

STAPLETON ROWHOME ASSOCIATION

BOARD OF DIRECTORS ANNUAL MEETING MINUTES

Date: November 27, 2007

CALL TO ORDER

The meeting was called to order at 6:30 p.m. For the meeting were the following:

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

APPROVAL OF PREVIOUS MEETING MINUTES

The September 10, 2007 meeting minutes were unanimously approved as written

BUDGET RATIFICATION

Budget was reviewed with board and all other homeowners present. Each line of the budget for was explained. It was approved as written.

ELECTION

Only two homeowners ran for the election of the board. Currently all three board member remain on the board. The board needed two more at least two other home owners on the board. **Allen Early** and **Rita Temple-Trujillio** were unanimously elected to be new members of the board.

PUBLIC FORUM

1. **Absorption-** Out of 169 homes, 167 homes are closed to date and all 169 homes are annexed into the Association. The two last units are scheduled to close by year end.
2. **Shutters on Backyard Rowhomes along 29th Ave**—The black shutters were replaced and since the new shutters are a different type (not painted) and made by a different manufacturer , the size varies a little from the old shutters in length and width, so paint touch ups are now occurring accordingly, weather permitting. Also the work on the green and blue shutters per the list below is being worked on, weather permitting.
 - 8501 (blue)- Replace one shutter east of the front entrance on the lower level
 - 8441 (green)- window east of the entrance on top needs new fastners (loks)
 - 8331 (blue) - re-secure lower window 2nd one to east of entrance, top window third on east of entrance and window above entrance
 - 8221 - re-secure top window third over west of entrance and replace the lower window 2nd over west of entrance
 - 8139 - re-secure, if needed

3. Outstanding warranty items (all landscape items are complete) – All outstanding warranty items are being worked on, weather and schedule permitting, except the items not covered under warranty or are per building standards as communicated to the Board prior, below or referenced on the attached updated punch list.

- Association wants to make sure the trim boards above garages, the header, are level. Some seem to be slopping down/warping at the middle – see picture below. Please make sure level on all garages. Example 8717, 8715, 8705 and 8737. Since this element is none structural and only cosmetic it is allowed/suppose to move/bend per building codes. The Association or homeowner can level out if they choose as part of maintenance.
- Retaining wall in front of building- the concrete fill on the top seat ledge is falling apart DONE 11/8/07 This will be a yearly maintenance item for the Association because the mortar expands and contracts with weather and may break in spots.
- 2295 Valentia Brick Missing -the reason the two bricks are missing at 2295 Valentia is because there is a clean out pipe there against the wall, so need to be able to access.
- 2231 detail at the façade of the front porch needs to be painted blue 11/8/07 After looking at this again this is correct and is suppose to be white not blue. If on a white unit then stays white if on a blue unit then is blue.

4. Questioning quality work of shutter replacement and painting: Homeowner stated the workers are not patching the holes in the building from the old shutters. The workmanship is shoddy, and the paint does not match. It was also mentioned it would be nice to be informed if and when the shutters were going to be replaced. Catherine Hawkins explained, she had talked to this homeowner earlier and is very happy she contacted McStain about the workmanship. Catherine immediately, stopped the work and had the foreman instruct the crew of the proper way things should be fixed. As for the paint, since McStain always uses the same paint and color, it does match. It only looks like it does not match due to weathering and fading. Catherine is unable to send emails to homeowners about when the work will be done since she is not part of the HOA. We, the members of the HOA and management company, can take Catherine's emails and post on the website, or send out blast emails to notify homeowners. Catherine did state that the workers should knock on the door to inform the homeowner they are there and working on the outside of the rowhome.

5. Replacement of mulch and dead plants: Homeowners wanted to know when the dead plants they reported over 1 year ago and if/when the mulch would be replaced. As far as the mulch, we have no plans as of now of replacing the mulch. If we replaced mulch every year our HOA monthly fee would significantly increase to cover this high expense. We may have mulch parties from receiving free mulch and then the homeowner would have to replace it. In some areas it is very difficult to keep the mulch in place per wind or traffic. If you would like it sooner, feel free to pick up some mulch and replace it as long as it matches what is already there. As far as dead plants, the expectation going forward will be in 2 weeks you will have a time line as of what and when something will be done about the dead plant material. The landscaping committee is a new committee. There are about 8 homeowners on this committee. They will be walking the community

frequently to help us stay up on what needs to be done in regards to landscaping and upkeep. This committee will then directly communicate with the landscaping company and the HOA board members to keep us informed of what needs to be done. You can always report it yourself. There was a walk through done in the fall and a long list of items needing to be replaced or to watch closely was made. Replacement for plant material will be done in the spring.

6. Backyard Upgrades: Homeowner asked if the board had any recommendation on backyard upgrades. The board could not recommend any specific company however stated she should look at her fellow neighbors for ideas. Once she has a bid and a plan, she needs to submit this to the design review committee for approval. The reason for this is her backyard is connected to her neighbors and if the grade is not correct her backyard could cause flooding.

7. How much insurance and what type of insurance: Homeowner asked which type and how much insurance should he carry. You should tell your insurance company you need HO6 policy for homeowners. You need to insure everything on the inside of your house all your upgrades including floors, counters, etc, and also include the windows and doors. Your appliances need to be covered under your personal insurance policy for most companies. The best answer is to make an appointment with your insurance company and give the HOA insurance company a call. This way your insurance company can ensure they are giving you the correct coverage. The HOA insurance covers the apron of you garage, outside of building, and frame of windows and doors. Our rowhomes structurally are insured for 10 years by McStain. Anything that structurally goes wrong with the house, you should report to Mcstain through their website. If you have not had some type of response from McStain in 48hrs, an error has happened in the process, and you should follow up with a phone call.

8. What color should the screen doors be? The backyard rowhomes should have white screen doors on front and back to match the trim. The tuck under rowhomes should have black screen doors on any door to the outside regardless of trim color. There currently are a couple of doors out of compliance that the board is trying to resolve within the next month. The reason there are so many screen doors to choose from, is initially there were only two and one color which made it difficult for many homeowners and many requests were coming in for the design review committee to approve. The design review committee went to several home improvement type stores and looked for which doors most of the stores had in common in white and black. The new designs were meant to aid in the selections for doors and to speed the process up. Then homeowners can now choose between several designs without having to go through the design review committee for approval thus speeding up the process.

9. Snow Removal: HOA removes the snow off your stairs, porch, and sidewalk. The main association is responsible for the alleys and will not plow this till we have 12" of snow.

10. Design Review Committee: Currently there are only 2 members and they need 3. Basically any change you make to the exterior of your home or yard needs to be approved by the design review committee. Example you wanted to hang something on the brick of your house. You could submit to drill into you mortar because it would not be approve because it would damage the foundation. However you could find a device to enable you to clip on the bricks and therefore hang from your brick porch. An example of what you would need a review from the committee is installing a hot tub on your deck and in order to do this you have to re-enforce your deck.

11. Peeling paint from trim: Couple of homeowners has their trim falling off their windows and the paint is peeling off. In the spring we will have a grounds walk through the association looking for maintenance type issues. We will then compile the list and prioritize what needs to be done. The board has received a maintenance book on when to schedule items of gutter cleaning and painting trim etc. It will be a top priority to review the book and set up a plan to start doing these items, however cannot be started till the spring.

NEW BUSINESS

Ron Hammond announced that Kelly Callaway our current manager's last day is December 15. Our new manager will be Lori till December 31. Then starting January 1st we will have a new management company. The company is Weststar. Everyone will be receiving information about the new management company, where to send the January HOA fees, and new payment booklets on everything they will need. At the end of December, the current website for the HOA will be made unavailable and the new management company will have a different website. The budget that was reviewed during the beginning of the meeting does not reflect the new management company. The new management company does cost a little more, however with this we expect a better line of service. We, the board, chose this management company through a very intensive interview process. We also liked the idea that they already manage another Stapleton rowhome association, and therefore are very familiar with our community. Our new manager from Weststar is Nikki Grecia. We have managed to keep the HOA fees stagnant for this year, however we do expect an increase in the HOA fees the following year due to normal inflation, increase in water and electrical costs, and cost of labor for ground maintenance.

FUTURE MEETING DATE

January 14, 2007 at 6:30 p.m. at Panera Bread off of Quebec in the Stapleton shopping center.

ADJOURNMENT

Meeting was adjourned at 8:30 p.m.