

Meeting Minutes

PA20 Landscape Maintenance Association, Inc.

Date: August 5, 2008

Location: Dewey's American Grill

Purpose of Meeting

To review performance of landscaping contractor; to evaluate bids for fence repair and select a provider; and to determine effectiveness of our "past due" assessment letter and determine future collection activity.

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)
James Emmelkamp
Accountant-Diana Coon (Accountant)

Absent: Dean Stanberry

Partners/Guests

None

1. Open 6:14 pm

2. Reading of Minutes

Notes: Jim Bowlus motioned to approve the minutes as amended. Jim Fraser seconded.

3. Accountants Report

Notes: Diana presented a general accounting update and questions from the board..

Additional Discussion Points:

- Directors and Officers insurance needs second signature.
- Diana submitted her July timesheet to Jim Bowlus for review and approval.
- Second assessment letter went in early July. Only 8 out of 150 homes have responded with a total of \$105 collected. Those properties furthest behind remain delinquent.
- Liens. In general, title companies should uncover all liens prior to the sale of a property. If this does not occur a sub association can then notify the new property owner of the delinquency, requesting they either pay or contact the title company that missed the lien and ask for them to resolve the situation. Hindman & Sanchez can prepare the letters for

Meeting Minutes

a fee. Jim Bowlus recommended taking the “good neighbor” approach prior to filing a lien. James commented that the “good neighbor” letter was used in the past with little effect. Jim Fraser commented that a lien is an aggressive tool; one typically used to collect a high dollar amount. The most anyone owes in PA20 is \$107. Rick stated that HRCA does not let their overdue assessments go 3 years like we have occurring in PA20. Diana stated that there is a \$40 filing fee with each lien. This fee would be passed on to the property owner in delinquency. Steps to be taken would be to first contact the title company responsible for the transfer fees and try and collect. Secondly, if this does not work, Hindman & Sanchez would send a letter to the new property owner notifying them of the lien. It would be the property owner’s responsibility to work with the title company to resolve the situation.

- Diana prepared a water use history report going back to 2006.
- Jim Bowlus and Jim Fraser visited PA20’s banking institution. The checking account is now interest bearing. Reserve structure is the same. There needs to be a mechanism to know when the CD is nearing maturity. Historically, there has been a letter sent thirty days prior.

Decision(s):

1. Jim Fraser will contact HRMD to get the information necessary to create a usable management budget and plan for irrigation water usage.
2. James motioned to file liens on properties that have a delinquency of \$50 or more on their assessments. Rick seconded. It was not unanimous as Jim Fraser abstained.
3. Jim Bowlus motioned that the board should compile a list of transfer fees that have been missed since January 2007. In an effort to collect, the board would first send a letter from the board president to the new property owner notifying them of the lien. If there is not a response within 60 days, a letter from Hindman & Sanchez would be sent out to the new property owner. James seconded. Unanimous vote.

4. Legal

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.

Additional Discussion Points:

- Jim Bowlus began a conversation with Hindman & Sanchez regarding how to collect on assessment delinquencies. The title company has no obligation to sub associations. Their only obligation is to the home buyer. More dialogue to follow.

Decision(s):

4. 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. He was unable to review them last month.

5. Maintenance

Notes: This portion of the meeting was spent updating the board on general maintenance issues that occurred during the past month.

Meeting Minutes

Additional Discussion Points:

- Jim Fraser and Brice reported that the trees and irrigation system zones had been inventoried and compiled into an Excel spreadsheet. Inserting the information into AutoCAD is pending due to the need for usable CAD base information.
- A paddle lock needs to be installed at the backflow preventer; the irrigation cabinet needs a key.
- Jim Fraser stated that Leadbetter is doing a good job. Leadbetter sent Jim Fraser their monthly maintenance report. 1/3 of the trees were pruned and all trees have been mulched.
- Brice updated the board on fence repairs including a recommendation on a contractor to make the repairs. The selected contractor will be responsible for contacting the homeowners affected by the repairs. Members of the board will walk the fence prior to the repairs commencing. Brice needs to follow-up on fence staining.

Decision(s):

5. Jim Fraser motioned that that Leadbetter contract be increased by \$18 per month to cover the surge in fuel costs. James Emmelkamp seconded. Unanimous vote. This amendment is retroactive to June 1, 2008. Diana will include the increase for June and July in the next payment to Leadbetter.
6. Brice motioned to hire Larry Baldwin as the fence repair contractor. Jim Bowlus seconded. Unanimous vote.
7. Diana will prepare an updated homeowners list of those who back the fence.

6. Close 8:02pm

Minutes prepared by: Brice Bradley

Minutes Approved: Jim Fraser motioned to approve the minutes at the August 5, 2008 board meeting. Rick Murray seconded the motion. There was a unanimous vote for approval.