

# Meeting Minutes

## PA20 Landscape Maintenance Association, Inc.

**Date:** June 7, 2008

**Location:** Dewey's American Grill

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### Purpose of Meeting

To review status of lawn, fence, accounting and legal activities being carried out by the board; receive reports in the said areas above, and further define short term actions and long term goals in these areas.

### Names of Attendees

Present: Jim Bowlus (President)  
Jim Fraser (VP-Property Maintenance)  
Brice Bradley (Secretary-Homeowner Relations)  
Accountant-Diana Coon (Accountant)

Absent: Rick Murray (Treasurer - PA20 Delegate for District #80 to HRCA)  
Dean Stanberry  
James Emmelkamp

### Partners/Guests

None

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### 1. Open 11:19am

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### 2. Reading of Minutes

Notes: Jim Fraser motioned to approve the minutes as amended by James Emmelkamp's e-mail response dated Tue, May 27, 2008 at 2:53 PM. Brice Bradley seconded the motion.

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### 3. Accountants Report

Notes: Diana presented a detailed general accounting update to the board as well as fielded questions from the board regarding our current banking institution and how they may serve us better.

#### Additional Discussion Points:

- Diana will be contacting HRCA in the near future to request a data dump in preparation for the second notice mailing of the annual assessment. Of the 1,533 lots, 264 have yet to pay. At \$16.50 per lot, \$4,356 remains to be collected. Second notices will go out to everyone that has an open balance. There are currently 58 lots that owe \$45 or more.

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- Jim Fraser inquired whether or not it would be beneficial to transfer the bulk of the funds in our non interest bearing checking account to the interest bearing savings account. A final decision was tabled pending the need for a couple of questions to be answered and/or requests for clarification. How much should be held in checking to cover general operating costs? What guidelines should Diana follow when depositing funds? Depending on the type of savings account, how long will the funds need to remain once transferred in?
- Jim Fraser was not able to locate a free lien form on the internet.
- Jim Fraser recommended we send out a “good neighbor” letter in place of filing a lien on delinquent lots. His research on “blog” sites has shown that liens are looked at as unfriendly and an irritant taken by HOA’s in an effort to collect funds. The lien process can be costly as well. The “good neighbor” letter would be a more positive approach to collecting past due assessment fees. Jim Bowlus stated that this approach was attempted in the past with little affect.

## Decision(s):

1. Jim Bowlus and Jim Fraser are going to meet at PA20’s banking institution in the next week or two to get detailed specifics on the types of accounts we have, how interest is accrued, etc. The two will present their findings at the next board meeting.
2. Based on their findings from the bank visit Jim Bowlus and Jim Fraser will propose a solution to optimize our savings accounts interest earning potential while sustaining funds in checking for general operating costs. The board will begin the process of building a framework that will allow Diana to operate the accounts in a manner that best fits the approved solution.
3. A formal motion was made by Jim Fraser to hold off on sending out liens pending further examination of the lien policies. Jim Bowlus seconded the motion.
4. A formal motion was made by Jim Fraser to proceed with the “good neighbor” letter to be mailed with the second notice. Jim Bowlus seconded the motion. Jim Fraser will formulate the letter for board review and approval to be sent out in the July 1 second mailing.

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## 4. Legal Compliance Update

Notes: This portion of the meeting was spent discussing the need to comply with and maintain the legal requirements set forth in Colorado Senate Bills (SB) 89 and 100. The board emphasized the importance of understanding these legal mechanisms that govern sub-associations in Colorado.

## Decision(s):

5. Jim Fraser will review the PA20 bylaws to be sure we are in compliance with SB100 prior to contacting Hindman & Sanchez for final legal review.

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## 5. Maintenance

Notes: This portion of the meeting was spent discussing general maintenance issues that were addressed and/or arose during the past month.

## Additional Discussion Points:

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- Jim Fraser requested permission from the board to take control of the landscaping contract. There are a few maintenance items listed in the contract that he feels are not being completed by the contractor in addition to items which are not lucid enough for the contractor to comprehend.
- The fence's lifespan is nearing its end, specifically the 1850 lineal feet (LF) closest to Highlands Ranch Parkway. Brice suggested funds should be taken from savings and checking to pay for the replacement of the 1850 LF to match the TREX that is being installed by HRMD. Jim Bowlus and Jim Fraser recommended Brice send an e-mail out to the board for discussion purposed.

Decision(s):

6. Jim Fraser will be the primary point of contract for the landscape contractor. He is going to meet with them in the near future to discuss his concerns and provide explanation on those items the contractor needs clarified. He will be requesting e-mail updates from the contractor that outlines work completed, pending, etc.
  7. Brice will send out an email to the board to present his fence replacement recommendation.
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## 6. Donations

Decision(s):

8. Jim Bowlus motioned that the board donate \$2,500 to the Highlands Ranch Veterans Memorial project. Jim Fraser seconded the motion contingent upon review of the bylaws to confirm the board has authority to do so.
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## 7. Close 12:50pm

**Minutes prepared by:** Brice Bradley

**Minutes Approved:** Jim Bowlus motioned to approve the minutes as amended by the following. Jim Fraser seconded.

- *Jim Fraser was unable to review the PA20 bylaws to be sure we are in compliance with SB100 prior to contacting Hindman & Sanchez for final legal review.*
- *James researched the bylaws and could not find anything that would prohibit the board from making a donation to the Highlands Ranch Veterans Memorial project.*