

**STAPLETON ROWHOME ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Date: SEPTEMBER 14, 2009**

CALL TO ORDER

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

- HOA Bd: Derrick Taylor, Casey Peel, Dan Prather, Rita Temple-Trujillo
- Weststar management: Elissa Conger
- Homeowners: Tom Anderson, Tracy Dixon, Irina Tenenbaum
- Design Review Committee: Trevor Alyn, John Fleming
- Ken Oatman, Astralux Power Systems

APPROVAL OF PREVIOUS MINUTES

- Minutes of the HOA Bd meeting of July 14, 2009 were approved as written with one correction: strike "Nicki" and replace with Elissa.
- Minutes have been posted on the Weststar website

HOMEOWNER FORUM

Solar panels: Tom Anderson and Tracy Dixon brought some well organized information about their request to install solar panels. Included in their materials was the Design Review Request Form and information about the particular type of solar panels (Sanyo) they would like to install. The installing company sales rep (Ken Oatman) was also present to answer questions. Some information regarding installation of panels at other properties was included. There is general overall Bd support of energy efficient proposals. Since solar panels are a new item for HOA consideration and present several issues that need to be addressed, a lengthy discussion followed:

-Design considerations: There was general support that some design guidelines will be needed so that there is some uniformity for the rowhomes. Our association includes two distinct styles of rowhome: the colonial and the tuckunders. The DRC will work on these guidelines and consider items such as: mounting (flush vs tilt), height of the panels (< 6"), flashing and panel color, panel layout and design, cohesiveness and integrity with the roof line. Trevor and John will organize these and send proposed recommendations.

-Homeowners who plan to install solar panels will need to submit plan to the DRC for approval.

-Bd requested that Elissa check on the current roofing warranty. What impact will solar panel installation have on roof warranty and will it impact the warranty for the entire building (not just the unit with solar panels)?

-Solar Equipment Easement Agreement: Owners wishing to install solar panels will need this agreement signed by the HOA. This document needs to be sent to the Association attorney (Myra Lansky) for review. Items that need to be addressed in the easement, include: Owner Liability insurance of 300K+ with the HOA as a certificate holder (to insure proper notification); owner responsibility for repair of any damage done to the roof by panel installation or subsequent damage caused by panels; owner payment of any increased HOA insurance to cover panels; etc.

-What about other solar panel vendors?: Do we want installation guidelines for all vendors/products for uniformity and so that roofing is protected? Yes

-Meters: Excel will replace the meter of the affected unit.

-Colorado does not currently have standards for companies who do solar installations. There are some national certifications (COSEA, NIBC) and it was agreed that the company needs to be certified by one of the industry associations.

-Current HOA building insurance does not cover solar panels. This cost needs to be determined and homeowners with panels will likely be responsible for covering the increased costs.

-Licensing agreement is also needed to address who is responsible for damage. Need clarification about who actually owns the roof (HOA Association or individual homeowners?). This will determine questions regarding who incurs responsibility of insurance costs, liability, etc.

-Tom and Tracy recognized that approval requires several steps, but hope this can be moved forward as soon as possible to take advantage of tax benefits this year.

Homeowner complaint to the Board: Irina Tenenbaum addressed the Bd about her anger about receiving violation letters from Weststar Management. She believes that the tone and enforcement issues are creating a message that interferes with the enjoyment of her property (letters regarding planters, wind chimes, etc.). She spoke about several other issues having to do with landscaping problems, plants that have attracted bees on her porch, snow removal, and rules that, from her perspective, are interfering with neighborhood socialization.

-The Bd agrees that the tone of enforcement letters has been a problem in the past and we have been working with Weststar to send letters that inform homeowners of HOA guidelines in a more neighborly way. Letters do, however, need to contain language from our documents that refer to the violation.

-There was general discussion about enforcement policy: Should it be based on strict enforcement of rules or should it be based solely on complaints from other homeowners? The Bd agrees that we should review individual rules that are brought to our attention from homeowners and modify these as needed. But enforcement should still be uniform to maintain community standards. An initial post card notification will be sent from here forward to bring violations to homeowner's attention and it was agreed to use this as a 1st notice.

-We encouraged Ms Tenenbaum to put her complaints in writing so that the Bd could review them one by one and thereby offer considered responses.

REVIEW OF CURRENT FINANCIALS

Financials were reviewed and discussed.

Reserve: 35K has been in a CD that has had a low return. It will be maturing soon. Motion was made and passed to move those funds into a Money Market to allow potential availability of funds to cover items not in current budget (potentially, repair of concrete steps)

UNFINISHED BUSINESS

Fence staining:

Mark from Decorex recommends that fence staining begin late Oct. so that most of the vegetation will be dormant. A letter to homeowners from Elissa will be sent a few weeks prior, followed by a notice from Decorex. Request will be made that homeowners leave backyard gates unlocked for access and furniture and plants placed away from fencing.

Request from homeowner to reimburse for plants they purchased to fill in an empty space in landscaping: Approved after discussion.

Review of flag pole and flag policy:

Original intent has been to allow flag holders on porches that do not penetrate siding and allow display of the American flag. Some complaints from homeowners have been received that the policy is too restrictive. DRC (Design Review Committee) will review. Agreed that flag mounts and other attachments should not penetrate siding that would damage siding and allow water damage. Cost of repair will be to the owner if siding has been penetrated.

Budget:

A budget draft for 2010 was presented by Elissa based on summary of 2009 budget. Bd needed to approve by 10/23 so that it can be available to homeowners to review for the annual meeting. Goal is to have this approved by 10/15. There is no recommendation to increase HOA dues for 2010.

ACC landscape contract:

Reviewed contract for the remainder of the year. Derrick wants to talk with Joe to make some changes to customize contract for the coming year. This was our first year with ACC and a "learning curve" is expected in terms of getting familiar with the property and knowing what needs attention. Intention is to continue with ACC. Derrick recommends more attention to pruning shrubs and trees (4 times/year: May, June, July and Sept.). Fall clean-up is on the schedule.

A new contract will need to be reviewed and signed by the Bd for winter snow removal contract. Discussion about sand vs ice melt: Snow removal plan will need revision: Rowhouse properties with south exposure need less intervention for ice because of sun exposure. However, other tuckunder properties with east west exposures may need ice melt. Goal will be to minimize de-icers that might cause plant damage. Elissa will discuss with Joe from ACC.

Plant replacement at 2960 Xenia:

Motion made and approved.

Cement repair:

Some stairs need cement repair: Discussion about different options available and cost (Spalling, Miracoat) Miracoat was recommended. Proposals from Brown and Meadows were reviewed and reflect thorough walks and measurement of areas that were identified as needing repair. Agreed to go with best price and warranty for the product.

Solar panel:

Discussed previously during Homeowners Forum.

Banking resolution:

Same company as last year. Needs to be signed. Moved to approve and sign certificate of resolution appointing Weststar Management as agent.

Reserve Study:

30 year plan. Updates as needed.

CPA and '09 Audit and Tax preparation:

Moved and approved to go forward with audit by the same company that was used last year. Cost was \$2950.

CORRESPONDENCE

There has been email correspondence with one homeowner who is not satisfied with caulking done to seal a crack in an area of cement based siding where water seepage could be a problem. No other homeowners have report cracked siding. Bd previously felt that caulking the siding was sufficient to resolve the problem but the homeowner does not agree and may request further review.

Homeowners are reminded to use the DRC process to get approval of changes impacting the buildings.

FUTURE BD MEETING DATES

Annual Meeting will be Monday, November 9 at 6:30 pm, location Stapleton Community Room.

ADJOURNMENT Mtg was adjourned at 8:55 p.m.

Rita Temple-Trujillo, Bd secretary