

HIGHLANDS RANCH GOLF CLUB HOA

Grounds Committee Minutes

May 11, 2010

Committee Members in Attendance: Robert Jones, Jerry Rath, Janet Carlson, Melody Henson.

The minutes of the meeting of March 18, 2010 were reviewed and approved.

Updates on spring landscaping developments were discussed. Status and approximate timeline of the Board authorized reserve study were provided.

Extensive time was spent discussing the separate issues of pagoda lights and mail kiosks. A summary of both discussion items and subsequent recommendations to the Board are attached.

Committee members also discussed and identified variables to recommend to that Board when selecting the next landscaping contractor. Those variables include: recent positive tract record with large scale, high end community, tree specialist, ET irrigation specialist, flower specialist, proactive weed control, able to complete all mowing in one day, 3 year contract, and 12 monthly payments. Additional comments and a suggested timeline will be sent to the Board.

The Grounds Committee Charter was briefly discussed. Additional time and information is needed to consider this item.

Summer schedules of members were reviewed. The next Grounds Committee meeting will be called when more information is available for the Grounds Committee members to consider on the above items.

Attachments:

1. Pagoda Light Recommendation to the Board
2. Mail Kiosks Recommendation to the Board

The meeting was adjourned at 8:15pm.

TO: HOA Board
FROM: Grounds Committee
RE: Pagoda Lights Recommendation
DATE: May 15, 2010

The Grounds Committee again discussed the pagoda lights project at our regular meeting on May 11, 2010. We examined documents developed by Don, including the baseline condition spreadsheet and the handout packet utilized at the study session on April 22. We also revisited the discussion points that were raised in the study session by ARC members and Board members.

We focused on the three primary aspects of the pagoda project: repair of stonework, replacement of electrical components, and repair/replacement of fixtures.

After much discussion of the possible options for staging the phases, there were three plans that did NOT seem wise to us.

- Repairing stonework, without addressing the external fixtures at the same time, would require taking off and then putting back on fragile, worn out fixtures. More fixture damage could occur and repositioning the old fixtures appears to be a significant and avoidable labor cost.
- Replacing the electrical components, without addressing the external fixtures at the same time, would leave our new components exposed to water and other natural elements, which is an underlying problem that we already have.
- If we repaired the old fixtures, rather than replacing them with new ones, we would still have fixtures with significant design flaws that compromise the life of the pagoda light components.

Consequently, the Grounds Committee makes the following five recommendations to the Board for consideration:

1. Purchase all new fixtures. We recommend maintaining the Craftsman style in a powder coated aluminum with a gauge that can withstand hail. The fixture design should provide protection from the water and also allow easy hatch access for changing the bulbs, replacing any broken lens, and cleaning.
2. Use high pressure sodium lighting. The light produced should be similar to the color we currently have in our community.
3. Stage the three projects of stonework repair, electrical component replacement and fixture replacement tightly together. We believe that labor costs will be significantly reduced and that the long term structural integrity will be maximized if the three projects are completed together.
4. Start the project by addressing the worst fixtures first, rather than starting on the west side only. We want to emphasize one cohesive community.
5. Consider our recommendations very soon. Because of the failing condition of our pagoda lights, as well as questionable safety, we encourage the Board to move ahead now. Additionally, our HOA covenant credibility suffers with homeowners as we require homeowners to maintain their properties but yet we model pagoda lights in disrepair.

TO: HOA Board
FROM: Grounds Committee
RE: Mail Kiosks
DATE: May 15, 2010

As you already know, for several years we have been observing the deteriorating problems with our mail kiosks. Related repair expenses are increasing. Action is needed.

The primary problems are:

1. Two west side mailboxes are ruined, due to being exposed to weather, and need to be replaced. Boxes are warped and leaking; residents are having difficulty opening them.
2. Concrete is cracking, creating safety issues, particularly at all three mail kiosks on the east side (see picture attachments)
3. Two west side mailboxes are uncovered, unlike the east side mailboxes, and west side residents would like to have the same weather protection.

Sample Bid to Replace the West Side Boxes Only:

Diane has obtained a sample bid to replace both west side mail boxes at \$4,621.99 each.

Grounds Committee Discussion:

It did not make sense to the Grounds Committee to merely replace the two ruined mailboxes and leave the new ones again exposed to the weather. Also, for safety reasons, concrete repair should be addressed.

Grounds Committee Recommendations:

In order to identify the scope of the project, the Board will secure bids to:

1. Cover/Protect two west side mail box kiosks, similar in design to the east side kiosks. (Some small design expense may need to be initially incurred.)
2. Replace two west side mailboxes.
3. Repair multiple concrete cracks at three east side mail kiosks.
4. Repair the crack at Aspen Creek mail kiosk.