

ARAPAHOE RIDGE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

September 15, 2009

CALL TO ORDER

The meeting was called to order at 6:03 p.m. Board Members in attendance were Ronda Grassi, Mike Dunninger, Karrie Bach, and Trent Turner. In attendance from MSI, LLC was Judi England.

OPEN FORUM

Steve Skapyak – Steve was in attendance to discuss clubhouse usage fees for organizations such as his Boy Scout troop. Currently the fee is \$45.00 per use with a \$150.00 deposit. He stated organizations such as the Boy Scouts and Girl Scouts may not have enough funds to pay for each clubhouse usage. The Board discussed options for the organizations to volunteer to complete tasks for the Association in lieu of the fee. They stated as all Board members were not in attendance, they did not want to make a final decision. This item will be finalized at the October Board meeting.

The Board thanked Steve for his attendance.

POOL COMMITTEE

Pool Season Review – Judi stated she received confirmation from Front Range Recreation that they will attend the November Board meeting and provide a report for the 2009 pool season.

APPROVAL OF PREVIOUS MINUTES

The minutes from the August 18, 2009 Board of Directors meeting were approved as written.

MANAGER'S UPDATE

Financials – The Board reviewed the Financials for the month ending August 31, 2009. Judi stated the Association's Beginning Cash Balance was \$119,079.05. Expenses were \$36,309.68 with an Ending Cash Balance of \$95,275.32. There were no major questions regarding the financials.

Delinquencies – The Board reviewed the Delinquency Report for the month ending August 31, 2009. It was noted there are seven homeowners that are with the attorney for delinquent assessments.

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 there were no major updates at this time.
 - Board Decision: No decision needed.
 - Action: Ronda will provide updates to the Board as needed.

 - Item: Fence Stain
 - Discussion/Summary: Judi stated she had not been able to obtain bids to paint just the pickets and posts along the fence line that would be economical.
 - Board Decision: The Board then determined the entire top horizontal boards of the fence should be stained.
 - Action: Judi will request bids to stain the top of the fence.

 - Item: Community Walk Thru
 - Discussion/Summary: The Board was informed that letters were mailed to the sixteen homeowners who still had not yet responded to the requirement to paint their home. As of the meeting, there were six homeowners who still had not responded. Judi stated she would mail the next letter, which would be a second 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: The Board was informed that the homeowner submitted a Design Improvement Request form however did not complete the required information. Judi stated she forwarded his request back to him via e-mail and explained the requirements. She then stated if she did not receive the correctly completed form within the next week she would continue to mail violation letters to him.
 - Board Decision: No decision needed.
 - Action: Judi will continue to mail violation letters to the homeowner if she did not receive the correctly completed form within the next week.
- Item: 2009/2010 Grounds Maintenance/Snow Removal Bids
- Discussion/Summary: Judi stated the Board-approved contract was submitted to Sun and Shade.
 - Board Decision: No decision needed.
 - Action: No action needed.
- Item: Clubhouse Usage Policy
- Discussion/Summary: Judi stated the Board-approved policy had been updated on the msiho.com website.

- Board Decision: The Board then recapped the request from Steve Skapyak regarding clubhouse usage fees for organizations and that a decision would be made at the October Board meeting when all Board members would be in attendance.
- Action: This item will be discussed further at the October Board meeting.

Item: 2009 CPA Engagement Letter

- Discussion/Summary: Judi stated the Board-approved engagement letter was provided to Weidner & Associates.
- Board Decision: No decision needed.
- Action: No action needed.

NEW BUSINESS

➤ Item: Neighborhood Directory

- Discussion/Summary: The Board discussed the possibility of compiling an updated neighborhood directory.
- Board Decision: Trent stated he would create a requirement document for creating an online directory.
- Action: Trent will create a requirement document for creating an online directory.

Item: 2010 Budget

- Discussion/Summary: Judi provided the revised 2010 budget to the Board. The revisions allowed for the assessments to increase to \$290.00 twice per year.
- Board Decision: Mike requested two additional line items be added regarding website hosting and clubhouse communications. With these additions, a motion was made, seconded and passed unanimously to approve the 2010 budget as presented.
- Action: Judi stated she would create the Notice mailing which would include a budget summary.

Item: 2008 Tax Returns

- Discussion/Summary: The 2008 Federal tax return was signed by Ronda.
- Board Decision: No decision needed.
- Action: The signed tax return will be provided to the appropriate parties.

➤ Item: Annual Meeting

- Discussion/Summary: Judi recapped that the meeting will occur on October 20, 2009 beginning at 7:00 p.m. at the Erie Recreation Center. She stated Karrie, Trent, and Mike's terms will be completed.
- Board Decision: No decision needed.
- Action: No action needed.

➤ Item: Trash Removal Bids

- Discussion/Summary: Judi informed the Board that bid requests were submitted to additional trash removal contractors. As of the meeting Judi had not received the bids.
- Board Decision: No decision needed.
- Action: Judi stated she would provide the bids to the Board at the October meeting.

NEWSLETTER ITEMS

- Annual Meeting Notice/Budget Summary

REVIEW OF INVOICES / SIGNING OF CHECKS

The checks were signed per their attached invoices.

NEXT MEETING DATE, TIME & LOCATION

The next meeting will be held Tuesday, October 20, 2009 beginning at 6:00 p.m. at the Erie Recreation Center with the Annual/Budget Ratification meeting beginning at 7:00 p.m.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:10 p.m.