

GREENFIELD MASTER ASSOCIATION

A NON-PROFIT CORPORATION

BOARD OF DIRECTOR'S MEETING

Monday, February 13, 2012 - 5 PM

MINUTES

A. Call to Order at 5 PM.

Board Members Present: Shannon Scott, Mike Hamrick, Rich Valentino, Bob Frazier and Steve Rowe.

Board Members Absent: None.

Also Present: Eric Plouffe, JBK; Adriane Krames; and Chris Ricketts, CMCA®, Association Manager.

B. Committee Reports

1. JBK

- a. Eric Plouffe reported that they used the ATVs to clear several times during the large storm. They are working on a tree replacement survey with LMD (trees with yellow leaves that have Chlorosis along East Fair Avenue). The Spring Walk Around is coming up, the Board would like a bid for more cobble in certain areas and additional mulch replenishment. Eric also reported the LMD re-do along Liverpool will be completed this year. The islands at the entry roadways have some weed and overgrowth issues, Eric will contact LMD, as it is their responsibility, regarding maintenance of these areas.

5:10 PM Steve Rowe arrived.

2. Clubhouse

There were 2 rentals in January 2012, February is pending and there are 2 pending reservations for March. Carpet cleaning bids are needed. Also, quarterly cleaning bids. The Association manager will arrange those bids. The refrigerator in the lifeguard room has been replaced with a large unit with a separate freezer to handle the otter pops. The microwave oven was also replaced, both within the budgeted amount set at the January board meeting.

3. Social Committee

The Easter Egg Hunt is on the schedule for Saturday, April 7, 2012 - 10 AM to Noon. We do not expect to have a bunny this year, unless someone with a costume comes forward.

4. Pool Update

The YMCA contract has a couple of changes that the manager will review with Kim Armitage. Once changes are agreed upon, the contract can be signed. Shannon Scott moved to approve the YMCA Contract for 2012, returning Swim Team split to 60/40, same as 2011. Steve Rowe second. The motion was approved.

The chemical and chlorine supplies are handled through Aquatech from Colorado Springs. The Association has an account, but they've been billing through the YMCA. Part of the preparation for opening, the YMCA will clean the pool and pool deck. Lifeguards go through a review/training process about 3 days prior to opening. The board will have a team building session prior to opening with the lifeguards and monthly reviews.

Owners will be asked to check their pool key card at the Tennis Courts to ensure they are active prior to the re-opening at the end of May. Contact the Association Manager if inoperable, Chris Ricketts 720 941-9200 X28 or via email chris@weststarmanagement.com. An orange half sheet notice will be included with the Standard Notice sent to owners reminding them the pool and tennis court key cards are de-activated when an account becomes delinquent. Cards are re-activated only after the account is brought current (at least to the end of the current month). The first card is issued at no charge. Replacement cards or an additional card are \$10 each. Pick up at the office Monday through Friday, call ahead whenever possible to have it issued and ready. To mail the key card is \$5 (1 or 2). Only two (2) cards per owner's address can be active at one time. Call or email promptly if the card is lost or misplaced, it will be de-activated.

5. LMD

Representative not present at this meeting.

C. Minutes

Mike Hamrick moved to approve the Minutes of the January 9, 2012 meeting as amended. Shannon Scott second. The motion carried.

D. Financial Report

The Pool Special Assessment loan balance is about \$58,000, as expected the loan payments are higher than the monthly payments received from owners that chose to pay monthly. At the beginning of the Pool Replacement Project, it was planned to either adjust the loan or pay it off at this time. To pay off the loan, the Reserve Account would loan the funds for pay off and monthly payments received from owners on the payment plan would repay the Reserve Account. The monthly payments would remain the same to then end of the year. Adjustments in the budget planning process for 2013 would include review of the monthly payment amount and how many months remain for 2013. The original agreement was for 36 months of payments. The number of monthly payments may be less than originally planned as the project came in less than budgeted.

Mike Hamrick moved to pay off the loan, at a maximum of \$58,000 with monthly payments received to be deposited in the Money Market Reserve account. Rich Valentino second. The motion carried.

Mike Hamrick moved to accept the January 2012 Financial Report. Shannon Scott second. The motion carried.

E. Unfinished Business

1. Board Project List

2. Association Fence Painting Bids

Reconstruction Experts \$4,326.35, includes minor repairs.

Gardener \$3,895 with option to powerwash \$230. Includes minor repairs, other repairs \$35 per hour plus materials. The board has questions about clean-up of old paint chips, drop cloths, notice to owners when the painters will be in back yards. Also, does the painter have a release form for owners?

The manager will contact the Gardner representative for this information. If okay, the contract to paint the Association's picket fencing w/brick detail will proceed. Paint by May 31, 2012.

Shannon Scott moved to have Gardner repaint, including the power wash option, the Association's Picket Fencing with the brick detail. Mike Hamrick second. The motion carried.

3. Design Standards Manual

The electronic version Shannon Scott will edit and send it to Bob Frazier for his redline changes/suggestions.

4. Holiday Lighting Update

The lights and wreaths were moved to the storage locker at Uncle Bob's by Paul Krames and the Association Manager. Universal Event Planning will be checked to see if they will adjust their bid since light storage is no longer required. The bid from Fluorescent Maintenance Company is less with no storage.

F. New Business

1. Brick Pillar Repairs

The bid from the Brick Doctor to repair 2 pillars and some missing bricks on the Euclid Entrance Monument is \$875. Bob Frazier moved to accept the repair bid. Shannon Scott second. The motion carried.

2. Reserve Study

Commercial Assessment for an on-site Reserve Study bid, \$2,900.

Geographical Information System was reviewed. This matter was put over to the March meeting, Steve Rowe will check with vendors that prepare this type of file for the computer.

3. Rain Sensors - Sprinkler System Controls

Manager will check with Eric Plouffe for more information for the March meeting.

4. Collections

A property was foreclosed and Buning the former owner left owing the Association over \$2,400. Mike Hamrick moved to send the file to a Collection Agency. Shannon Scott second. The motion carried.

H. Adjournment

The meeting was adjourned at 7 PM to an Executive Session to review delinquent accounts and a collections matter referred to the Association's attorney.

Approved: March 12, 2012