

STAPLETON ROWHOME ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

March 10, 2008

CALL TO ORDER

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

- Ron Hammond, Laura Wang, Derrick Taylor-Homeowner, Rita Temple-Trujillo, Board Members
- Nickie Greco, Nikki Kreger, Weststar Management
- Catherine Hawkins-Associate Manager for McStain
- Sarah Burke, Susan Fabian, homeowners representing the Landscaping Committee
- Rich Cain, All Seasons Landscaping, Inc.

APPROVAL OF PREVIOUS MEETING MINUTES

Minutes were approved with the following clarification: Nickie clarified that financials for Board meetings will not be emailed, but will be included in the packets one week prior to Bd meetings.

OPEN FORUM

Rich Cain from **All Seasons Landscaping** was in attendance to answer questions and offer a proposal for tree treatment, insect prevention and fertilization. In addition, homeowners, Sarah Burke and Susan Fabian were present to discuss function of the **landscaping committee** and clarify communication with Weststar and All Seasons. Rich recommends the all landscaping concerns be communicated directly with Nickie who will then coordinate with him. He suggests biweekly report if anything needs attention.

- Some homeowners are still not aware that snow removal does not include garage aprons. However, until this information is included in the next newsletter, removal for this season will continue for amounts >2".
- Landscape committee will identify dead shrubs in need of replacement. If homeowner is responsible for landscape destruction, report to Nickie so that replacement charges go to homeowner and not the Association. Landscaping committee will try to meet early April.
- Notices should go out to homeowners who leave holiday lights/decoration past 45 days.
- Catherine will send the list of trees that were replaced under an agreement with Rainbow Landscaping (twine was not removed around the trunk when planted). Those trees are under 2 year warranty with Rainbow until 2009.

Rich presented a proposal that includes pricing to treat ash borer (\$10.50/tree), oak borer (\$10.50/tree), IPS beetle for conifers (\$12.00/tree). Also recommended were 3 applications of general insect control (\$625/treatment) and tree fertilization with mycorrhizae (\$10.50/tree). Precise number of trees was not available*, but Rich will send this info to Nickie. Discussion included importance of preventative maintenance of trees to avoid costly replacement. A decision needs to be made by the end of March so that timely treatment can start. Nickie will also get a second bid.

Rich recommends a full walk late May to identify trees/plants needing replacement. He currently does a quality control walk every month and monthly sprinklers check.

*(Rick 3/12 email: count of trees: 72 ash, 103 oak, 20 conifer)

McStain report:

- Catherine Hawkins reports that all units are sold (169).
- All the black shutters on 29th Ave. Rowhomes have been replaced. The remaining shutters that were cracked/broken/improperly fastened have mostly been replaced. Any painting will need to be done in April when weather permits.
- Catherine has included copy of the punch list for repairs with status of each item. Most have been completed. There are some AC boxes that need painting and a couple of concrete items that need to be done in the spring.
- Gave an update about the Casitas, the new McStain product that will launch soon.

MANAGER'S REPORT

1. Nickie has been out to Stapleton to acquaint herself with the property locations governed by the Association.
2. She is sorting through files sent by MSI.
3. Nickie noted financials that were included in the Bd packet.
4. Nickie brought checks to be signed by Ron and Derrick. Ron noted a large amount due to Public Service for electricity and wants to see that accounting to make sure we are not being overcharged. Service for sprinkler timing should be much less than what has been billed. Prompt notice for other payments is requested to avoid late charges.
5. Nickie will request another bid to treat, provide pest control, and fertilize trees.

OLD BUSINESS

The homeowner who installed black security doors has not painted them to be in compliance with design specifications that required doors match the door trim (white). A letter was sent last year notifying homeowner that the door color needed to be changed. Bd requested that Nickie send another letter saying that current doors are in violation and he will be assessed a fine if not corrected.

NEW BUSINESS

Discussed the proposal letter from L.R. Compton II, LLC to do taxes and audit report. Motion was made to accept and was seconded. Vote to approve was unanimous.

Derrick discussed the need for a maintenance plan to begin an appropriate schedule to maintain the properties. We should begin to plan for scheduled painting of the rowhomes that are now 4 years old. Need to decide extent of painting, i.e., siding, trim, doors. This should be a rotating process based on age of units. Nickie was asked if Weststar has a maintenance type person who could do a walk through and suggest maintenance items. They do not, but could contract for that service.

Communication with homeowners is very important; and thus, a newsletter needs to go out soon. Weststar does not provide that type of service, though it could help with formatting if given enough notice. There would be a charge to do this. Laura Wang volunteered to put together the first 2008

newsletter and requested that members send items to her for inclusion. Weststar website information and manager contact will be included.

FUTURE MEETING DATES

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.