

ROXBOROUGH VILLAGE FILING 16-A HOMEOWNERS' ASSOC., INC.

BOARD OF DIRECTORS MEETING MINUTES

MAY 3, 2005

CALL TO ORDER

The meeting was called to order at 7:03 p.m. In attendance for the Board of Directors were Nathan Hamm, Monica Stevens, Bev Switala, Leo Chavez, and Kristen Wilkening. Representing Management Specialists, Inc. were Denise Corley, David Lynn and Dan Hastings.

OPEN FORUM

Kirk Haptonstall was present from ACC. Kirk presented proposals on tree stake removal, a French drain, improvements to the north and south monument signs and tree warranty information. Kirk stated he would like to wait two weeks for the deciduous trees to bud out. Leo asked if pest treatment of the trees is part of the contract. David reviewed the grounds contract and determined that pest control is part of the contract, so there will be no additional cost.

Kirk scheduled a walk through with the Board and Denise for May 19th at 10:30 a.m., meeting at the clubhouse.

Nathan mentioned he had received several complaints that snow had not been removed around the mail kiosks during the last snowfall. Kirk concurred that the snow was too heavy and they could not get their ATV's through.

NEW COMMUNITY MANAGER INTRODUCTION

Denise introduced herself as the new Community Manager. There was a brief discussion of expectations of Denise and the Board.

APPROVAL OF AGENDA

The Agenda was approved with one change: Nate asked to add the ACC proposals under New Business.

APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the April 5, 2005 were approved with one change: Under Covenant Enforcement, add at the end of the sentence, "35-40 violations per month most are trashcans."

MANAGER'S REPORT

Financials – Denise presented the Financials from March 31, 2005. Denise presented the Board with two A/R action items for bad debt. Nate signed the two items.

Delinquencies – The Board reviewed the delinquencies from Management Specialists, Inc. and the status reports from Orten & Hindman

Covenant Inspection Report – Denise provided the Board with a copy of the Covenant Violation Report that prints out of Access. Monica stated she would like to receive this type of report in place of the Inspection Report on a weekly or monthly basis.

7941 Cougar Lane – Denise informed the Board the Design Review Request from the year 2002 would be pulled regarding the shed and the location that it was placed. Nate asked Denise to research the county easements.

PRESIDENT'S REPORT

Nate presented information on how the future meetings will be run. He presented rules of order and stated the President would run all meetings and in his absence, the Vice-President would take over. Nate discussed the additions of committee reports that will be added to the Agenda for future meetings.

In addition, the format of email communication was discussed. It was decided; when any Board member or Denise submits an email regarding 'information', the subject line will read, 'information only'. Secondly, if the email needs a reply, it will be entered in the subject line "please reply to." Thirdly, Leo suggested if an email required a vote, Nate would enter into the subject line "vote, vote, vote" and submit to all Board members. Board members will only then respond to Nate and Nate will reply to Denise with the final results.

VICE-PRESIDENT'S REPORT

Monica Stevens thanked the Board for the time that she has spent serving as President and said looks forward to the remainder of her term.

COMMITTEE REPORTS

Architectural Control Committee – Nate stated the tree house at 9635 Marmot Ridge Place has been disapproved. Nate mentioned he is still chairing the ACC and Corey Pfohl will be collecting the DRR's from Denise and be submitting copies to the rest of the ACC. Denise stated communications between Corey and herself has been excellent.

Website/Newsletter Committee – Kristen stated she was interested in chairing this committee. Nate agreed to move the responsibility over to Kristen. Nate updated the Board about his meeting with the new website sponsor and discussed various items that had been currently updated on the website, including a mission statement.

Rules and Regulations Committee – The ACC is reviewing changes within the rules and regulations and will notify the Board and Denise as soon as possible with those changes.

Sunshine/Social Committee – Monica volunteered to be Chair of this committee. She mentioned the next social event will be May 14th and the dates for the pig roast were to be announced.

OLD BUSINESS

Restroom at Lake – Denise mentioned the homeowner who previously requested a restroom at the lake now had two new concerns: To install a trashcan at the lake and a community garden. Denise stated she would get bids on a trashcan at the lake. The Board unanimously agreed. They also requested that an ash pit be included with the bid.

Nate asked Denise to contact the homeowner and asked her to put together a solution and a plan and present it to the Board regarding how to implement the community garden, to maintain the community garden and who will pay for the water.

Dave Peak – Denise informed the Board she has spoken with Dave Peak and Steve Boand, the Douglas County Commissioner. Dave has agreed to attend the June or July meeting.

Monument Sign – After discussion, a motion was made whether to erect a new monument sign. The vote was 3 to 2 and the motion carried. The five proposals were discussed to accept the contract from Sign by Design. The motion was seconded and approved.

NEW BUSINESS

Call List – Denise presented the Board with copies of the Brown Book pages. After a few changes were made, it was decided only Board member home numbers would be entered on the call list. Additionally, the call list will include Steve Boand, Dave Peak from RS Wells, Roxborough Water District, Douglas County Public Works, Animal Control and Code Enforcement.

Snow Removal – Denise presented to the Board a snow removal service contact from Curtis Rathbourne for the 2005-2006 snow season. Denise also stated per the grounds contract with ACC, the Board is entitled to penalize ACC 20% of the month payment for snow removal if it did not meet the contracted specifications. The Board agreed not to penalize ACC, but to submit a letter stating they are aware of the contractual agreement for future reference.

Violation Letters and Possible Changes – After a brief discussion on improving the violation letters, Denise proposed to proof letters more carefully and to make sure that more details of the inspection are entered in the body of the letter. This will be the only change at this time.

Statute of Limitations on Violations and Non-Compliance – Denise explained the statute of limitations on violations to the Board and there is no statute on non-compliance. For example, for incomplete landscaping, the Board may pursue a homeowner if landscaping is not complete.

Landscaping Homes Along Village East – The Board agreed to have Denise draft a letter to the addresses along Village East Circle indicating that the covenants requires two trees in the backyard. The Board also agreed the two trees did not have to comply with the size and height requirement of the original covenant due to the fact that precedence was set two years ago when four and a half foot trees were at that time accepted throughout the community.

Monthly Meetings Without Management Specialists, Inc. – This item will be moved to the next meeting agenda.

NEWSLETTER ITEMS

There was no discussion at this time.

ADJOURNMENT

The meeting adjourned at 9:03 p.m.