

STAPLETON ROWHOME ASSOCIATION BOARD OF DIRECTORS MEETING MINUTES

Date: Jul 16, 2007

CALL TO ORDER

The meeting was called to order at 6:00 p.m. For the meeting the following were present:

- Ron Hammond, Laura Wang, Derrick Taylor-Homeowner Board Members
- Kelly Callaway- MSI, LLC, Community Manager
- Catherine Hawkins-Associate Manager for McStain

APPROVAL OF PREVIOUS MEETING MINUTES

The May 21st, 2007 meeting minutes were unanimously approved as written

OPEN FORUM

Catherine Hawkins gave us an update on McStain filings:

Absorption- Out of 169 homes, 162 homes are closed to date and all 169 homes are annexed into the Association. The remaining 7 backyard rowhomes to close are available to close by end of August – 3 are sold and 4 are unsold.

Maintenance Report – Preventive maintenance and general maintenance is a very important element of an Association's responsibility and with the help of the Association's governing documents and maintenance manual, the Association should be evaluating maintenance, at the least, on a bi-annually basis. Also per the Association's Charter Section 6.2 "For a 10-year period following the end of the Founder Transition Period, the Association shall prepare and provide to the Founder (McStain) a bi-annual maintenance report describing the general state of the Areas of Common Responsibility, any major repair items from the previous year, and any maintenance charges or unusual maintenance items anticipated for the coming year." Since the Association is now almost two years old and the Founder Transition Period is expiring, McStain will expect the first report at the end of this year. FYI- The maintenance manual has a great monthly maintenance log that would work well in communicating the maintenance report to McStain. Please let me know if you have any questions or need assistance.

Limited warranty walk with McStain – As explained prior for buildings that have not been walked by the Association's Transition Committee yet, I will be setting up the one year limited warranty walks with representatives from the Association- Manager, Derrick, Sandra and Ron (if available). The following walks will occur as follows.

8703 - 8719 and 8723 - 8739 East 29th Pl, 2983 -2967 and 2954 -2968 Xenia St	Walked on June 1 st – see punch list attached. All items are being worked order/scheduled currently by McStain
8101 – 8129, 8131 -8159, 8161 - 8189 East 29 th Ave	Walked on June 12 th for landscape and July 5 th for exterior of building- see punch lists attached. All items are being worked order/scheduled currently by McStain
8903 - 8939 East 29th Pl	Walked on June 12 th – see punch lists attached for landscape and exterior of building. All items are being worked order/scheduled currently by McStain
For 2281 – 2295, 2251 -2265, 2231 - 2245 and 2203 -2225 Valentia St	I will be scheduling a warranty walk with the Association for sometime in late August

Shutters on Backyard Rowhomes – McStain has been researching and at this point believe will be switching out the black shutters and putting fasteners on the green and blue shutters. I will inform the Board when that is final and with a time frame

Paseo Post Lights – post lights are going to be installed in between the rowhomes that face each other that have a paseo (courtyard in the middle). The installation of the lights should be complete by July 20th. See light specifications attached and these lights are being run by a transformer.

Paseo Addressing- addresses are going to be installed on the brick walls leading into the Paseo. This items has been completed

Siding cracked on building 8201 – 8291 -it was previously reported by the Association on a warranty walk list dated 3.22.06 and the Association said were missed at the last Board Meeting in May but I can not locate the crack piece of siding. At the Board Meeting it was communicated by the Board that it was on the next building over.

® Ron Hammond is going to provide me with the address, so McStain can complete

8. **Concrete work** – at 2445-2509 Xanthia St there will be some concrete walk occurring sometime this summer on some of the alley/driveway apron areas and/or sidewalks between the garages. When work is scheduled to be complete the affected property owners will be notified by McStain before work begins.

9. **Turnover CDs** – will be provided to Board at the next Board Meeting in September

Catherine stated the maintenance manual we have electronically is a great resource and we should utilize it and personalize it. She has looked into buying similar item for other HOA it costs somewhere around \$6000

MANAGER'S REPORT

Grounds:

1. Plant Materials Ground Walk Frequency-Our contract with All Season is one walk through inspection of grounds per month. If we increased it to two times per month it would be \$900 per month extra.
2. Sod Damage by Excel- Excell is on the clock for the end of the week for sod replacement and re-imbursment.
3. 8341 Central Park concrete settlement was related to a broken sprinkler. We now have the sprinkler fixed however need to get the concrete fixed where it settled due to dirt being washed away underneath.
4. Trees & Pests- All Seasons will be out on 7/17 to spray for pest. The trees which are drying from Aphids will cost \$21.50 per tree to fix.
5. All Season's Contract-Kelly will be mailing us All Seasons contract so we can determine what we agreed to and hold the contractor accountable
6. Tree Rings-Appears to be some trees that have been installed without removing the tree ring. During the grounds walk, it will be determined if other trees have been install this way and remove the tree ring prior to trees become further damaged.
7. Response time for Sprinklers-If there is a major leak with the sprinkling system response time is 4 hours.

Financials and delinquencies- These bother were sent via email and BOD was asked to review and approve by the end of the week. We actually ran out of time during the meeting to discuss these items.

OLD BUSINESS

1. **Paseos water reimbursement-** Catherine and Kelly looked at other ways besides reimbursement one time per year because homeowners were upset with current process. It was determined it was almost impossible feat to do and currently the only way is at the end of the year when it is determine exactly how much water was used. Also homeowners signed on closing that this was going to be the process. This is the same process Excel uses for having the same electric bill throughout the year. It averages the cost and at the end of the year you either receive money back or owe.
2. **CCOV Storm Doors-** After much discussion about the storm doors, with one homeowner present to appeal to BOD, it was decided that we need to look at all the historical documents. Such documents would be old newsletters and the design guidelines for the time the doors would have been installed.

NEW BUSINESS

1. **Graffiti Policy**-There was some confusion with the BOD and homeowners on what should be done when graffiti occurs. The policy states that once MSI is notified of the graffiti, they have 1-3 days to fix and cover up the graffiti. If the graffiti cleanup team is called, they, the homeowners, could potentially have to pay to have the area repainted due to the wrong color being used. The BOD decided that this policy should be printed for all homeowners in the next newsletter.
2. **Lockton Insurance Company**-We received Lockton's presentation for insurance. It was explained to the board that we would receive a huge break in cost because they already have a contract with MSI. Basically side to side comparison with our current insurance company compared to Lockton, we would receive better coverage monetarily, more benefits, and at a cheaper rate than our current insurance company. It was decided by the board to have Lockton quote us a price using our current number of homes in the association, and we would make a decision based on what was sent regarding the new quote and let him know our decision.
3. **Reserve Plan**-This was given to each BOD member to review and discuss any question either via email or at the next meeting.
4. **Community Manager**-We had a long discussion with Kelly regarding her managing our HOA and her ability to do well at it. She currently has too many HOAs under her to manage ours. The main issue is timeliness in regards to emails, phone calls, and violation letters. Kelly stated she currently was in the process reassigning two of her HOAs to another manager. She then asked the board if we still wanted her as our manager or would we like a new manager. After a long discussion with Kelly stating our expectations for, the BOD agreed to keep Kelly as our manager.
5. Maintenance Plan/Chart was differed to next meeting because of time

FUTURE MEETING DATE

September 17th at 6:00 p.m. at Panera Bread

ADJOURNMENT

Meeting was adjourned at 9:00 p.m.