

SORREL RANCH OWNERS ASSOCIATION

A NON-PROFIT CORPORATION

BOARD OF DIRECTOR'S MEETING

Wednesday, February 1, 2011 - 8 PM

MINUTES

1. Call to Order at 8 PM.

Board Members Present: Natalie Jones, Bryan Kopp & Rich Anchustegui
Board Members Absent: Reese Van Allen & Elizabeth Stanley
Also Present: Chris Ricketts, CMCA®, Association Manager.

2. Qwest equipment near entrance, Aurora Parkway and Alexander. The manager contacted Qwest, and was informed they needed a phone number at the location in order to find it and make repairs. A Qwest phone number was identified. The manager will re-contact Qwest and request repairs.
3. The Arapahoe County website will be checked periodically for new foreclosure listings and to track pending foreclosures. A report will be prepared and provided to the board.
4. Late payments are tracked monthly on or about the 16th. The accounting staff prepares a list of all delinquent owners including prior months. The A/R list is reviewed by the manager. Further action is noted and returned to accounting. Accounting prepares and sends a statement along with a friendly reminder letter to owners 0-30 days late. A stronger letter and statement are sent monthly to owners 30 to 120 days. 120 to 150 days, a statement and a letter warning the file will be sent to the attorney for collection if payment is not received by 180 days. At 180 days, the file is sent to the attorney, Risk Sharing Dept. to have a lien attached and collection action is to begin. When an owner's file is sent to the attorney, if the owner contacts the manager, they will be directed to the attorney until the matter is settled.
5. The manager will prepare a Current Contracts List, updated periodically, to include vendors, their rates and renewal dates. A copy to be included in the board's meeting packet.
6. A "To-do" list will be prepared and updates provided to the board.
7. Xcel lighting repairs are needed in a number of locations, the manager will contact Xcel to arrange for the repairs of lights out, or blinking.
8. Builders making their payment late will be assessed the late charge the day after payment is due. The grace period and waiving builder late charges will no longer be allowed.
9. Special Assessment \$150, due by March 31, 2011 from all owners. An email to ACH owners is to be sent with information that they need to send notice to take the payment via ACH, or send a check or money order. Coupons will be sent to all owners that pay by check along with a return envelope. Late charge is \$75 plus interest, 18% per year. Additional interest will be added each month payment has not been received. Management set-up fee \$500. The manager will double check with Accounting on the set-up fee.
10. Manager will contact Christine for the draft minutes of the December 2010 meeting. At this time, we have been unable to locate the draft minutes or even notes, sign-in sheets, proxy documents or other documents related to the meeting.

11. The board meets quarterly. Notice is to be sent via Email Blast 3 weeks in advance of the meeting, with a follow up reminder Blast a week before the meeting.
 - A. Manager will arrange with the webmaster to add: Next meeting May 25, 2011.
 - B. Board packet is to be sent 7 to 9 days in advance of the board meeting.
 - C. Manager is to request agenda items 10 to 14 days in advance of the board meeting. The draft agenda will be sent to the board.
 - D. Additional items after the packet is sent will be copied and brought to the meeting..
12. Violation letters
 - A. Some back yards are visible from common area. Checking to see if the back yard is installed as required is easy.
 - B. Owners with backyards that are not visible from common area will sent a letter requesting certification the backyard is installed as required. Reese has a list of submittals
13. Manager to contract Reese for a copy of the Ala Carte System spreadsheet.
14. Landscape Contract is pending. The landscaper provided a list that is a scope of services. A contract with language concerning liability, indemnification and other standard features will be prepared/modified by the board prior to signing.
 - A. Manager will request a copy of the tree and mulching proposals from The Outsiders.
 - B. Manager will contact The Outsiders about winter watering, cost is \$2.15 per tree twice a month. The board does not want Ooze tubes this year and will consider them for next year.
 - C. A Landscape Site Map is needed for tree plantings and warranty information. Currently, stakes at trees are used to indicate when it was planted.
15. Pool Pump and Equipment Replacement and Repairs
 - A. Pool Doctor \$27,188.94 for installation of new equipment and piping. Proposal includes the retention of old heaters as back up. VGB compliance work and changes included in the proposal.
 - B. Aqueous \$26,818.61 for installation of some new equipment and piping. Old heaters are only repaired. Vendor reports the pool is already VGB compliant.
 - C. The board selected the Pool Doctor proposal. Rich will contact the vendor to arrange for the work to begin.
 - D. Additional venting is required and is not included in either proposal. Replacing two windows with vents, or adding a vent through the roof will be completed separate from the above work. The changes will be up to \$1,000, likely less.
16. Trash Pick up Service

A new trash collection vendor was found. However, when the manager asked Haulaway about the cancellation letter, they reported that they did not receive it from Hammersmith. Haulaway's rep sent a copy of the last two contracts and shared that the Association had 60 days in advance of September 2011 to send notice to cancel. If the Association would like out now, there will be a charge equal to 6 months of contract rate. The representative offered to look at pricing and service

to see if they could make a change and keep Sorrel Ranch as a customer. The proposal was received and the pricing is \$10.35 per house. They still offer tote rental that is billed directly to the owner and not the Association. The board elected to stay with Haulaway and will sign the new contract when the document is received. The contract is for 2 years and has a 7% cap on rate increases.

17. Reserve Study calls for sand and stain wood at the pool building. Manager will arrange for bids to be prepared before the end of April.
18. Baby Pool shade slats are going the wrong way to provide any shade. Bids to add slats at 90° will be obtained. Two options are to add on top or to add between existing slats.
19. Manager drive/walk through/inspections will be on Thursdays. Manager will check with Rich or Natalie regarding various items that may be an issue, including lawns too long, dead (lacking water) or noxious weeds. Certain items may be a violation, such as a trailer parked out for a period longer than allowed to load or unload. Check, note and revisit. First letters will be friendly reminders. Follow up letters will contain notice of potential fines. For dead trees, include information that a replacement tree is needed within 60 days of like kind and caliper. Board status updates are emailed weekly during 4 months of summer and every other week during 8 months of spring, fall and winter.

20. Owner Database – Pool Key Record & User Photos

A database to include the owner's contact information and a photo of all users in the household is to be set up. Submission of photo is to be by email. Manager will add and incorporate the data into the existing Outlook records. Manager will also check to see if the data is backed up to the server, if not, arrange for and alternate back up.

21. Adjournment

This meeting was adjourned at 10:05 PM.