

Meeting Minutes

PA20 Landscape Maintenance Association, Inc.

Date: May 3, 2008

Location: Dewey's American Grill

Purpose of Meeting

With this being the first board meeting of 2008 the primary purpose of the gathering was to familiarize the new board members with the responsibilities of the board.

Names of Attendees

Present: Jim Bowlus (President)
Jim Fraser (VP-Property Maintenance)
Rick Murray (Treasurer - PA20 Delegate for District #80 to HRCA)
Brice Bradley (Secretary-Homeowner Relations)
Diana Coon (Accountant)

Absent: Dean Stanberry
James Emmelkamp; stopped by for a brief moment to deliver some documents to Diana

Partners/Guests

None

1. Open 11:15am

2. Reading of Minutes

Notes: James was not in attendance to present minutes from the April 24, 2008 Annual Member Meeting.

3. Review of PA 20

Notes: The board discussed how PA20 is impacted by Colorado Senate Bills (SB) 89 and 100. Homeowners can refer to link <http://www.hoalegislate.com> for further information on these bills.

- Jim Fraser will evaluate the PA20 bylaws to determine what items need amending prior to submission to PA20's homeowner association lawyer, Hindman & Sanchez for review.
- Jim Fraser will contact James to locate SB100 compliance forms and/or confirm they have been completed.
- Legal requirements for an HOA were reviewed and discussed.

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4. General Organizational Issues

Notes: This portion of the meeting was used to familiarize the new board members with the organization's procedures, responsibilities and other related issues. Items included e-mail measures between board members, explanation of E&O insurance, and general financial information.

Additional Discussion Points:

- The board discussed the need for an update to the website <http://www.pa20.org> . New board members faces and biographies need to be added. A discussion with James needs to occur to determine who made past updates to the website (Zach Zeidler). If available, can the same individual(s) make additional updates?
 - Jim Bowlus asked if there needed to be formal notification to homeowners that there are new board members. Diana stated she would check and provide response.
 - Jim Bowlus inquired as to how homeowners gain access to board members. Diana responded by saying she will contact board members first, to seek permission, prior to providing homeowners with a board member's telephone number or e-mail.
 - Our voicemail system is through Qwest.
 - Jim Fraser and Brice will walk the tree lawn in the near future to take a tree inventory.
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5. Accountant Report and Discussion of Billing Concerns

Notes: Diana presented a detailed synopsis of the organizations current financial position and current status on unpaid fees and transfers.

Additional Discussion Points:

- It was clarified that the accountant fills out any outgoing checks and then submits them to the president for signature.
- Is the organization's checking account interest bearing?
- Jim Frazer will review Colorado Senate Bills (SB) 89 and 100 to determine how an organization is expected to handle any reserve funds they may have.
- Receivables, or unpaid homeowner assessment fees and transfers, was discussed. The board reviewed the current property lien list and became familiar with the required process, fees, etc. that needs to be followed to collect outstanding fees. Jim Fraser stated he would look on the internet for a digital lien form. An effort to reacquaint the title companies with the existence of PA20 is in order as outstanding fees can be collected at settlement. A number of assessments were returned with "return to sender", "no longer at this address", or "new address requested" written on outside of the envelope. Diana will work with HRCA, on a quarterly basis; to be sure PA20 has the most current homeowner information.
- Standard monthly bills include GreenFax, Qwest, Xcel, the landscape maintenance contractor, and accountant's salary.
- Jim Fraser asked if Diana was under contract for the services she is providing to PA20. Diana said no.

Decision(s):

1. A formal motion was made by Rick Murray requiring two (2) signatures (president and treasurer) on any check over \$650. Jim Bowlus seconded the motion. Jim Fraser will act as back-up if Rick or Jim Bowlus are unavailable.
2. The board, along with Diana, needs to formulate a job description outlining Diana's responsibilities. An annual review for Diana should also occur. This will be discussed further at the next board meeting.

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6. 2008 Maintenance Items

Notes: The board spent this portion of the meeting familiarizing the new members with the separate components. The four (4) primary areas requiring maintenance are the grass, trees, irrigation system, and fence.

Additional Discussion Points:

- The landscape maintenance contract is for three (3) years. We are now in year two (2).
- Leadbetter Landscaping currently holds the contract for landscape maintenance originally owned by Preferred Landscape Maintenance (PLM).
- The fence is currently in need of some repair in two (2) locations.
- The fence is stained on a three year rotation with major repairs done at that time. Repairs are also made as they are reported by homeowners. The entire fence needs to be stained this year.

Decision(s):

3. Brice is going to contact DesignScapes Colorado to get an estimate for fence repairs.
4. Diana and James will try to contact the gentleman who made the fence repairs last year to see if he will provide an estimate.

7. Close 12:50pm

Next Meeting: Saturday, June 7, 2008, 11:00am, Dewey's American Grill.

Minutes prepared by: Brice Bradley

Minutes Approved: Jim Fraser motioned to approve the minutes at the June 7, 2008 board meeting as amended by James Emmelkamp's e-mail response below on Tue, May 27, 2008 at 2:53 PM. Brice Bradley seconded the motion.

James Emmelkamp Wrote:

- *I dropped off all of the Lien paperwork to Diana at the last meeting.*
- *We do not need to make a formal notification regarding the new board members other than reflecting the new positions in the meeting minutes.*
- *The checking account is not interest bearing. That is due to the type of account that was set up for non-profits. With the current rates, it doesn't look like it makes sense to change the account.*
- *I believe that SB100 only requires that we have a policy for our reserve account with a description on how it is managed. The board can decide how it should be used and when.*
- *I recommend that the decision for two signatures should be changed to reflect the Board should approve any expenditure over \$650 or \$500, which has been the case in the past. Requiring two signatures is not feasible for our checking account and would add an administrative burden.*
- *I dropped off a document that has Diana's job description to her at the last meeting.*
- *I can update the web site with the new board members pictures and bio. Jim, Rick, and Brice feel free to send me a digital picture and a paragraph that you would like posted. I don't think I will need to get some additional software but once I start updating the site I should know how complicated it will be without any software.*