

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

Date: May 11, 2009

CALL TO ORDER

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

- HOA Bd: Ron Hammond, Derrick Taylor, Dan Prather, Rita Temple-Trujillo
- Weststar management: Nickie Greco, Elissa Conger
- Homeowners: Brian Noel, Barbara Hammack, Alysa Paul, Josh Paul, Judy Bulow

Property manager, Nickie Greco, announced that she is leaving Weststar and introduced the new property manager, Elissa Conger. (Contact info: elissa@weststarmanagement.com 720.880.2913). Elissa begins official duties this week.

APPROVAL OF PREVIOUS MINUTES

- Minutes of the HOA Bd meeting of March 9, 2009 were approved as written.
- Minutes have been posted on the Weststar website per last meeting discussion.

HOMEOWNER FORUM

- Alysa and Josh Paul requested hearing re: a fine levied by Weststar management for trashcan violation. Nickie clarified that management assesses fines according to governing documents, but only the HOA Bd has the power to remove the fine. The Central Park townhome has off site owner and apparently the 1st notice was not received by the Pauls before a 2nd violation letter was sent that assessed a \$50 fine. The Pauls thought they had corrected the trash can issue (put in garage) and dispute the fine. Homeowners point out that they are very conscious of property maintenance and have done things at their own expense to repair spots on the lawn. The Bd noted a problem with correspondence receipt and that there is no documentation that can be reviewed.
- Brian Noel came to discuss problem of another water leak in the upstairs bedroom of his townhome. He discussed the issue with property manager and requested a hearing because he is unsatisfied with the response that he is responsible for interior repairs. Owner says that a leak occurred a couple of years ago (date not recorded) in the same spot and previous property management company (MSI) paid for both exterior and interior repair. This may have been because property was still under warranty with McStain. However, interior repairs are clearly the responsibility of homeowners who should carry homeowners insurance.
- Mr. Noel also brought photos of cement stair damage (chipping) that appears to be damaged as a result of vigorous ice and snow removal with shovels. Estimates for repair will be needed. Also, the snow removal service needs to be advised so that future snow removal efforts do not damage cement.
- Barbara Hammack requested clarification re: approved storm door design. There are two designs posted on the website, but she understood that other designs have since been

approved. Ron will send Chris a memo asking if he has copy of other approved designs. Storm door color MUST match door trim.

REVIEW OF CURRENT FINANCIALS

- Ron brought up problem of late fees being assessed by payees because of the time spent getting checks out for signature. This has become a problem since the HOA contracted with Weststar and he feels this needs to be corrected. Nickie said she would talk with Weststar accounts manager, Terri, to see if time sensitive payments can be done more efficiently. Ron stressed that the problem should be eliminated.
- Budget was reviewed. The HOA has 217k in current reserves. Ron wondered why the 2008 surplus was not rolled into CDs (for use as potential emergency funds) as had been discussed previously. This needs to be done with any such funds end of 2009.
- Discussion regarding some items on the Actuals compared to Budgeted Expenses. We are \$2,255 over budget, partly because gutter cleaning was a new item. Overall, things looked good.

UNFINISHED BUSINESS

- Landscaping: Mulch has been done and looks great. There was a question about whether mulch was supposed to be done on the planting strips between the garages. Derrick is concerned that some plant areas needed trimming and have vines that look overgrown.

Grass is still looking a little ragged and watering has been coming on late morning outside city guidelines for watering. ACC is trying to cut back on watering b/c of HOA Bd concern that overwatering done last summer was quite expensive.

The Bd will ask Joe, from ACC Landscape, to come to next meeting to discuss landscaping issues. Dan volunteered to meet with Joe and Elissa to walk the properties and note any problems.

- Re: the policy of fines with the 2nd notice of violation. Motion was made and approved that fines will not be levied until a 3rd notice is sent to give homeowners some benefit of the doubt that a 1st notice may have been overlooked. In regards to the Paul hearing, a fine will not be levied given the problem of notice.
- Re: the issue of payment for interior ceiling repair of Mr. Noel's property. The Bd cannot change policy regarding interior repairs, but offered to allow Mr. Noel to file a claim under the HOA policy if the owner pays that deductible. Vendor cost proposal must be submitted. Exterior roof repair was handled by Weststar and there was no negligence in making the repair in a timely fashion.
- Derrick reports that the 2nd phase exterior painting has already begun.

CORRESPONDENCE

- General discussion of current homeowner violation letters written by the property manager: Although the HOA has clear guidelines about what homeowners must do to maintain the

integrity of the properties, there was discussion about "the message". Some Bd members feel the tone of current letters is a bit harsh and that a friendlier, more community toned letter could be sent. Nicki pointed out that part of those letters needs to have the "Pursuant to the Compliance and Enforcement Procedure..." written. However, the message can be friendlier and less off putting.

Motion was made and approved to amend violation letters to reflect a friendlier tone. Elissa agreed this could be done and invited input from Bd members.

- Bd member Casey Peel (not able to be present this meeting) had requested discussion about whether the property manager should be taking time dated photos of each violation to document. Agreed to table this for further discussion when Casey can be here. There was mixed opinions about whether photos will take too much manager time and impede the process rather than help. Property owners may not like photos being taken of their property.
- Items for next Newsletter: Reminders about trash can rules in the alleys and about guidelines for storm door design and color.
- Dan proposed an Association summer party. Will look into reserving the picnic area at Central Park for a picnic or ice cream social. Rita will look into cost and vendor for ice cream. We agreed this would be a good thing to do.

MANAGER'S REPORT

- Elissa Conger will be our new property manager from Weststar.
- The Bd thanked Nicki for her hard work and expertise and wished her well in her future endeavors.

FUTURE BD MEETING DATES

- Next mtg: July 13, 2009
- Calendar: Sept 14, 2009

ADJOURNMENT Mtg was adjourned at 8:50 p.m.

Rita Temple-Trujillo, Bd secretary