

GREENFIELD MASTER ASSOCIATION
A NON-PROFIT CORPORATION

BOARD OF DIRECTOR'S MEETING
Monday, April 11, 2011 - 4 PM

MINUTES

A. Call to Order at 4:05 PM.

Board Members Present: Shannon Scott, Cathy Wise, Ken Hume, Scott Whitney & Steve Rowe
Board Members Absent: None
Also Present: Eric Plouffe, JBK Landscape; Michael Hayutin, Weststar; Adriane Krames; Paul Krames; Taylor Roberts; YMCA; Don Kellner; David Bellamy; Kira Baldwin; Paula Stack; G. Weber; Anne Carter; Jennifer Searcy; Patti Dawkins; Debbie Reiser; Shawn Rodocker; Colleen Rodocker and Chris Ricketts, CMCA®, Association Manager.

B. Committee Reports - JBK – Landscape - Eric Plouffe

1. We need rain but are hesitant to turn on the sprinklers in case it freezes on the sidewalks. Pre-emergent has been applied. Tree wells detailed, mulching done, leaf removal done, and bushes at Clubhouse have been pruned. Fertilizer will be applied in the next two weeks. At this time, it is too dry to aerate. Aeration will be done when the ground is moist again.
2. Pool
 - A. The irrigation system restoration will be done Time and Materials by JBK. Work is scheduled to resume April 12 has been rescheduled to begin April 18. White is doing some landscape work inside the fenced pool area. The area inside the pool fence must be completed by Friday, April 27, 2011. The areas outside of the pool fence can be finished a few days later as long as the inside of the pool fence is complete in time for the pool opening.

Scott Whitney arrived at 4:15 PM.

The Community Spring Walkthrough with JBK is scheduled for May 26, at 3 PM, to begin at the Clubhouse.

B. YMCA - Lifeguard Service - Taylor Roberts

1. The life guards will collect the \$5 fee for use of the BBQ Grill which is used to defray the cost of propane. The funds will be turned over to the Clubhouse Manager for banking. When an owner wishes to set up a pool party, notice of 2 weeks is required to YMCA, 720 870-2221. Time is needed to set up the schedule to ensure enough lifeguards are on duty. Notify the Clubhouse Manager, Adriane Krames at 303 680-5120. Adriane and Taylor will coordinate and Taylor will arrange and set the lifeguard schedule. The Association Rules allow up to 6 guests with a homeowner - not to exceed 10 guests per month. Lifeguard training will begin about a week before the pool opens.
2. Swim team safety issues were reviewed. The YMCA will be asked to provide numbers of swimmers per lane based upon age/size of group members. If the Association changes swim team time to 4:30p to 6:30p, lane restrictions and limiting swim team size will be discussed. Taylor indicated that the lifeguards will be trained on how many lanes are allowed for swim

team and that strict enforcement is required to prevent lane creep. Per FHA Guidelines, all members must have an opportunity to use the pool during the regular open hours which are 10 AM to 8 PM.

3. ARC

The ARC reported that comments received about the new Paint Book have been very favorable. When a building permit is required, it is the homeowner's responsibility to obtain one from either Arapahoe County or the City of Centennial. The manager modified the Decision Letter to include a new "60 day time limit to start the project". This verbiage will now be included in Decision Letters.

A deck was started 3 years ago and is not finished, the manager will send this owner a letter to complete the deck in the next 90 days. The ARC will send the manager the address.

4. Social Committee

The Easter Egg Hunt has been moved 1 week to April 23 to accommodate for a 5K Run Event scheduled for the same time on the 16th.

The Food Drive barrel will be in front of the Clubhouse.

5. Clubhouse

Cleaning bids have been received, some from resident owners. The manager will contact several additional companies (non-residents) to come out and meet with the Clubhouse Manager. The bids will be at the next meeting for board review and selection of the cleaning company. Regular cleaning is needed quarterly. The bid is to also include the price for extra cleaning for after a party when proper clean-up is not performed by the renter. Super Scrubbers \$120, Green Cleaning \$175 and Molly Maid \$196 for quarterly,

6. CENCON - not present.

C. Minutes

The draft Minutes of March 14, 2011 were not in the packet. They will be reviewed at the next meeting.

D. Financial

1. Project Manager Bryan Caruthers will prepare a price comparison on irrigation system restoration based upon prior history. The accountant will provide Bryan with prior numbers. This overage does not affect the project cost as it is a problem of the builder that is not passed along to the community.

2. Ken Hume moved to accept the March 2011 Financial Report. Scott Whitney seconded. The financial report was accepted.

The Board Meeting Announcement sign for the Euclid Entrance was returned. The owner will stop placing the sign since he is moving. This may be the last one that was placed prior to meeting. The other entrances have not been done in a while. Volunteers will be sought.. The Board meets the second Monday of each Month.

E. Unfinished Business

1. Centennial Easement Agreement was signed and sent back to Gary Wilson. A copy with Centennial's signature has not been received.
2. Project List - includes replacement smoke detector in the Clubhouse and CO Detector to be added, kick panels at the small gazebo between the Clubhouse and Tennis Courts, replacement basketball hoop nets, Tennis Court cleaning, and re-painting/touch up of pillars at the Clubhouse. The replacement benches and Tennis Court surface coating will be done at the same time depending on weather. The material requires a cure time with minimum overnight temperatures.
3. YMCA Contract

The contract calls for a 60/40 split of net revenues for swim lessons and swim team.
4. Design Review Manual updates are still pending.
5. A section of the fence along Smoky Hill Road was knocked over in the high winds. There are also some broken pickets. The bid received was to right the section only. The manager asked for additional work to fix the broken pickets and any other small items on this fence. The revised bid is expected to arrive soon.
6. The Estates Entrance pillar knocked over is repaired and the vendor is paid. The damaged light pole replacement is on order. When it arrives and the invoice is received, the bills will be sent to Farmers Insurance to reimburse the Association for the repairs.
7. An owner contacted the manager about keeping chickens as pets in Greenfield. The manager will be contact the City and County to find out what their regulations are.

F. New Business

1. HVAC Maintenance proposal tabled.
2. Portable PC for Entrance system tabled.

G. Schedule Next Meeting

1. The next meeting will be Monday, May 9, 2011. – 4 PM – Homeowner Forum – 5:30 PM
2. Time was set aside for Tennis Court and Pool Key Card Access distribution. Several key cards were issued. This will be a regular part of future meetings.

H. Executive Session

1. Tabled account review.

I. Homeowners Forum (5:30 PM)

1. 20602 E Caley Drive owner reported soggy soil in the drainage area behind his house and that this was reported at the meeting August 2010. Since August, this has been inspected several times by JBK for leaks and the source of water. No Association broken or leaking irrigation systems were found. The manager will contract SEMSWA to take a look to determine the source of water and what it will take to dry out this area.
2. The Board President gave a brief history of the Swim Team.

The board discussed Swim Team schedule with homeowners. YMCA will coach the swim team. The Board agreed to reconsider Swim Team hours if a survey of all owners was taken. The survey letter and response card will be prepared and two representatives of the swim team group of owners will review the letter and voting card prior to mailing.

Ken Hume left the meeting at 6:57 PM.

Steve Rowe left at 7:02 PM.

The survey letter and response card will be sent out as soon as possible. To be counted, the response cards are to be postmarked by May 2, 2011. The manager will tally the votes and present the results to the Board for publication.

Scott Whitney left at 7:20 PM.

Further discussion was held and no decisions were made or changed.

3. Item F1, HVAC Maintenance Contract was put over to the next meeting.
4. Item F2, Portable PC was put over to the next meeting.
5. Item H1, Account Review was put over to the next meeting.

G. Adjournment

The next meeting will be Monday, May 9, 2011.

The meeting was adjourned at 7:25 PM.

Approved: _____