



**Homeowners Association
Working Meeting - HOA Board of Directors
May 11, 2023**

MINUTES

Minutes are meant to reflect a summary of the Board's actions and not as a transcript of all discussions. This is a virtual meeting; members were notified on our website of the time and link May 4, and were reminded via their email the day before.

The purpose of this meeting is to conduct regular board business in an open format.

The meeting was called to order and a quorum was established. (3 out of 5 directors)

Board members present: President: Sam Menzies; Vice-President: Doug Moore ; Secretary: Beth Morris; Treasurer: Beth Morris. Landscape Member, Ann Zimmerman and Member-at-Large, Kevin Cavanaugh, joined some minutes into the meeting.

Joining the meeting virtually were eleven members representing eight households.

Committee member Renee Jacobs was introduced as Chair of this meeting. She shared the agenda on the screen's chat and noted that this meeting is being recorded. She set the tone and pace for the meeting as well as providing technical support and guidance.

OLD BUSINESS:

Secretary's Report – Beth Morris

Minutes of the April 27 meeting were presented to the board for review and comment prior to this meeting. The minutes were approved once all board members had logged on.

Treasurer's Report – Beth Morris

Working with committee members, Beth has been learning how to decipher the financial documents by mastering new vocabulary and learning where to look in the reports for the where the money flows. The timing of what is recorded on the books doesn't match the timing on the bank statements; this has been another learning curve. The reserve account details are reported quarterly which adds to the time-delay of data. Beth expects to have the rest of the financial records from 2022 in the coming days.

NEW BUSINESS

President's Report – Sam Menzies

Lot 61 - The property owner has submitted an application to build and a variance request to modify the lot. This lot is located adjacent to our stormwater drainage system which poses unique challenges. Two members of our HOA, an expert in hydrology and retired engineer and another expert in land development and large-scale construction projects. have come forward to assist the board with its

reply to the homeowner. We are sensitive to the needs of timeliness and the care of our storm water drainage design parameters.

Open Space Management – At this time, our open spaces behind the houses backing the golf course and those behind phase 2 Castlerock, are serviced once a year by WRS. Several HOA members, who are also members of the golf club, noticed that the club recently purchased new equipment to maintain their side of the open space along the golf course. Knowing that the golf club benefits from our side of the space being well-kept, these neighbors and opened a conversation with the club. The board is working to modify our WRS contract to eliminate that service and instead contract with Loomis Trail Golf Course. For the same price that WRS charges to mow once a year, Loomis Golf will do the work three times per year.

Maintenance – Sam reached out asking for volunteers to a maintenance committee.

- Our main gate continues to have functional failures. We need to gather quotes toward deciding if we should repair or replace. We spend an average of \$2,000 per year on gate maintenance.
- Our asphalt/paving shows aging and need for preventative care. Our most recent reserve study (2018) included the HOA's expectation to repair and seal the roads in 2027 at a cost of \$59,000. Quotes are needed in this area as well.
- CC&R 5.7 details a Maintenance Plan for our stormwater treatment/common area. This requires monthly inspections, removal of debris, and more – all to be documented. It mandates inspection each September with specific requirements. It calls for a third-party professional inspection every three years. We need to review both our maintenance and our costs.

HOA Dues – Sam apologized for not making clear the board's decision to raise dues. There enough push back to the increase indicating there is confusion. Sam outlined WHY an increase is needed, and HOW we will go about putting an increase into place.

- WHY – At the end of 2022, our reserve balance was \$9,139 below the balance projected by our 2018 Reserve Study (posted on our website). We fell further below the target when late 2022 expenses (\$16,290) cleared the bank in January. We have upcoming expenses this year as noted above. Modification to our drainage system was not projected for 2023; those repairs were to require additional funding in 2026 and 2027. Inflation rates have been much higher than expected and our actual costs to fund maintenance is likely to be higher, too. We have not raised our HOA dues to keep up with inflation.
- HOW – We are listening to our community and asking for help obtaining competitive bids for the work we need done. We expect to have proposals by the end of July so that the board, with the help of the finance committee, can produce a new budget, including how much dues need to increase. Once the board has voted to approve a new budget, a copy of the budget will be sent to all members and a Budget Ratification Meeting will be called, likely in August. Members will have the opportunity to approve or reject the budget. It is likely that HOA dues will increase starting in September.

Landscaping - Ann Zimmerman The landscape committee saw to the replacing of fallen off tiles at the front gate at no cost. They helped a neighbor remove a dead tree, also at no cost. The first "drive by" to inspect the upkeep of lots was completed by Ann and Beth. Due to the extended cold, it was noted that many folks have yet to start sprucing up their property. The next landscape inspection will take place Sunday, May 28. Ann has assembled a landscape committee of volunteers to help with the planting of vegetation at the two gates. A meeting will take place May 20 at 10 am at the front gate to consider what would be planted; the committee is going to explore numerous options. They get a discount at VW nursery and will seek their expert advice.

Website Update – Renee Jacobs We are taking steps to migrate our website from its present host which has been provided for 13 years as a subdomain of our current webmaster’s account. Renee was able to retrieve archived minutes from the website before the one we have now, and they are now available on line by year. There are some gaps in the older minutes where meetings mentioned don’t have minutes. Renee reviewed how the online comment and complaint forms are used and received by members. She described the Violations Committee’s role as filtering issues to specific board members for addressing, thus establishing a protocol and streamlining the response time. All members of the committee have signed confidentiality agreements to ensure privacy. Renee notes some members seem to have CC&Rs dated 2009 and real estate agents are providing these. Reading back through years of minutes, you can see where there were multiple committees and money spent on lawyers to update the CC&Rs, but none was ever ratified by 67% of the voting members, so no change was adopted.

Vice-President’s Report – Doug Moore Our bylaws (9.1) allow owners to substitute email for regular mail. We continue to seek homeowners’ communication preference. Sending required materials electronically will result in savings on printing and postage costs. At this time we have 36 lots replying that they prefer email, that is thirty-seven percent of the lots. The plot maps for the entire community in one, easy-to-read map has been ordered and will facilitate discussions when talking about various properties.

HOA Member Open Discussion - Members did not have questions or comments at this time.

Thee meeting was adjourned after informing the membership that the board was moving into executive session to discuss:

- Confidential Complaints
- Feedback Forms and Tracking and Protocol for Documentation
- Improving Communication Between HOA Board Members

During the meeting, Sam introduced Renee Jacobs as a homeowner and Committee Member and noted that her bio would be shared within these minutes

Renee’s Bio - Renee served 3 years in the USAF, then owned, and managed an Eye Care business in Colorado. In addition to education for her eye care profession, Renee obtained a Master’s degree in Curriculum and Instruction, then owned and managed a Tutoring Company. She sold those businesses and moved into Consulting Eye Care Businesses in the US. After Renee retired, she earned the highest status in Toastmasters, Distinguished Toastmaster. With the combination of business skills, consulting skills, training skills, and speaking skills, Renee is ideally suited to serve on a committee named:

Interim Organizational Structure & Communications Committee

Committee Objectives: To help the HOA Board and HOA Members communicate with respect, transparency, and responsiveness. To help committees coalesce with clear objectives for taking action, and to facilitate improving communication systems - all in accordance with all of our governing documents.