

GREENFIELD MASTER ASSOCIATION
A NON-PROFIT CORPORATION

BOARD OF DIRECTOR'S MEETING
Monday, July 12, 2010 - 4 PM

MINUTES

1. Call to Order at 4 PM.

Board Members Present: Shannon Scott, Shirley Kirkwood & Dean Lundell .
Board Members Absent: Ken Hume & Scott Whitney
Also Present: Eric Plouff, JBK Landscape; Bryan Carruthers, Consilium Partners; Tony Ryan, Clearwire and Chris Ricketts, CMCA®, Association Manager.

2. Committee Reports

A. JBK - Landscape

1. Turf and fence lines have been sprayed.
2. Stop valve for Clubhouse and Pool was installed.
3. Mulch installed as per contract
4. 2 Crabapples with blight were removed. Several others with blight will likely die also. However, an attempt is being made to save them. This variety is not available now.
5. Cage for large backflow prevention device was installed.
6. It was recommended to the sod area on path by bridge be allowed to return to native grasses as there is no sprinkler system in place. A homeowner's storm drainpipe should also be re-routed to the back of the lot to prevent erosion next to the concrete pathway.

B. Clubhouse Report

1. The A/C is not working. Adriane Krames will have it looked at.
2. Cleaning prices quoted seemed high. Vendor will be requested for a quarterly cleaning proposal with a target of \$150 each time.
3. The furniture is showing signs of age. Adriane Krames will start the process to look for replacements. Discussion about table corners being squared or rounded concluded that having tables with very rounded corners would be preferable in order to create a safer environment for younger children

C. Architectural Design Review Committee (ARC)

1. The Committee is up to date and there are no pending applications at this time.

D. LMD

1. No report at this meeting. LMD not present at this meeting.

E. CENCON

1. No update for this meeting.

F. Pool Update - Consilium Partners

1. Large digging equipment is now on-site.
2. Digging starts Tuesday, July 13, 2010. Work is to begin no earlier than 8 AM and be completed for the day at 5 PM and is to be Monday through Friday only.
3. The construction design is 100% complete as of July 7, 2010. It is with the City of Centennial for final review.
4. Construction Permit processing is moving slowly at the City of Centennial. The City has requested additional paperwork, previously unmentioned, including logs from 2008 and 2009.
5. The replacement pool filtration and heating equipment will draw more power than the old units being replaced. Bryan Carruthers will need to look at this and increase circuits accordingly since holiday decorations already draw enough power to trip breakers occasionally, events the Board wishes to avoid a repeat.
6. The project is on budget the asphalt paving at \$66,000 is optional.

G. Clearwire

1. Tony Ryan, Clearwire Representative, provided a copy of his presentation to each Board Member present and a copy to the manager for installation of equipment to create wireless internet service. The plan is to raise the cupola to accommodate the antennas and add an equipment cabinet to the exterior of the building. The proposed location of the equipment cabinet is to be modified to move it near the electrical power supply of the building. The additional height of the cupola would give it a distorted appearance. It was suggested that a second roof extension, similar to existing, be made and the cupola be kept at a shorter height. Tony will have photosims prepared approximated the appearance of the modified roof proposal. The Board also requested R/F materials to review with a possible decision date in September or early October 2010. If all details can be worked out and agreed upon, construction and installation could begin as early as late November or early December 2010. Clearwire is trying to have this online January 2011.

5. Minutes

1. Tabled.

6. Financials

A. Financial Review - Tabled.

- B. Pool Special Assessment - \$840 due by July 31, 2010 is option 1. Option 2 is for the owner to wait and be automatically placed in the 36 Month Payment Plan which will include additional costs. In August, the amount of the loan and how much the cost of the loan will be determined. Calculations to determine the payment plan amount for each owner will be made about the first week of August. Coupons will be generated and mailed to owners in August 2010. The first payment will be due September 1, 2010. The administrative cost of the loan to owners on the payment plan is expected to be about \$10 to \$15 per year. The contingency amount of \$1 up to

\$328 will be determined in October and each owner's portion will be due in by December 31, 2010.

7. Homeowners Forum – Taken out of order.

- A. Owner present reported the neighbor's yard at 6253 S Jericho Ct, visible from Fair Ave, was full of weeds generating seeds that went all directions including seeding the neighbors property with new weeds, the care of the lawn was very poor. Several Board Members and manager will go take a look after the meeting. Manager will send a letter.
- B. Manager will send a letter to 6283, portable basketball hoop is broken and left in view.
- C. Vehicles parked more than 72 hours on the streets are considered to be parked overtime. Call City officials or police to report the problem

8. Unfinished Business

- A. LMD Landscape payment arrangement is in place. LMD will send a check to the Association for the contract amounts already paid in 2010 to JBK.
- B. Open Space Easement, manager will check with the attorney, Myra Lansky, regarding the illegal alien clause. The manager will check with Gary Wilson to determine who files the easement agreement.
- C. Minutes of May 10, 2010 returned to the table.

Dean Lundell moved to approve the May 10, 2010 Minutes with the attachment of the May 2010 Consilium Report. Shirley Kirkwood second. The May 2010 Minutes were approved.

- E. Minutes of June 14, 2010 returned to the table.

Shirley Kirkwood moved to approve the June 14, 2010 Minutes as corrected. Shannon Scott seconded. The minute were approved.

9. New Business

- A. Annual Owners Meeting is set for Saturday, August 14, 2010, 2:30 PM at the Tallyn's Reach Library Meeting Room. Sign in begins at 2 PM.
- B. The Financial Reports were returned to the table.

The June shows \$193,669.14 and May \$112,919.30. Manager will seek the explanation from Accounting.

Dean Lundell moved to accept the Financial Report with a clarification in the Operations Cash. Shannon Scott seconded. The financial reports were accepted.

- C. Retaining Walls and Fences are to remain on the agenda. Some fences between Hillside and Greenfield need to be painted. There was some question as to which Association holds the responsibility.
- D. YMCA contract will be kept on the agenda including while the pool construction is underway.
- E. Pool Update, see attached Consilium Report from Bryan Carruthers.

- F. Manager will contact Jason Gillis at d-7 Roofing to send his crew back out to remove nails and a bit of flashing from the Clubhouse lawn.
 - G. The unfinished Bike/Pedestrian Trail Easement is with the attorney for a final review.
 - H. Manager will arrange to have new signature cards at the September 2010 meeting.
 - I. Shirley Kirkwood moved to accept the JBK proposal to install a strong box to protect the large Backflow Prevention device near the Clubhouse. Shannon Scott seconded. The motion was approved.
 - J. A line item will be added to the 2011 budget as per SB 09-1359. Associations are now required to adopt a Reserve Study Policy, see attached letter from the Association's attorney.
 - K. The trash collection base rate will be increased to \$9.85 per lot effective August 1, 2010. The 2011 budget will need to be adjusted to reflect the increase. Waste Management letter did not state the amount of any other planned increase in cost of service.
10. Schedule Next Meeting
- This will be determined at a later date. Options include having a short meeting on the regular 2nd Monday, holding a short meeting just before the Annual Owners Meeting or just after the Annual Owners Meeting.
11. Adjournment
- This meeting was adjourned at 6:45 PM.

Approved: August 9, 2010



Greenfield HOA Pool Renovation – July Board Update

DATE: July 12th, 2010

PROJECT TEAM:

Consilium Partners, LLC – Project Manager

White Construction Group – Design-Builder

Front Range Aquatech – Pool Design-Build Subcontractor to White

Ground Engineering – Geotechnical Engineer under White

CTL Thompson – GHOA 3rd party Geotechnical Engineer

REI Structural – GHOA 3rd party Structural Reviewer

I. Design/Permitting:

- a. **Overall Design:** 100% Design (excluding City of Centennial comments) was completed on 07JUL10. White has also provided a letter indicating how all the 3rd party review comments have been incorporated into the final design. White will be updating the design docs and issuing Final Construction Drawings once all City of Centennial comments are received.
- b. **Demolition Permit:** Demolition permit was received on 07JUL10.
- c. **Building Permit:** The City of Centennial required a planning department review although they originally indicated that a planning department review would not be required. That review has been completed and the plans are currently at the building department for review. Review comments are expected by 20JUL10.
- d. **Final Structural Review:** REI Structural has started their final structural drawing review and will issue their comments (if any) by 15JUL10.

II. Construction:

- a. Bonds and Insurance have been procured by White construction in preparation for starting demolition and copies have been provided to Weststar.
- b. White has mobilized on site. Erosion control fencing and demolition of existing pool fence and landscape lighting started on 08JUL10. Demolition of pool shell and concrete decking will begin on 13JUL10.
- c. Roof replacement of clubhouse and gazebos roofing (separate from pool renovation project) was successfully completed. Mechanical building roof replacement was removed from the roofer's scope because White will be replacing as part of pool project. Insurance funds for replacement may be able to be applied to pool project. HOA Board/Weststar to confirm.

Provided by:



III. Schedule:

- a. **Overall Schedule:** Schedule was impacted by the slow turnaround on the demolition permit. However, an updated schedule has been developed by White that maintains M-F 8am-5pm working hours and the original Final Completion date of 25NOV10. This schedule was achieved through recognizing shortened durations required for piers rather than overexcavation and exporting/importing soils under the deck. Also some subcontractor activities were able to be adjusted to run concurrently with one another. This revised schedule will be incorporated into the contract via inclusion in CO#1.
- b. **Completed Milestones:**
 - i. 3rd Party Reviews Completed
 - ii. Demo Permit Received
 - iii. Building Permit Submitted
 - iv. Demolition Started
- c. **Upcoming Milestones:**
 - i. Complete Demolition
 - ii. Receive Building Permit
 - iii. Begin Caisson Construction

IV. Budget:

- a. **COR#1:** Change Order Request #1 has been received and reviewed by Consilium. The total COR #1 amount is \$101,560 and includes:
 - i. Credit for reduction of retaining walls & overexcavation
 - ii. Increase for Caissons at pool deck
 - iii. Credit for deck drains rather than trench drains
 - iv. Credit for competitive bid savings on fencing & gates
 - v. Increase for deck thickness & mowband under fencing
 - vi. Increase for electrical service upgrade, light replacement, ventilation change, siding replacement and building expansion at pool equipment building.

COR#1 awaits Board final signature.

- b. **Contingency Use Projection/Risks:** After COR#1, \$60,713 of the original \$134,161 Owner Contingency remains. The largest potential risk

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to budget at this time is uncovering unforeseen conditions under the pool during demolition. The likelihood of this risk is moderately low as the design is to place both pool and deck on piers.

- c. **Overall Budget:** All soft cost items are currently tracking below budget and the overall project is still tracking under budget.
- d. **Re-paving Parking Lot:** This work has not been carried in the pool renovation budget. However, White has provided two pricing options to for the Board to compare with other bids received to complete this work under a separate budget.

Provided by:





LanskyWeigler, P.C.

● **Kimberly A. Porter** Shareholder
kporter@lanskyweigler.com

June 30, 2009

New Legislation

As a result of House Bill 09-1359, the Colorado Common Interest Community Act has been amended as follows:

1. In addition to the eight other required governance policies, Associations are now required to adopt a policy regarding reserve studies. The policy must provide (1) when (and if) the Association will have a reserve study prepared; (2) whether there is a funding plan for work recommended by the study and the projected sources of funding for the work; and (3) whether the reserve study is based on a physical analysis and financial analysis. A reserve study conducted internally by the Association is sufficient to meet the statutory requirements. (C.R.S. § 38-33.3-209.5)

For communities created before July 1, 1992, this amendment is effective July 1, 2010. For those communities created on or after July 1, 1992, this amendment is effective August 5, 2009.

We have established a flat fee of \$175.00 to prepare a reserve study policy.

2. The next amendment involves communication regarding information related to the responsibilities and operation of the association obtained by any board member. The statute provides a list, which is not all-inclusive, of examples of such communication. They are (1) reports of detailed monthly expenditures; (2) contracts to which the association is a party; and (3) copies of communications, reports and opinions to and from any member of the board or any managing agent, attorney, or accountant employed or engaged by the board to whom the

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board delegates responsibilities. (C.R.S. § 38-33.3-303 (1)(b)). This requirement is effective August 5, 2009.

The intent of this provision is to make sure that relevant information is shared amongst all board members, and it is written very broadly. While the intent may be simple, the implementation may be more difficult. The statute specifically refers to "...copies of communications, reports and opinions...", leaving in question oral communications. It is our opinion that oral communications need not be reduced to writing and disseminated to all members. **However, responsible governance mandates all board members accurately share information obtained from any of the Association's professionals, whether written or oral.** Associations are encouraged to have a single point of contact with its manager, attorney, accountant or other professionals. Written communications should be forwarded to the Association's manager for inclusion in the board members monthly packets.

3. The last amendment involves committee chairpersons. For appointments after August 15, 2009, the person appointed to preside over a committee must meet the same qualifications as are required by the Association's governing documents for election or appointment to the board. (C.R.S. § 38-33.3-3(b)).

If the Association's governing documents require board members to be owners of the Association, then persons appointed to be committee chairpersons must also be owners. If the documents are silent, then the Association is not limited to the appointment of owners. A careful review of the documents is required before making any decisions. Even if someone is precluded from serving as chairperson, it does not automatically follow that they cannot serve on the committee as a member. This would only be true if the governing documents require all committee members to be owners.

Please let us know if you have any questions or need any assistance in reviewing documents or implementing policies.

Kimberly A. Porter