

ROXBOROUGH VILLAGE FILING 16-A HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 11, 2004

**CALL TO ORDER**

The meeting was called to order at 6:05 p.m. In attendance for the Board of Directors were Monica Stevens, Bev Switala, Nathan Hamm, Kristen Wilkening and Leo Chavez. David Lynn was in attendance from Management Specialists, Inc.

**OPEN FORUM**

Jeff and Emily Darden were present at the meeting to discuss landscaping behind their home on Fox Den Drive. After much discussion, Dave was directed to get with American Civil Constructors and obtain an estimate as to when the native grasses will be spread behind the Darden's house and to respond to the Darden's with this information.

**APPROVAL OF AGENDA**

The agenda was approved as written.

**APPROVAL OF PREVIOUS MEETING MINUTES**

The Board approved the minutes from the July 6, 2004 meeting with no changes.

**MANAGER'S UPDATE**

**Financials**

– The Board had received their financial statements in the mail from the end of September and had reviewed them prior to the meeting.

Delinquencies – The Board reviewed the delinquencies and the status report from Orten & Hindman and had no questions.

Grounds – Dave indicated that he has continued to deal with ACC in an acceptable manner. Dave was directed to invite Kirk Haptonstall to the November meeting to present a report addressing the scope and status of the projects that he had been given in this calendar year.

Covenant Enforcement – The lawn maintenance effort for private properties has been discontinued for this growing season, due to termination of most sprinkler systems throughout Roxborough Village.

Architectural Control Committee – The ACC process is working satisfactorily. Some ACC forms from the last few months have been misplaced. Efforts should be made to keep track of these forms so the homeowners can be apprised of the decisions of the ACC.

**OLD BUSINESS**

Recouping of Monies Owed by Centex – After much discussion, it was moved, seconded and approved to award a work order to ACC to complete the Centex work. This work order was to include a guarantee as to when the work would be done, to address the planting of five trees only and to include a time frame for completion.

#### NEW BUSINESS

Grounds Maintenance Contract – The Grounds Maintenance Contract awarding grounds maintenance for 2004–2005 to American Civil Constructors was signed.

Trash Removal Contract – The contract with Suburban Waste Services, Inc. was moved, seconded and approved.

Bid for Keystone Wall – It was moved, seconded and approved to award a contract to American Civil Constructors to construct a keystone wall in Tract M per their proposal.

Jason Lutton – After much discussion, it was moved, seconded and approved to demand all past fine money and assessments of Jason Lutton. Dave was directed to write a letter to Mr. Lutton indicating that these fines were now due.

Shed – Nate Hamm agreed to check with a storage company and determine what the cost would be to rent a garage-sized shelter for storage of community's goods. Nate would get this information to the Board and a decision would be made when the information was available. Dave was directed to contact a moving company and make arrangements for movement of the community's goods from two homes in Roxborough to a storage facility.

Discussion of Walk Through Completions – The community was divided up amongst the Board members who agreed to walk the community sometime between now and the next Board meeting on November 1, to determine which houses still had items that were grossly in violation of the covenants. All other properties that did not have items that were in gross violation, would be considered in compliance at the November 1, 2004 meeting.

#### NEWSLETTER ITEMS

Dave indicated that the next newsletter would be released in November. The following items were listed for inclusion:

1. Flag Days
2. Annual/Budget Ratification Meeting information
3. Board member elections
4. Holiday lights contest
5. Website
6. E-vites website
7. Completion of the volleyball court
8. Holiday Caroling
9. An article to send assessment checks to 390 Interlocken Boulevard

#### ADJOURNMENT

The meeting was adjourned at 8:50 p.m.

DL/ras/ROX

## **NOVEMBER 1, 2004**

### **CALL TO ORDER**

The meeting was called to order at 6:05 p.m. In attendance for the Board of Directors were Monica Stevens, Bev Switala, Nathan Hamm, Kristen Wilkening and Leo Chavez. David Lynn was in attendance from Management Specialists, Inc.

### **OPEN FORUM**

Joseph and Kathleen Crowley were present at the meeting to discuss fines they had received for failure to complete their landscaping in the time agreed upon with the Board. After much discussion it was decided to impose fines of \$100 for each property.

### **APPROVAL OF AGENDA**

The agenda was approved with some minor additions to the New Business section.

### **APPROVAL OF PREVIOUS MEETING MINUTES**

The Board approved the minutes from the October 11, 2004 meeting with one change:

In the last paragraph of New Business – Discussion of Walk Through Completions, the last sentence should read: “All other properties that did not have items that were in gross violation would be considered in compliance at the November 1, 2004 meeting.”

### **MANAGER’S UPDATE**

#### Financials

– Dave presented the financials from September 30, 2004 indicating that significant funds had been spent from the Operating Account in the last month and no funds had been spent from the Reserve Account. This put the Operating Account in a near deficit condition and that would be corrected with a transfer from Reserves in November.

Delinquencies – The Board reviewed the delinquencies and the status report from Orten & Hindman and had two questions. They asked Dave to check the accounts of Terry Longo and Prinzi-Kurz.

Grounds – Dave was directed to have American Civil Constructors conduct more weed removal in the corners where it was missed with the box behind the tractor. This would require hand removal. Dave agreed to check with Orten & Hindman to see what would be necessary to add an additional

monument sign. Dave was also directed to investigate adding a sign at Village Circle East and North Crystal Lake Drive and report back at the next meeting.

Covenant Enforcement – The vast majority of violations now being recorded are for trashcans left in front and along side garages. Dave agreed to prepare an article for this in the next newsletter.

Architectural Control Committee – The ACC process is working satisfactorily.

## **OLD BUSINESS**

Recouping of Monies Owed by Centex – Dave reported that he had received \$6,582 from Centex Homes to repair some tracts in the community. That money was awarded to the American Civil Constructors Company to have the work completed.

## **NEW BUSINESS**

Annual Meeting – It was agreed to invite Kirk Haptonstall from ACC, Doug Smith from Suburban Waste and Dave Yamada from the Roxborough Village Metropolitan District to the Annual Meeting that will be held on Monday, January 31, 2004 at 7:00 p.m. at the Roxborough Village Elementary School.

Path on Marmot Ridge Circle – Monica Stevens indicated that the path on Marmot Ridge Circle had deteriorated and requested bids for replacement of the path with a concrete sidewalk. Dave agreed to obtain bids for the next meeting.

Dog Run Issues (Falcon Lane) – After much discussion Dave was directed to send a letter to the owner of the property on Falcon Lane that the standard dog run could be installed however the non-standard dog run that was there at the present time was disapproved and must be removed.

Oil Stains (Brown Bear Lane) – The homeowner requesting a waiver of fines for oil stains in front of her property on Brown Bear Way was to receive a letter indicating that the \$100.00 fine previously imposed would remain in place.

Day Care (Elk Court) – The homeowner requesting approval from the HOA to operate a daycare business from her home on Elk Court would receive a letter from Dave indicating that the Board had no objection to the daycare however, she was directed to obtain all licensing and permits from the County. The letter from Dave should indicate that if any violation of the covenants was subsequently discovered, then the daycare business could be terminated by the HOA.

## **NEWSLETTER ITEMS**

One additional newsletter item was added, that being trash can placement beside garages and in front of fences.

NEXT MEETING DATE / TIME / LOCATION

The next Board Meeting is scheduled for December 4, 2004 at 7 p.m. at the Cool River Café.

## **ADJOURNMENT**

The meeting was adjourned at 8:20 p.m.

DL/mjs/ROX

### **Your 2004 Board of Directors:**

Ed Hanks - Vice President

Bev Switala

Monica Stevens - Secretary

Nathan Hamm