

HOMEOWNERS ASSOCIATION AT
HIGHLANDS RANCH GOLF CLUB

www.hrgchoa.com

**Board of Directors Meeting Minutes
Thursday, May 6, 2010
Eastridge Recreation Center
9568 University Blvd
Highlands Ranch, CO 80126**

The Board of Directors of the Homeowners Association at Highlands Ranch Golf Club, Inc. was called to order at 6:42pm by Don Monahan, President.

Present: HRGCA BOD Members, Don Monahan, Robert Jones, Gale Burton, Darek Bruzgo and Tricia Houston

Others: Diane Ball, HRGCA Property Manager from HRCA
HRGCA Members present were James Watson, Sharon Hoery, Chris Paap and Duan Zhang

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. READING & APPROVAL OF MEETING MINUTES

- a. Reading of minutes was waived.
 - **A motion was made and seconded to approve the February 3, 2010 and the February 9, 2010 HRGCA BOD Meeting Minutes. The motion was unanimously approved.**
 - **A motion was made and seconded to accept the February 3, 2010 HRGCA Special Members Meeting Minutes to allow posting to the website. These Minutes will be officially approved at the November 11, 2010 Annual Members Meeting. The motion was unanimously approved.**

III. OUTSTANDING VOTES VIA EMAIL SINCE LAST BOD MEETING RATIFIED:

- **A motion was made and seconded to approve \$200 to be spent on a special plaque to recognize the ten years of service that Donna Kalahar has given to the HRGCA Community. After discussion the motion was unanimously approved.**
- **A motion was made and seconded to accept the January, February and March 2010 financials. After discussion the motion was unanimously approved.**
- **Upon recommendation of the Grounds Committee, a motion was made and seconded to approve the tree maintenance proposal from Keesen Enterprises. This proposal is to prune all Maple Trees, perform root pruning on all necessary Maple Trees, do deep root fertilization on all Maple Trees and Shrubs along with the Oak Trees, mulch all trees and perform the annual spraying of all trees for a total cost of \$14,300. After discussion the motion was unanimously approved.**

- **A motion was made and seconded to reduce spending by \$1,500 from G/L 6000 Grounds/Common Area Maintenance and \$1,500 from G/L 6020 Landscape Improvements to adjust for the above spending in G/L 6050 Tree Maintenance. After discussion the motion was unanimously approved.**
- **A motion was made and seconded to conduct the second annual HRGCA Garage Sale with a budget of \$500 for marketing materials. After discussion the motion was approved with a recommendation to take all steps to minimize any expenses possible.**
- **A motion was made and seconded to approve Jerry Rath and Janet Carlson to become members of the Grounds Committee. After discussion the motion was unanimously approved.**
- **A motion was made and seconded to approve \$100 from the social event budget for four \$25 gift cards to encourage a greater response for the Community Survey. After discussion the motion was approved.**
- **A motion was made and seconded to approve Paige Specialty to conduct maintenance repairs on the mail kiosks utilizing funds from the mail kiosk repair budget. After discussion the motion was approved.**
- **A motion was made and seconded to renew a \$25,000 CD due at the end of April and increase the CD amount by \$25,000 for a renewal in April 2011. After discussion the motion was approved.**
- **A motion was made and seconded after reviewing three proposals to accept Aspen Reserve Specialties' proposal to conduct a Level 1 Reserve Study for the HRGCA. The proposal was for \$3,850.00 for which 50% will be required at the beginning of the project and the remaining amount upon completion of the Study. After discussion the motion was unanimously approved.**
- **A motion was made and seconded to resume covenant control for homeowners with iron fence and any submittals requesting replacement of iron fence will receive a recommendation from the HRGCA ARC Committee to replace existing fence with materials to match the existing materials. After discussion the motion was unanimously approved. This Motion replaces the below two motions passed at the 11/11/09 HRGCA BOD Meeting:**
 - **A Motion was made by Rick Dinsmore and seconded by Robert Jones to postpone covenant control for homeowners with iron fence until further notice. The motion was approved.**
 - **A Motion was made by Carolyn Bauer and seconded by Tricia Houston that any submittals from homeowners, requesting replacement of iron fence, until further notice will receive a recommendation from the HRGCA ARC Committee to replace existing fence with Ameristar. The motion was approved.**

IV. HOMEOWNERS FORUM

- a. No issues were raised by attendees.

V. UNFINISHED BUSINESS

a. ARC Issues

- One awning appeal was heard and the BOD informed the homeowner they would be notified after further discussion and research.

b. Voting Process for Turnbury/Birkdale and Creekside

- The BOD updated attendees about the current voting process for all members and reaffirmed that at the current time no changes are reasonably possible.

c. Options for legal representation duties for HRGCA

- The BOD discussed receiving bids to seek a new collection agency at a more reasonable cost. The BOD waived the legal fees for a homeowner due to an error from the current agency. The BOD directed Diane Ball have the fees waived to the HRGCA from the attorney due to the error.

d. Committee Structure, Charters and Guidelines

- The BOD discussed charter and committee structure for the two current committees, Architectural Review and Grounds. Robert Jones, the BOD liaison will work with the Grounds Committee Chair, Melody Henson, to review the current Charter and recommend possible changes to the BOD. Don Monahan stated that the current governing documents provide adequate guidelines and structure for the ARC Committee and that no charter is necessary.

e. Committee Reports

i. Grounds Committee –Robert Jones/Don Monahan

1. Pagoda Lights - Don Monahan has been seeking competitive bids from local suppliers for the fixture. He made a presentation to the Grounds and ARC Committee on April 22, 2010. Don reviewed this presentation to the BOD.
2. There was also a discussion regarding electrical and stone repairs for the lights fixtures. Robert Jones will be reviewing the information with the Grounds Committee at their meeting on May 11, 2010 and the Grounds Committee will provide recommendations to the BOD.
3. Diane Ball updated the BOD on spring landscaping, tree maintenance and flowers which should be completed by May 18, 2010. The irrigation system has been inspected and all sprinkler repairs are underway.
4. Diane Ball updated the BOD that vole treatment has been completed and all the mail kiosks have been power washed.
5. Diane Ball reminded the BOD that the landscaping contract with Keesen expires at the end of 2010. Diane Ball will send a template to the Grounds Committee that was used in the last RFP for landscaping vendors. The Committee will update the template with changes or additional services and forward to the BOD for review. After BOD approval, Diane Ball will begin seeking proposals for new three year contracts with vendors to be reviewed at the August BOD meeting.
6. Diane Ball discussed concerns raised by homeowners about pet owners failing to clean-up after their pets throughout the community. The BOD asked Diane Ball to send out an email reminder and post an article in the newsletter that the HOA strictly enforces this requirement and that fines will be issued to offenders.

ii. Finance Committee – Darek Bruzgo

1. Darek reviewed financials and outstanding collection issues.
2. A report of the Status of YTD expenses vs. budget was discussed by Don Monahan. He had received this from Brian Sheppelman at HRCA. He said he would forward this report to the entire BOD. The BOD is

hopeful to recoup some budgeted money in the irrigation area during the summer months. The BOD is sensitive to taking all measures to be fiscally responsible in expenditures.

3. There was a discussion about the beginning of preparation of the 2011 budget. The existing template will be updated and in July/August work will begin to have a 2011 budget prepared to be mailed in late September to all members to be ratified at the November 2010 Annual Meeting.
4. Darek Bruzgo updated the BOD, that after reviewing the three proposals and interviewing the top candidates, Aspen Reserve was approved by the BOD to conduct the Reserve Study for HRGCA. The Study is expected to be completed by the end of June 2010.

iii. Social Committee – Tricia Houston

1. Tricia Houston updated the BOD that the HRGCA Garage Sale is scheduled for Saturday, June 5, 2010 from 7:00am-4:00pm and will be sponsored by The Corrigan Group. Corrigan will be assisting in the expenses for signage and advertising for the event and will assist in a collection of unsold items to a local charity. Discussion of a possible 4th of July event was postponed.
2. An On-line Community Directory was discussed. Diane Ball was directed to seek a proposal from the website host for fees associated with creating an on-line secure option for members. The BOD will discuss this further, after reviewing the costs that may be incurred, as well as the BOD's firm desire to ensure confidentiality of the information.
3. Tricia Houston updated the BOD about the welcome baskets she prepares and delivers to new homeowners in the community. She receives the information for new homeowners from Diane Ball. An updated letter, with the new HRGCA BOD information, was sent to Tricia and she will prepare the baskets for any new homeowners in 2010 and arrange for delivery in the coming weeks.

iv. Communications/Outlook Committee – Diane Ball

1. The deadline for the second quarter newsletter will be Monday May 17, 2010. Each article should be no longer than 200-250 words. Diane Ball will send an email reminder to the Committee Chairs for their articles. Diane will send a draft of the newsletter to the BOD for approval the week of May 24, 2010. The newsletter is scheduled to be published by May 28, 2010.

A motion was made and seconded that that no further printed mailings would occur to save expenses and to promote a more environmentally responsible HOA and due to the lack of response from the homeowners who received a printed copy of the first quarter newsletter. Future newsletters will be posted on the website and an email blast with a link to the newsletter will be the communication method in the future. After discussion the motion was unanimously approved.

2. Copies of the survey results were distributed and discussed with the BOD. Eighty-four members responded to the survey (20% response rate) with a consensus that members receive updates about the HRGCA mainly through the email blasts and the newsletter as well as the signs posted in the community. The respondents also felt that as part of the HRGCA's mission, it should be a conduit for the organization of more social events and groups in the community. It was also clear from the responses that this effort should occur with minimal expense to the HOA. Four members who responded to the survey were selected at random to be awarded the four \$25.00 Visa gift cards. The survey will be posted on

the website and a link will be provided in the next email blast to members. The BOD will be using the survey format in the future to seek input from the HOA members. Duan Zhang, a member attending the meeting, volunteered to assist with future surveys conducted by the BOD due to her professional experience in this field. The BOD will be working with this homeowner and thanks her for her willingness to volunteer.

3. Diane Ball will be seeking proposals from the website host for a possible on-line directory and update the BOD.
4. There was an extensive discussion about possible ideas for seeking advertising/sponsorships for future community activities. The discussion included what would the HRGCA provide to the sponsors and how to determine the services the sponsors may provide to HRGCA. The BOD will be seeking more information and have further discussions before moving forward.

v. **HRCA Delegate – Jeff Suntken**

1. Jeff was unable to attend but provided a document which updated the BOD on HRCA issues, which included the election of four new BOD members, and a new ad-hoc committee to evaluate future development of the Backcountry.

vi. **Property Management Report – Diane Ball**

VI. **NEW BUSINESS**

a. Conflict of Interest Policy

A draft of a proposed Conflict of Interest Policy will be received by the HRGCA attorney (at a fee no higher \$125) and be emailed to the HRGCA BOD for review and questions. This item will be reviewed for completed and then signed by all current HRGCA BOD members. This document will then be forwarded to all committee members for signature.

A motion was made by Tricia Houston and seconded by Robert Jones to adjourn the meeting at 8:20 pm. The motion was unanimously approved.

The next scheduled meeting of the HRGCA BOD is Wednesday, August 11, 2010 at 6:30pm at the Westridge Recreation Center.

The 2010 schedule for HRGCA BOD Meetings is as follows:
08/11/10, 11/10/10 Annual Meeting

Respectfully submitted,

Diane Ball, Property Manager