

ARAPAHOE RIDGE HOMEOWNERS ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

December 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, Michele Leffler, Dan Schneider, and Trent Turner. In attendance from MSI, LLC was Judi England.

OPEN FORUM

Innovative Outdoor Designs – Suzanne Thorne was in attendance to provide her proposed landscape plan for the pool area. She answered various questions from the Board. It was determined although there were modifications requested to the plan, the Board agreed to continue forward to upgrade the pool landscaping with a budget not to exceed \$30,000.00. Ronda stated she would contact Suzanne after the meeting with the Board's requested modifications.

APPROVAL OF PREVIOUS MINUTES

The minutes from the November 17, 2009 Board of Directors meeting were approved as written.

MANAGER'S UPDATE

Financials –The Board reviewed the Financials for the month ending November 30, 2009. Judi stated the Association's Beginning Cash Balance was \$57,442.40. Expenses were \$15,806.99 with an Ending Cash Balance of \$43,800.54. There were no major questions regarding the financials.

- 2009 Transfer from Reserves to Operating – The 2009 budget proposed a \$22,000.00 transfer from the reserves account to the operating account for a balanced budget. The Association did not experience the anticipated deficit in the operating account for 2009 therefore the transfer was not necessary.

Delinquencies – The Board reviewed the Delinquency Report ending November 30, 2009. It was noted there are fourteen 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 new updates.
 - Board Decision: No decision needed.
 - Action: Ronda will provide updates to the Board as needed.

- Item: Fence Stain
 - Discussion/Summary: Judi stated the Board-approved bid was submitted to Mountain Woodcare and the project will begin as soon as weather permits.
 - 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: A concern had been brought up regarding the usage of inflatable play structures and the power they use. Prior, there were issues when the electrical breaker was tripped due to the larger amount of electricity needed.
 - Board Decision: The Board determined that homeowners that want to use the inflatable play structures must provide their own generator as an electrical source.
 - Action: Mike will update the policy to include this requirement.

- Item: Neighborhood Directory
 - Discussion/Summary: Trent stated he created the requirement document for creating an online directory.
 - Board Decision: No decision needed.
 - Action: Trent will provide access for Mike to review.

- Item: Trash Removal Bid
 - Discussion/Summary: Judi provided the revised bid received from Waste Connections to the Board.
 - Board Decision: The Board signed the bid.
 - Action: Judi will provide the bid to the contractor.

NEW BUSINESS

- Item: Design Review Committee – Board Liaison
 - Discussion/Summary: The Board discussed options for a Board Liaison for the committee. The liaison would attend the committee meetings to offer advice if needed or to answer any questions the committee may have for the Board.
 - Board Decision: Michele offered to volunteer as the liaison.
 - Action: Mike will update the e-mail distribution list with Michele’s information.

- Item: Signature Cards
 - Discussion/Summary: Judi stated she provided the updated cards to the appropriate parties.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: Landscaping (Pool Area)
 - Discussion/Summary: This item was discussed under Open Forum.
 - Board Decision: No additional decision needed.
 - Action: No additional action needed.

- Item: Holiday Lighting
 - Discussion/Summary: Judi stated the Board-approved bid was submitted to Sun and Shade and the lights have been installed and are working. She then stated there were a few issues with the electrical and work orders were issued.
 - Board Decision: No decision needed.
 - Action: No action needed.

- Item: 1885 Morris Court – Painting Violation
 - Discussion/Summary: Judi recapped that the homeowner painted her home without submitting a request to the Design Review Committee. The homeowner then submitted a request with a custom color however the Committee felt the color was too bright for the current paint palette. The Board had requested all committee members respond in writing with their decision. As of the meeting four of the five members responded.
 - Board Decision: Ronda stated she will contact the additional member again requesting he provide his decision in writing.
 - Action: Ronda will contact the additional member again requesting he provide his decision in writing.

- Item: Overnight Clubhouse Parking
 - Discussion/Summary: Correspondence was received from homeowners regarding residents parking overnight in the clubhouse parking lot. Currently if this is noted, a violation letter cannot be mailed to the resident unless it is verified which home the vehicle belongs to. Judi provided a bid from a security company that offered an option to boot vehicles that were illegally parked.

- Board Decision: After discussion the Board felt at this time a service of this type would not be necessary and would review alternate options for compliance if needed.
 - Action: Judi will inform the contractor of the Board's decision.
- Item: Hindman Sanchez Retainer Program
 - Discussion/Summary: Judi provided information to the Board regarding their 2010 program. She stated their fee would be \$165.00/month
 - Board Decision: The Board stated as of this time, the retainer program was not necessary for the Association. However they would continue using the services of Hindman Sanchez on non-retainer.
 - Action: Judi stated she would inform the attorneys of the Boards' decision.
- Item: Assessment Payments
 - Discussion/Summary: Judi recapped that she had received correspondence from homeowners asking if the assessment due date could be changed back to quarterly payments. Judi informed the Board there would be an additional cost to the Association as coupon books would need to be provided to the homeowners.
 - Board Decision: After discussion, the Board determined as there would be an additional cost, the assessment due date will remain at bi-yearly.
 - Action: No action needed.
- Item: 2008 Audit -Letter of Representation
 - Discussion/Summary: Judi stated the letter stating the Board accepted the 2008 draft audit was never signed and the final audit could not be released without the signed letter.
 - Board Decision: Ronda stated she had additional questions regarding the audit that needed to be answered prior to signing the letter and she would provide the questions to Judi.
 - Action: Ronda will provide her questions to Judi for the auditor to answer.
- Item: House Bill 1359
 - Discussion/Summary: Judi stated there is a new governance policy required regarding Association reserve studies and funding. Judi provided the policy for the Board to sign.
 - Board Decision: The Board signed the policy.
 - Action: Judi will provide the policy to the appropriate parties.
- Item: Clubhouse Attic Furnace
 - Discussion/Summary: Judi stated she was informed the current attic furnace is a ninety percent efficiency furnace and it produces condensation when heating. It is not recommended in an attic as the condensation (water) will freeze up in subzero temperatures. The furnace was installed during the original construction of the clubhouse. As there was a freezing issue prior, a bid was requested for a new furnace to be installed. The bid received from Streamline Plumbing was for a non-condensing, eighty percent efficiency furnace in the amount of \$2,365.00. She was informed the furnace has a five year warranty on parts and a twenty year warranty on the heat exchanger.

- Board Decision: After discussion, the Board signed the bid.
- Action: Judi will provide the Board-approved bid to the contractor.

NEWSLETTER ITEMS

- Assessments Reminder

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, January 19, 2010 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.