

HOMEOWNERS ASSOCIATION AT HIGHLANDS RANCH GOLF CLUB

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Board of Directors Meeting Minutes Tuesday, February 9, 2010 Westridge Recreation Center 9650 S Foothills Canyon Blvd Highlands Ranch, CO 80129

The Board of Directors of the Homeowners Association at Highlands Ranch Golf Club, Inc. was called to order at 6:30pm by Don Monahan, President.

Present: Don Monahan, Robert Jones, Gale Burton, Darek Bruzgo and Tricia Houston
Others: Diane Ball, HRGCA Property Manager from HRCA,
HRGCA Members present were Bill Peterson, James Watson, Sharon and Bob Hoery, Jeff Suntken, Jen Moody, Robert Bruzgo, Luisa Peterson, Melody Henson, and Bonnie Francella

I. CALL TO ORDER

- a. A quorum and proof of notice was established.
- b. All the BOD members and the homeowners in attendance introduced themselves. The BOD welcomed all visitors to the meeting and thanked them for their attendance and interest.

II. OUTSTANDING MOTIONS DONE VIA EMAIL SINCE LAST BOD MEETING

A motion was made and seconded for the following appointment of officers for the newly elected HRGCA BOD and the motion was unanimously passed.

- President (Term Expires November 2010) **Don Monahan**
- Vice President (Term Expires November 2010) **Robert Jones**
- Treasurer (Term Expires November 2011) **Darek Bruzgo**
- Secretary (Term Expires November 2011) **Gale Burton**
- Director (Term Expires November 2010) **Tricia Houston**

III. READING AND APPROVAL OF MEETING MINUTES

- There were no minutes available for approval for this meeting. The Property Manager will forward to the HRGCA BOD for review when available.

IV. HOMEOWNERS FORUM

- a. Various homeowners raised concerns about architectural submittal issues within the community. The BOD acknowledged the concerns raised and informed the homeowners these issues would be raised later in the meeting.
- b. There was a discussion about the relationship between Creekside, Turnbury/Birkdale and the HRGCA regarding voting, assessment and governing documents. There was agreement among all parties that Shea Home's decisions have created challenges, confusion and concerns for all groups. However at the current time, there seems to be no quick or easy solution. The HRGCA BOD recognizes the need for further research and discussion to determine what possible long-term solutions may be available. The HRGCA BOD also thanked Jim Watson, the HRGCA voting representative from Turnbury/Birkdale for his regular attendance, interest and positive input and looks forward to this continuing in the future.

V. UNFINISHED BUSINESS

a. ARC Appeal from Homeowner

1. The homeowner at 3405 Westbrook Lane presented an appeal for the denial of the HRGCA ARC Committee of the colors submitted for the exterior of the home. After the presentation and questions from the HRGCA BOD the following motion was made:

A motion was made Don Monahan and seconded by Tricia Houston that the appeal from the homeowner at 3405 Westbrook Lane be approved and the original colors from the homeowner are acceptable. A letter stating this decision will be mailed to the homeowner within twenty-four hours. After discussion the motion was unanimously approved.

b. Conflict of Interest Policy

A draft of a proposed Conflict of Interest Policy was presented to the HRGCA BOD for review and questions. It is also being reviewed by the HRGCA attorney. After discussion about possible upcoming changes in the HRCA Conflict of Interest Policy, the HRGCA BOD directed the Property Manager, Diane Ball to table any further review by the HRGCA attorney. This item will be re-introduced at the May HRGCA BOD meeting for further discussion.

c. Administrative Issues Raised by Property Manager

1. Schedule of Meetings/Study Sessions
 - A discussion if the HRGCA BOD wishes to continue having both a study and a board meeting for the remaining three dates for 2010. Also are the existing dates acceptable for the new HRGCA BOD.
2. Orientation for New BOD Members
 - Timetable for orientation and what will be included for the BOD members.
3. Check Signs and Procedures
 - Proper papers need to be completed for the new BOD members and a discussion of the procedure for check signing needs to be determined.
4. Responsibilities of the Property Manager and Communication with BOD were discussed and new procedures were implemented.
5. Blueprints for the HRGCA Community
 - Don Monahan and Darek Bruzgo will assist Diane Ball in inventorying all blueprints and how the best archiving decisions can be made to ensure the integrity of the documents
6. Agendas for HRGCA BOD meetings will be emailed to all HRGCA members and posted to the website one week in advance with the Homeowner forum topic permanently moved to the top of future agendas.

d. Committee Structure, Charters and Seeking Participants

- There was a discussion among the HRGCA BOD members and the HRGCA members in attendance about Committee structures and appointments for positions and the following motions were presented and seconded:

A motion was made Don Monahan and seconded by Gale Burton that the HRGCA Architectural Committee be reconstituted effective February 10, 2010. The Board liaison will be Don Monahan. The interested HRGCA members for this committee are Lee Linhardt, Mike McKesson, Terry Carlson, Sharon Hoery, John Harvey, James Fournier and Jan Selinfreund. The HRGCA ARC Committee will consist of two previous and three new members, with the

remaining interested individuals as alternates. Alternates will attend the meetings when possible. They will be available to vote as needed when committee members are absent. The ARC Committee will be a five member committee with a required three member quorum. Members will have staggered terms to provide the opportunity for continued experience, while offering opportunities for new participation. The HRGCA BOD liaison will be responsible for determining the individual terms of members and ensuring all interested parties can fulfill the requirements of the committee. After discussion the motion was unanimously approved.

A motion was made Tricia Houston and seconded by Robert Jones that the HRGCA Social Committee be reconstituted effective February 10, 2010. The Board Liaison will be Tricia Houston. The interested HRGCA members for this committee will be a five member committee with a required three member quorum. Members will have staggered terms to provide the opportunity for continued experience while offering opportunities for new participation. The HRGCA BOD Liaison will be responsible for determining the individual terms of members and ensuring all interested parties can fulfill the requirements of the committee. After discussion the motion was unanimously approved.

A motion was made Darek Bruzgo and seconded by Don Monahan that the HRGCA Finance Committee be reconstituted effective February 10, 2010. The Board Liaison will be Darek Bruzgo. The interested HRGCA members for this committee will be a five member committee with a required three member quorum. Members will have staggered terms to provide the opportunity for continued experience while offering opportunities for new participation. The HRGCA BOD Liaison will be responsible for determining the individual terms of members and ensuring all interested parties can fulfill the requirements of the committee. After discussion the motion was unanimously approved.

A motion was made Tricia Houston and seconded by Robert Jones that the HRGCA Grounds Committee remain effective. The Board Liaison will be Robert Jones. The interested HRGCA members for this committee will be a five member committee with a required three member quorum. Members will have staggered terms to provide the opportunity for continued experience while offering opportunities for new participation. The HRGCA BOD Liaison will be responsible for determining the individual terms of members and ensuring all interested parties can fulfill the requirements of the committee. After discussion the motion was unanimously approved.

A motion was made Tricia Houston and seconded by Gale Burton that a HRGCA Outlook/Communication Interest Group be created as soon as possible. The Board Liaison will be Tricia Houston. The interested HRGCA members for this committee will consist of the HRCA Delegate representative and interested HRGCA members to provide information to the HRGCA on issues in the community. This group will also assist in effective communication through the website, newsletter, surveys, mailings and email blasts to the HRGCA members. This Interest Group will not be a standing committee and will function based upon the recommendations of the Board Liaison. The HRGCA BOD Liaison will be responsible for determining the individual terms of members and ensuring all interested parties can fulfill the requirements of the interest group. After discussion the motion was unanimously approved.

VI. COMMITTEE REPORTS

a. Grounds Committee

1. The Chair, Melody Henson, thanked the HRGCA BOD for supporting the continuation of the Grounds Committee. Melody will be contacting individuals who have

expressed an interest in this Committee and will work with the HRGCA BOD Liaison, Robert Jones in preparing for a scheduled March meeting.

2. Melody wished to express concerns regarding maintenance, replacement, ownership and long-term decision making on all HRGCA fence. The HRGCA BOD agreed this will be one of the critical grounds concerns and that a slow deliberate study with plenty of input from the HRGCA members should be done before any conclusions are reached or action taken.
 3. The status of the replacement of the existing pagoda lights was discussed. Melody Henson thanked Don Monahan for the time spent with Law Electric and possible vendors on construction, design and costs associated with this project. Don updated the HRGCA BOD that designs and proposals are on-going and the Grounds Committee will assist in evaluations and provide recommendations to the HRGCA BOD. The second pilot fixture is currently stored at Melody's home until more information and consultation with the Grounds Committee occurs
- b. Neighborhood Watch
- Aldis Sides was unable to attend the meeting. The HRGCA BOD expressed its appreciation for her and the Neighborhood Watch group for all their hard work and commitment to the community.
- c. HRCA Delegate Report
- Jeff Suntken discussed the upcoming two HRCA elections for BOD members. An email blast has been sent to HRGCA members and posted on the website, inviting feedback from the HRGCA members prior to the voting meetings on February 16, 2010 and March 16, 2010. Jeff explained the 579 votes for District 107 may be split in any manner between all the possible candidates and Jeff welcomes feedback to aid him in his decision making.
- d. Finance Committee
1. There were no financials available to review for the meeting. Darek Bruzgo will be scheduling a meeting with Brian Sheppelman to review ongoing financial concerns for the HRGCA.
 2. Diane Ball informed the HRGCA BOD that the budget was approved to produce a new Reserve Study in 2010. Diane Ball will be seeking three proposals before the end of February and reviewing them with Darek prior to a recommendation being presented to the HRGCA BOD. The importance of the upcoming Reserve Study in future decision making on financial expenditures was discussed.
 3. A preliminary amount for the January legal expenses was provided at the meeting. A discussion on methods to pay for these large but necessary expenditures for the fiduciary protection of the HRGCA was conducted. Once the invoice is received and reviewed for accuracy, the Treasurer will provide recommendations to the HRGCA BOD on methods to work within the budget to pay for these expenses
 4. The attorney is currently reviewing an easement document for Metro District for parcel Y and will provide an approved document to sign and return to Metro District.
 5. Diane Ball updated the HRGCA BOD that the 2009 audit is underway and when completed and any adjustments are made to the December 2009 financials that both documents will be presented to the HRGCA BOD.
- e. Communication Issues
1. Tricia Houston suggested to the HRGCA BOD that periodic surveys be made available on the website on various topics of interest. This will permit timely feedback to the HRGCA BOD on issues in the community and keep a positive communication

opportunity between the HRGCA BOD and the HRGCA members. The program, Survey Monkey, was suggested as the program to be utilized for this project. The annual fee is \$200 which will permit unlimited surveys, responses, and numerous report and analysis tools for understanding the survey results.

A motion was made Tricia Houston and seconded by Gale Burton that the \$200.00 annual fee be approved from the website expenses budget. Tricia Houston will work with Diane Ball to prepare the initial survey which will be approved by the HRGCA BOD. An email blast will be sent to the HRGCA members with a link to the survey once it is approved. Additional surveys will be created as needed in the future. After discussion the motion was unanimously approved.

f. Architectural Review Committee (ARC)

1. Don Monahan, as the HRGCA BOD Liaison, will be contacting all interested individuals and reconstituting the committee as soon as possible. Don will contact Diane Ball to schedule a meeting between HRGCA representatives and Mike Bailey, from the HRCA, to discuss questions and concerns about the future partnership between the two organizations on architectural and covenant concerns.
2. One paint submittal was presented to the Committee for 3436 Westbrook Lane. After reviewing the submittal the following motion was made:

A motion was made by Don Monahan and seconded by Darek Bruzgo to approve the paint submittal for 3436 Westbrook Lane. After discussion the motion was unanimously approved.

g. Social Committee

- Tricia Houston, as the HRGCA BOD Liaison, will be contacting interested individuals to schedule a committee meeting. The issues will involve future social events and the welcome baskets for new homeowners in the community.

h. Management Report

- Diane Ball updated the BOD regarding pending issues.

VII. NEW BUSINESS

The HRGCA BOD will be scheduling informal transitional and orientation meetings in the upcoming months in preparation for the next scheduled HRGCA BOD meeting in May.

A motion was made by Tricia Houston and seconded by Robert Jones to adjourn the meeting at 8:40 pm. The motion was unanimously approved.

The next scheduled meeting of the HRGCA BOD is scheduled for Wednesday, May 12, 2010 at 6:30pm at the Westridge Recreation Center. The decision of whether a Study Session will occur was tabled until a later date.

The 2010 schedule for HRGCA BOD Meetings (with Study Session dates in parentheses) is as follows:

05/12/10 (05/05/10), 08/11/10 (08/04/10), 11/10/10 (11/03/10)

Respectfully submitted,

Diane Ball, Property Manager