judi stated she would mail the next letter, which would be a fine letter, to those homeowners with the Board's approval.
  - Board Decision: The Board authorized Judi to continue forward.
  - Action: The additional letters will be mailed to the homeowners who have not yet complied.
  
- Item: 1725 Powell Street – Painting Violation
  - Discussion/Summary: Judi stated she received a call from the homeowner that he will submit a Design Improvement Request. She then stated currently he has received \$175.00 in fines for non-compliance.
  - Board Decision: No decision needed.
  - Action: Judi stated she would monitor the violation once the request has been submitted/reviewed.

### **NEW BUSINESS**

- Item: Neighborhood Directory
  - Discussion/Summary: This item will be discussed at the September Board meeting.
  - Board Decision: No decision needed.
  - Action: No action needed.
  
- Item: 2010 Budget

- Discussion/Summary: The draft 2010 budget was provided to the Board. The draft budget allowed for the assessments to increase to \$255.00 twice per year.
  - Board Decision: In reviewing the budget, there were six line items the Board requested be modified.
  - Action: Judi stated she will complete the Board-requested modifications to the budget and provide it via e-mail to the Board.
- Item: 2009/2010 Grounds Maintenance/Snow Removal Bids
    - Discussion/Summary: Judi stated she requested bids for the 2009/2010 season.
    - Board Decision: The Board reviewed the bids and determined as Sun and Shade Groundskeeping is aware of the specifics for the Town of Erie land, and has provided good service for the year, it would be in the best interest of the Association to continue with their services. A motion was made, seconded, and passed unanimously to sign their contract for the 2009/2010 season.
    - Action: The signed contract will be provided to Sun and Shade Groundskeeping.
- Item: Clubhouse Usage Policy
    - Discussion/Summary: Mike and Michele had updated the clubhouse usage policy with more defined specifications.
    - Board Decision: Mike will post the updated policy on the arhoa.org website.
    - Action: Judi will request the updated policy be posted on the Association's msioha.com website.
- Item: 2008 Tax Returns
    - Discussion/Summary: The Board signed the 2008 State tax return but had questions regarding the 2008 Federal tax return.
    - Board Decision: The Board requested Judi contact the CPA with their questions.
    - Action: Judi stated she would contact the CPA with the Board's questions and provide answers to them via e-mail.
- Item: 2009 CPA Engagement Letter
    - Discussion/Summary: Judi provided the Engagement Letter from Weidner and Associates for the fiscal year ending 2009. The fee to complete both an audit and tax returns was in the amount of \$1,875.00.
    - Board Decision: After discussion, a motion was made, seconded, and passed unanimously to authorize Weidner and Associates to complete the Association's 2009 audit and tax return.
    - Action: The Board-approved letter will be provided to the appropriate parties.

### **NEWSLETTER ITEMS**

- Annual Meeting/Notice

**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 15, 2009 beginning at 6:00 p.m. at the Community Clubhouse.

**ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 8:08 p.m.