

**STAPLETON ROWHOME ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

Date: January 14, 2008

CALL TO ORDER

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

- Ron Hammond, Laura Wang, Derrick Taylor-Homeowner Board Members
- Nickie Greco, Weststar Management
- Catherine Hawkins-Associate Manager for McStain
- Allen Early and Rita Temple-Trujillio, new members of the board

APPROVAL OF PREVIOUS MEETING MINUTES

We did not have meeting minutes because they were given to MSI and all the information had not been passed on to Weststar management as of yet.

OPEN FORUM

Catherine Hawkins gave us an update on McStain filings:

Absorption- Out of 169 homes, 169 homes will be closed in February, and all 169 homes are annexed into the Association.

Maintenance Report – Shudders are currently in the process of being replaced. They are slightly different size than the previous shudders. Painting of the building to the end of the window or corner will be done, but still will see the paint color difference. The difference is due to weathering. The shudders will not be completed till the spring due to weather. Also discussed in the next few meetings we should look at contracting out a preventative maintenance company. Many of the homes are 5-6 years old and already showing sign of normal routine maintenance, such items as cleaning out the gutters. Board and Weststar will start inquiring about bids starting in April.

MANAGER'S REPORT

1. Discussed best form of communication, all agreed communication. A true manager's report was not available due to not everything has been transferred from MSI to Weststar.
2. Weststar's policy is to respond to board/homeowner within 24 hrs.
3. Board packets will be sent to the board via on door step 1 week prior to meeting.
4. Discussed what the design review committee does and who the point contact person will be. Discussion that many things changed in regards to the design review process however many homeowners are not aware of changes. This is something the board would like to mention in our seasonally newsletter. Board agreed to have a spring, summer, fall, and winter newsletter, letting homeowners be aware of changes etc.
5. Landscaping committee job and role. Board noted that Sandra Patterson resigned from this committee.
6. Informed Weststar of process with lighting and replacement on building/garage
7. Data-Weststar keeps all complaints, work orders, contracts electronically, which makes them easier to find

OLD BUSINESS

Storm doors being the wrong color- currently one is in the process of being completed by MSI. The other one is still in dispute. Board asked Nickie to follow up with homeowner on this item and send them another letter. Board needs to give details to Nickie so she can follow up.

NEW BUSINESS

1. Voting-All board positions were up for re-election. Per voting everyone decided to remain in same position. Rita and Allen are currently not taking a position, but will help sit in on the meetings and get a feel for what is being done. They may eventually take an official seat on the board, but will be board members without titles as of end of meeting.
2. Compliance Letter- Board informed that this letter is document confirming with the board of items the management company can do without the board's approval and what things need the board's approval, and what not only need the board's approval but a signature from the board.
3. Disclosure letter-was given to all board members to read and sign
4. Snow Removal-Snow was stopped being removed from the garage aprons. This was done to save money, however it was not well communicated. Board approved to continue removing snow from aprons of garages till communication to homeowners can be done properly.

FUTURE MEETING DATES

March 10th at 6:30 p.m. at Panera Bread

May 12th at 6:30 p.m. at Panera Bread

July 14th at 6:30 p.m. at Panera Bread

ADJOURNMENT

Meeting was adjourned at 9:00 p.m.