

Stapleton Rowhome Association, Inc.

Minutes of the Board of Directors Meeting

March 3, 2014

Present:

1. Board Members: Teresa Tuschhoff, Isaac Rodriguez, Derrick Taylor
 2. Property Manager: Ricardo Lases, Weststar Management
 3. Homeowners: Pat Carroll, Don Soar, Lis Cohen, Suzanne Challider, Crystal Perry
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1. Call to Order: 6:32 p.m.
 2. Homeowner Forum: Topics discussed; accident at 29th Ave. & Wabash left debris on Association property, conditions of the window wells, gutter cleaning schedule, power washing schedule, painting responsibilities of doors [This is a continuing area of discussion due to ambiguous language in the governing documents. The Board always seeks to arrive at a consistent interpretation]
 3. Landscape Committee Report: Tabled [Pending input from John Fleming]
 4. Approval of Minutes from 1/20/2014: Tabled [Pending addition of homeowners in attendance]
 5. Review Current Financials: Review conducted by Isaac. Motion to approve from Derrick. Second from Teresa. Approved without objections.
 6. Unfinished Business:
 - a. Landscape Committee Description: Motion to approve attached description from Isaac. Second from Derrick. Approved without objections. Sandy Eldred, volunteered to chair Committee, and she was approved, without objection, from all in attendance. Board will provide the Chair with a copy of current landscape contract.
 - b. Engineer' proposal: Tabled pending 2nd estimate
 - c. Drainage repair Proposal: Motion to approve proposal from "PST" made by Isaac. 2nd from Teresa. Approved without objection.
 - d. Landscape proposal: Discussion of plant material narrowed to either Silver Mound Sage, or Coronado Red Hyssop. Requesting further details from CoCal regarding these materials, and further input from landscape committee.
 - e. No further additional items from the Board
 7. New Business:
 - a. 2014 Painting Proposal: Tabled pending confirmation of the paint's quality level from each potential contractor.
 - b. Investment Policy Amendment: Motion to approve amendment from Isaac. 2nd from Teresa. Approved without objection.
 - c. Additional items from the Board: Crystal Perry volunteered to join Board as Secretary. Motion from Isaac. 2nd from Teresa. Approved without objection. Derrick resigned.
 8. Manager's Report: Reviewed briefly reviewed report.
 9. Adjournment: 8:06 p.m.

10. Executive Session

Call to Order: 8:10 p.m.

- a. Review of letter from Pat M. Carroll: Concluded that the cost of repairs to fence are not the responsibility of the Association. Correspondence to be drafted by Ricardo and reviewed by the board communication this decision.
- b. Reviewed Correspondence from a delinquent owner: Motion from Isaac to reject offer of homeowner paying delinquent dues, future dues, and all outstanding debts to the Association, in exchange for the Association covering the costs of repairs associated with homeowners unit. 2nd from Teresa. Approved without objection. [Isaac would like clarification of the ethical standard of the correspondence]

11. Adjournment: 8:26 p.m.

Roles and Responsibility Guidelines

For The

Stapleton Row Home Association Landscaping Committee

Role and Responsibility Guidelines for the Stapleton Row Home Association Landscaping Committee

Adopted on (Date) by the Stapleton Association Homeowner's Board of Directors.

Statement of Purpose

The mission of the Stapleton Row Home Association ('the Association') is to promote the long term value of the neighborhood and the harmony and social interaction between the residents for the greater good of the neighborhood. Per the Charter, the landscape surrounding the buildings is a unifying element of the Stapleton Row Home neighborhood. To enable the Association to succeed in its mission, there are guidelines, rules and regulations of the Association which must be followed by the residents in the neighborhood.

The Landscaping Committee supports a very important component of the Association's mission. These guidelines are adopted pursuant to the authority granted to the Board of Directors of the Association ('the Board').

Landscaping Committee Guidelines

The Landscaping Committee was created by the Board. The Committee is a supporting group of the Board and is assigned to deal with the regular and on-going landscaping activities as they affect the Association's common area landscaping.

The Landscaping Committee supports the Board with activities and decisions related to the Association landscaping.

The Landscaping Committee is committed to preserving the unifying characteristics of the Association landscaping.

The Landscaping Committee members represent the entire Association in their actions and input.

The Committee and Board are to be responsible stewards of the Association member's fees.

The Landscaping Committee membership level shall be targeted at 5 to 7 members, with one member acting as the Chairperson.

The Landscaping Committee chairperson shall have the duties as outlined below.

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- Serve as the Committee chairperson for (1) year.
 - Organize the regular Committee meetings throughout the year (location, invitations, reminders, etc).
 - Act as the main spokesperson of the Committee with the Association management company and the landscaping services company.

The Landscaping Committee shall meet approximately once per quarter during the year.

The Landscaping Committee shall provide regular updates to the Board at each regularly scheduled Board meeting throughout the year.

The Landscaping Committee duties include –

- The committee conducts regular monitoring of the annual landscaping services provided by the contracted company.
 - The Committee provides regular feedback to the Board on the quality of the services.
 - The Committee provides input to the Board in regards to regular plant and landscaping maintenance, including plant removal and replacement.
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All final decisions related to landscaping are the sole responsibility of the Board.