

**STAPLETON ROWHOME ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Date: July 13, 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, Casey Peel
- Weststar management: Elissa Conger
- Homeowners: Barbara Hammack, Barbara Woods
- ACC Landscape Management: Joe Kissel

APPROVAL OF PREVIOUS MINUTES

- Minutes of the HOA Bd meeting of May 11, 2009 were approved as written.
- Minutes have been posted on the Weststar website.

NEW BUSINESS

- Joe Kissel was present to answer questions from board members.
- The plant replacement that was approved by the Bd via email will begin next week.
- Joe noted that there are several places where the plant material is overcrowded, such as on 25th Ave near Xanthia. He stated that it is common for builders to overplant new homes to improve the initial sell value. He recommended that we consider transplanting some of the plants in the overcrowded area to some of our more sparse areas come the fall.
- Derrick asked Joe to walk the grounds with the Landscape Committee sometime over the next few months to discuss specific instances and recommendations we can follow through with in the fall when the plants are dormant.
- Mulch was missing in some areas from the initial covering several weeks ago. These areas were touched up last week. Ron and Derrick commented that these areas look good now.
- The Bd received notification from Denver Water for backflow testing on one of our many (15?) sprinkler systems. ACC did backflow testing on all of our systems and provided the information to Denver Water.
- ACC submitted a bid to have rain detectors installed on our sprinkler systems to not water after recent rains. Denver Water provides rebates per monitor installed. ACC will submit the necessary documentation to Weststar for submission to Denver Water for the rebate. Motion was made and approved to have ACC install the rain detectors.
- **(NEW BUSINESS CONTINUED AFTER HOMEOWNER FORUM)**

HOMEOWNER FORUM

- Barbara Woods requested that the 2 ft x 2 ft mulched space formed by the sidewalk between her and her neighbor's property be planted. This space is a design of the tuckunders. There was some discussion if this area is irrigated or not. Joe said he would check if this space was irrigated to see if planting something in that area was a good idea. The Bd suggested that if it

wasn't the homeowner was welcome to place a potted plant in that spot if she was willing to water and maintain it herself.

- Barbara Hammack's storm door design proposal was approved by the DRC prior to the Bd meeting. The DRC requested that Barbara submit an official written DRC request for a paper trail which has been submitted and just needs the DRC's approval. The new approved storm door design will be added to the approved list for other homeowners to select from. Casey suggested that the DRC review the other storm doors included in the PDF that Barbara provided to see if any of the other models would be approved to supplement the already-approved models that are no longer available.

NEW BUSINESS CONTINUED

- Ron expressed some concern about some homeowner accounts getting farther past-due. The Bd discussed options with Elissa. Unfortunately when homeowners are many months past due on their HOA fees they are often many months past due on their mortgage and foreclosure is likely. Our best approach is to continue to allow our legal counsel to pursue payment.

REVIEW OF CURRENT FINANCIALS

- Our operating budget owes our reserve fund ~\$12k. This is likely caused by paying for repairs from our operating budget that should have come from our reserve fund. This is an accounting/documentation issue not a cash flow or fiscal issue but was noted by our audit company. The Bd agreed to resolve this documentation issue by 2009 EOY but deferred final action until later in the year.
- Last year's operating budget surplus that was rolled into the reserve has not yet been converted into CD or another investment vehicle. The Bd agreed to wait until closer to the end of the year before deciding whether to roll this into CDs and if so what length.
- Despite some recent large maintenance purchases (mulch and gutter cleaning) from our operating budget, we're still within budget for the year. Casey noted that while those items were rather large (~\$24k), none of them had been performed since the properties were built and weren't all that expensive amortized over the current age of our units.
- Derrick questioned why there was no \$350 payment for Lighting Maintenance for May as there was for the other months so far this year. Elissa to follow up.
- Due to check cycles we have received some late payment fees from Denver Water. The Bd approved moving to automatic electronic drafts for Denver Water payments to reduce administrative overhead and avoid late payment fees.
- 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. Elissa 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.

UNFINISHED BUSINESS

- The Bd made a group motion to ratify the Plant Replacement and Annual Color Contract provided by ACC and that was previously approved via email. Approved.

- Due to some recent issues homeowners have had with water damage, the board reviewed the maintenance responsibility chart provided to homeowners at closing. This chart specifies which items that the homeowner is responsible for maintaining and which items that the HOA is responsible for maintaining. The Bd referred to this document several times during some of the unfinished business items.
- A motion was made to waive the \$40 late fee and \$30 attorney fee for Kelsey O'Brien but not the remaining \$217 legal fees. Approved.
- After much deliberation and consultation with the maintenance responsibility chart, the Bd moved to deny payment to Brian Noel for the internal damage due to the water leak in his unit.
- The Bd discussed two common sources of exterior penetration: flag pole mounts and planters. The Bd moved to allow one flag pole mount to fly the American flag as required by Colorado law. For the planters, the Bd asked Elissa to send a courteous notice to homeowners with hanging planters visible from the street or alley to take them down. Per the governing documents homeowners need DRC approval to hang items like planters. The Bd made it clear that:
 - Homeowners are responsible for any damage due to exterior penetration, such as those caused by flag pole mounts or hanging planters. The responsibility falls on the current homeowner regardless if the item causing the penetration was approved by the DRC or not and regardless if the penetration was done prior to the purchase of the home or done by the current homeowner.
- Some of the concrete on our properties needs repairing. Elissa suggested we investigate using a covering technique to repair the damage rather than replace the problem areas. This should be less expensive (about a third of the cost), looks good, and is long-lasting. Elissa to get the Bd some more information and references in the area for the Bd to see.
- The Bd further discussed the importance of documentation for homeowner violations. It was agreed to try out Elissa's written documentation method after hearing more about it rather than taking photos of the violations. This was due both to possible privacy concerns by homeowners and time overhead for taking the photos. The Bd agreed to revisit the documentation issue at a later date if necessary.

CORRESPONDENCE

- The Bd expressed their approval of the updated wording for the notification letters being sent by Weststar. They are just as informative and accurate without sounding so confrontational.
- The Bd expressed interested in another newsletter with the goal of having 4 a year. Barbara Hammack volunteered to assist with writing articles.

FUTURE BD MEETING DATES

- Next mtg: Sept 14, 2009
- Calendar: Nov 9, 2009

ADJOURNMENT Mtg was adjourned at 8:45 p.m.

Casey Peel, Bd Vice-President on behalf of Rita Temple-Trujillo, Bd Secretary