

**ROXBOROUGH VILLAGE FILING 16A HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS  
MINUTES OF MEETING  
February 6, 2008**

A regular meeting of the Roxborough Village Filing 16A Board of Directors was held on Wednesday, February 6, 2008 in the Roxborough Village Fire Station in Littleton, Colorado.

- I. Roll Call, Call to Order** – President Bendall called the meeting to order at 7:00 PM. Members present: Ron Bendall, Elliot Goldman, Terri Stange and Renee DeRocher. Members absent and excused: Rebecca Hulse. Others present: Owners per the attached sign-in sheet, and Kathy Christensen of KC & Associates, financial/covenant manager.
- President Bendall noted that a quorum was present necessary to conduct the business of the Board and the Association.
- II. Open Forum** -- Discussion included using the Association Website as a bulletin board for the community. Cost of running the Lake fountains and run times were discussed. Residents indicated that youths have been seen on the Lake ice playing.
- III. Review of Minutes** – Following review, the January 16, 2008 and January 23, 2008 minutes were approved as amended. The December 6, 2007 and January 17, 2008 regular meeting minutes and January 16, 2008 Annual Meeting minutes were approved without objection.
- IV. President's Report**
- A. Landscape Work & Improvements**
1. Ratification of Proposals, as applicable – The Board next ratified the Landscape Maintenance Proposal as amended, without objection.
- B. Miscellaneous Issues**
1. The Board approved the fountains to turn on at 7:00 AM and shut off at 9:00 PM when restarted. Timers will be calibrated so as to sync with each other.
  2. Legal will be asked for appropriate language for Lake pertaining to 'ice' issue.
- V. New Business**
- A. Management Contract** – Following discussion and review, upon motion duly made by Director Bendall and seconded by Director DeRocher to approved, without objection, the KC & Associates revised contract at a cost of \$2,600 per month.
- B. Irrigation Contract** – Discussion moved to the March meeting.
- C. Roxborough Park Easter Egg Contribution** – Following discussion and review of the Budget, the board approved, without objection, an expenditure of \$200 to the Park for the upcoming Easter Egg Hunt.
- D. Code of Ethics** – The Board next reviewed a proposed Code of Ethics submitted by a member of the community. Following discussion and review of the governing documents, the document was found to be similar to that of an existing Senate Bill 100 and 89 Policy.
- E. 2007 Financial Audit** – The Board next ratified, without objection, the 2007 Financial Audit, State and Federal taxes proposal submitted by Brashier & Foss CPAs.
- VI. Committee Reports**
- A. Website** – Corrections were discussed and will be forwarded to the webmaster for implementation. Director Goldman requested a membership email listing. The webmaster will set up a Committee Distribution List on the website.
- B. Others** – Capital Improvement met with the Landscaper to review possible projects for 2008. The hill concern at the Marmot Ridge Park will be forwarded to the Roxborough Metro District for follow up. Management to obtain quotes for installation of a sidewalk at the Mule Deer Park, per Committee recommendation. Following discussion, the Board requested that the Committee construct a 'wish list' in order of priorities, obtain associated costs and present to the Board for consideration. A walk through of the community will be conducted in the Spring.

- VII. Financial Report & Accounts Payable Reports** – The Board next reviewed the unaudited financial report setting forth the cash deposits, investments and budget analysis through the period ending December 31, 2008. Due to a calculation change, additional funds will be available for deposit into Reserves.
- VIII. Manager's Report** – The Board ratified a between meeting decision to issue a work order to the landscaper for locking of the Lake fountains boxes due to possible vandalism. Keeton will be requested to submit a Service Contract for the fountains. The insurance was renewed without objection with Travelers Insurance. One Reserve Study proposal was reviewed with two others pending receipt. The Board approved the use of 'Arrowhead Shores' as the name to be used in Association future correspondence.
- A. Violations** – Violation Report was reviewed and discussed.
- B. Collections** – Collections were reviewed and discussed.
1. Payment Plan -- One payment plan was reviewed and approved as submitted.
- IX. Miscellaneous/Announcements**
- A.** Next meeting scheduled for March 5, 2008 at the Roxborough Fire Station.
- B.** April meeting locations discussed.
- C.** ET/Underground irrigation discussed and will be researched.
- D.** Rewrite of the Governing Documents will be researched.
- E.** The Annual Picnic will be revisited for a possible June date and will be placed on the next Agenda.
- X. Adjournment** – There being no further business to come before the board, upon a motion duly made and seconded and without objection, the Board adjourned the meeting at 9:43 PM.

Respectfully submitted by,  
Kathy Christensen, Manager

**THE FOREGOING IS THE TRUE AND CORRECT MINUTES OF THE MEETING HELD ON THE DATE ABOVE AND WAS APPROVED ON THIS 5<sup>th</sup> DAY OF MARCH 2008.**

\_\_\_\_\_/ Rebecca Hulse /\_\_\_\_\_  
Secretary