

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

BOARD OF DIRECTORS MEETING MINUTES

AUGUST 2, 2005

PENDING BOARD APPROVAL

CALL TO ORDER

The meeting was called to order at 6:57 p.m. In attendance for the Board of Directors were Nathan Hamm, Monica Stevens and Kristen Wilkening. Representing Management Specialists, Inc. were Tawny Kersh and David Lynn.

OPEN FORUM

A motion was made, seconded and approved to delay the Open Forum until the end of the Board meeting. This decision was unanimous.

APPROVAL OF AGENDA

A motion was made, seconded and approved to accept the Agenda with the following change:

- Under New Business, add Plans for Landscaping

APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the July 12, 2005 meeting were approved as presented.

MANAGER'S REPORT

Financials – There were no Financials to present at this time due to the date of the meeting. Tawny presented the Board with nine A/R action items for bad debt. The Board approved the signing of these items.

Delinquencies – The Board reviewed the Delinquencies from Management Specialists, Inc. and the Status Report from Orten & Hindman.

Grounds – Tawny indicated that grounds maintenance is being complied with in an adequate manner.

Covenant Enforcement – Tawny reported the number of violations written in Roxborough has peaked during July to approximately 120 violations, almost all of which pertain to lawn maintenance.

Architectural Control Committee – Tawny mentioned the ACC process is working satisfactorily.

Covenant Inspection Report – There was no discussion.

PRESIDENT’S REPORT

Nathan Hamm thanked the Board members that were present for attending the Board meeting at Management Specialists, Inc. with such short notice. He also explained to the Board the reasoning behind having the Board meetings at Management Specialists, Inc. from here on out, that being that this is a more professional atmosphere for a Board meeting.

VICE-PRESIDENT’S REPORT

Monica mentioned she would like to see all of the Board members become more of a team and work together better for the interest of the entire community.

COMMITTEE REPORTS

Architectural Control Committee – Tawny mentioned to the Board she had sent a covenant violation on the Board’s direction to the ACC Chair and at this time, he has not complied with that. Nate offered to talk with the ACC Chair and update the Board at that time.

Website/Newsletter Committee – Tawny mentioned since she had taken over sending all updates to the website host that is has been going very well. Chad Bergman is the contact and has been very responsive with all requests. David mentioned the new Management Specialists, Inc. website and talked a little bit about what is going to happen in the near future with the Board and how this is going to help them be in compliance with Senate Bill 100.

Rules and Regulations Committee – There was a brief discussion by the Board about window AC units. A motion was made, seconded and approved unanimously to update the Rules and Regulations to prohibit the use of window AC units. The effective date for this will be January 1, 2006.

Sunshine/Social Committee – Monica and Kristen gave a brief overview of how the pig roast went. Overall the pig roast went very well. Throughout the day they had between 150 to 200 homeowners participate. Monica mentioned the Segura family and the Hulse family were very active in the entire pig roast planning and the day of the event and would like to see them thanked. At this time, a motion was made, seconded and approved unanimously to send one \$50.00 gift certificate to each family to Johnny Carinos for their help with the pig roast.

OLD BUSINESS

Bid for Underground Sidewalk Drain – Engineer Report – Tawny informed the Board a work order has been sent out to ABCO Engineering to have them look at the issues on Marmot Ridge Circle around the mailbox. At this time, we are waiting on a response from them as well as the report. Tawny stated she would update the Board as soon as she received that.

Update on the Status of 7845 Mule Deer – Tawny informed the Board of the process with this particular residence. At the last meeting, it was requested of Tawny to seek an injunction to go onto this property and clean it up. Tawny informed the Board that she did some research, which was required by the Association’s attorneys, which included gathering all letters that were sent to this homeowner and sent them to Orten & Hindman. At this time, what Orten & Hindman has done with this is drafted a letter that is to be sent to the homeowner stating they have 30-days to comply with all of the landscaping requirements of the HOA and if it is not complied within 30-days, we will seek a court order to have a landscape company come onto the property to clean it up. Tawny informed the Board at this time we are waiting for that 30-day compliance period to be up so we can take the next step. She also informed the Board she will be following up with Orten & Hindman this week on this issue.

Update on the Status of 9573 and 9571 Mallard Pond Way – Tawny informed the Board these two issues are similar to the 7845 Mule Deer situation and she is still working on this. The steps that were taken for the above situation at 7845 Mule Deer are the same exact steps that need to be taken for these residences. She also informed the Board those steps would be taken.

David Peak – Tawny informed the Board she spoke with David Peak about him attending a meeting with the Board. Due to scheduling conflicts, he was unable to meet with the Board at their normal day and time. He suggested we have a special meeting on a different day that works convenient for all. There was a brief discussion about this and the Board decided they would go ahead and do that as well and asked Tawny to call David back and confirm a time in September and the meeting will be held at Management Specialists, Inc.

Trashcans at the Lake – A motion was made, seconded and approved unanimously to accept the previous bid that was presented by ACC for trashcans and installation of the trashcans at the lake. It was also said by the Board this amount is not to exceed \$1,300.00.

NEW BUSINESS

Grounds Contracts – Tawny informed the Board at this time Management Specialists, Inc. is bidding out grounds contracts for those associations who wish to bid out. There was a brief discussion about this and the Board decided they would like to bid out to ACC and two other contractors.

Bid for Cobblestone at the Lake – Tawny presented the Board with this bid from ACC. The Board reviewed it. There was a brief discussion and a motion was made, seconded and approved to accept this bid.

9706 Marmot Ridge Circle Letter/Fine – Tawny presented a letter she received from this homeowner requesting a \$100.00 fee be waived off of his account. The Board reviewed the letter and there was a brief discussion after. A motion was made, seconded and approved unanimously to waive this fine. It was asked of Tawny to draft a letter stating this to the homeowner and to also put in the letter if this violation occurs again, there will be no courtesy notice and it will go to an automatic fine.

Meeting Location/Time/Rest of the Year – The Board discussed going back to their bi-monthly meetings and having the rest of the meetings at Management Specialists, Inc. The following dates are set for the upcoming Board meetings:

- October 4, 2005 at 6:00 p.m.
- December 6, 2005 at 6:00 p.m.

The Annual Meeting was also discussed that is coming up in January and that meeting will be held at the Roxborough Elementary School.

Plans for Landscaping – There was a brief discussion about the issues along Village Circle East at the north entrance and a motion was made, seconded and approved unanimously to have Tawny get three bids for xeriscaping the area along Village Circle East at the north entrance.

NEWSLETTER ITEMS

It was requested of Tawny to have a draft of the newsletter completed by Friday and sent to the Board. The following articles were requested:

- Article regarding Senate Bill 100
- Article about the pig roast – thank you to the Segura's and Hulse's for their help with the pig roast.

OPEN FORUM

Gary Cook, homeowner at 9679 Hummingbird Place, was present to discuss the following issues:

- The Board meeting time and location
- Pig roast

The Board President, Nathan Hamm informed Gary the meeting time and location issues have been resolved and informed him of the dates, times and locations for the next Board meetings that are coming up to the end of the year.

The Board also apologized for the signs for the pig roast that did not have arrows or where the pig roast was. They also informed him that next year this would be one of the things which will be changed.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 7:30 p.m.