

ARAPAHOE RIDGE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

November 17, 2009

CALL TO ORDER

The meeting was called to order at 6:00 p.m. Board Members in attendance were Ronda Grassi, Mike Dunninger, Michele Leffler, Dan Schneider, and Trent Turner. In attendance from MSI, LLC was Judi England.

OPEN FORUM

Front Range Recreation – Jennifer Schultz was in attendance to discuss the 2009 pool season with the Board. Items discussed were:

- Lifeguard Hours/Coverage
- Pool Attendance
- Pool Supplies/Expenditures

Jennifer stated she would discuss the outstanding items with Jaylene Jones (President) and provide written correspondence to the Board.

Brandon Kane (Key Investment Services) – Brandon was in attendance to discuss options to invest a portion of the Association's reserves monies into a fixed annuity. He provided detailed information to the Board and after discussion; a motion was made, seconded, and passed unanimously to invest \$60,000.00 in a fixed annuity offered through Western National Life. The Board will complete the required paperwork and provide a copy to Judi for the Association's records.

POOL COMMITTEE

Items were discussed in Open Forum.

APPROVAL OF PREVIOUS MINUTES

The minutes from the October 20, 2009 Board of Directors meeting were approved as written.

MANAGER'S UPDATE

Financials – The Board reviewed the Financials for the month ending October 31, 2009. Judi stated the Association's Beginning Cash Balance was \$72,385.52. Expenses were \$17,806.64 with an Ending Cash Balance of \$57,442.40. There were no major questions regarding the financials.

Delinquencies – The Board reviewed the Delinquency Report ending October 31, 2009. It was noted there are five homeowners that are with the attorney for delinquent assessments. Judi informed the Board that the home at 3257 McClure Drive had been foreclosed upon and the outstanding assessment amount of \$222.87 would need to be written off to Bad Debt. In addition, she informed them the homeowners at 1571 Hays Court had filed bankruptcy and the outstanding assessment amount of \$47.55 would need to be written off to Bad Debt. After discussion the Board authorized both amounts be written off to Bad Debt. Judi stated she would inform the accounting department of the Board's approval.

Covenant Violations – The Board reviewed the Covenant Violation report. There were no major questions regarding the violations. Judi then provided correspondence from the homeowner at 1885 Morris Court regarding painting her house without submitting a request form to the Design Review Committee. The homeowner painted her house a bright yellow color that the Committee stated they would not approve as a custom color. The Board requested Judi obtain a written decision from the Committee that included all member comments. Once received, Judi will mail a letter to the homeowner with the decision which would then allow the homeowner the right to appeal the decision to the Board.

OLD BUSINESS

- Item: Maintenance of Outlying Areas
 - Discussion/Summary: Ronda stated there were no new updates.
 - Board Decision: No decision needed.
 - Action: Ronda will provide updates to the Board as needed.

- Item: Fence Stain
 - Discussion/Summary: All bids had been received and are as follows:
 - Gilmore Construction - \$4,405.00
 - Mountain Woodcare - \$5,500.00
 - Rocky Property Services - \$9,953.00
 - Board Decision: The Board stated the fence was last stained by Mountain Woodcare and they were pleased with the results. After discussion, a motion was made, seconded, and passed unanimously to approve the bid from Mountain Woodcare.
 - Action: The Board-approved bid will be submitted to the contractor.

- Item: Community Walk Thru
 - Discussion/Summary: Judi stated she mailed letters to the two homeowners who had not yet responded informing them they would be allowed an extension until June 2010 for financial reasons if they provided correspondence with the request. She then stated she had received correspondence from the homeowners with the extension request for financial reasons.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: 1725 Powell Street – Paint Violation

- Discussion/Summary: Judi stated as of the meeting, the homeowner still has not submitted a correctly completed Design Improvement Request form and additional letters are mailing to him.
- Board Decision: No decision needed.
- Action: Judi will continue to mail violation letters to the homeowner if she does not receive the correctly completed form within the next week.

- Item: Clubhouse Usage Policy
 - Discussion/Summary: The Board recapped the requests from two homeowners who have organizations and would like the fee reduced to use the clubhouse.
 - Board Decision: The Board determined, although they were pleased the homeowners would use the clubhouse for the meetings, there could not be an exception made to lower clubhouse fees for organizations.
 - Action: Judi stated she would inform the homeowners who made the request of the Board's decision.

- Item: Neighborhood Directory
 - Discussion/Summary: Trent had not had the opportunity to create a requirement document for creating an online directory but would provide it to Mike prior to the December meeting.
 - Board Decision: No decision needed.
 - Action: Trent will create a requirement document and provide it to Mike.

- Item: Trash Removal Bids
 - Discussion/Summary: Ronda had spoken to a representative from Waste Connections regarding modifications for the upcoming contract. It was agreed upon that the fee would only be increased 2 1/2 % for 2010, no more than a 5% fuel charge would be added, and eight trash dumpsters would be available for use during Association events. She stated a revised contract would be provided to her from Waste Connections.
 - Board Decision: After discussion, a motion was made, seconded, and passed unanimously to accept the proposed contract. Ronda stated she would sign the contract once received and provide a copy to Judi for the Associations' records.
 - Action: Ronda will provide a copy of the signed contract to Judi.

NEW BUSINESS

- Item: Design Review Committee – Board Liaison
 - Discussion/Summary: Due to time constraints this item will be discussed at the December meeting.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: Clubhouse Floor - Pool
 - Discussion/Summary: Judi stated Eclipse Painting has completed the painting of the clubhouse floor in the pool area.
 - Board Decision: No decision needed.

- Action: No action needed.
- Item: Board Member Election
 - Discussion/Summary: Judi stated, as mentioned via e-mail, the Board met and determined the following officers:
 - President: Ronda Grassi
 - Vice President: Mike Dunninger
 - Secretary: Michele Leffler
 - Treasurer: Dan Schneider
 - Member at Large: Trent Turner
 - Board Decision: No decision needed.
 - Action: No action needed.
- Item: Signature Cards
 - 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 will provide the updated signature cards to the appropriate parties.
- Item: Landscaping (Pool Area)
 - Discussion/Summary: Ronda had contacted Innovative Outdoor Designs for a possible new plan to upgrade/replace the landscaping in the pool area. The contractor had requested an electronic file with the original landscape plans be provided to her.
 - Board Decision: Ronda had informed the Board that CADCO can complete the initial plan layout for \$450.00. After discussion, a motion was made, seconded, and passed unanimously to continue forward with the initial plan layout.
 - Action: Ronda will continue forward with the initial plan layout.
- Item: Holiday Lights
 - Discussion/Summary: The Board stated they would again have holiday lights installed on the monuments and surrounding trees. The bid received from Sun and Shade was in the amount of \$2,820.00.
 - Board Decision: After discussion, a motion was made, seconded, and passed unanimously to sign the proposal from Sun and Shade.
 - Action: The Board-approved proposal will be provided to the contractor.

NEWSLETTER ITEMS

- Annual Meeting Update
- Assessment Increase

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

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:04 p.m.