

Meeting Minutes

PA20 Landscape Maintenance Association, Inc.

Date: August 17, 2009

Location: Dewey's American Grill

Purpose of Meeting

To discuss ongoing occurrences of the association including accounting updates, website management, SB100 compliance, property maintenance, along with any additional pending issues requiring resolution.

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)
Dean Stanberry
Diana Coon (Accountant)

Absent: None

Partners/Guests

None

1. Open 6:32 pm

2. Reading of Minutes

Notes: Brice sent the June 15, 2009 minutes to the board via email on July 14, 2009 for review as he was not in attendance at the July 13, 2009 meeting and copies were not available for review. Jim Fraser motioned to approve the June 15, 2009 and July 13, 2009 minutes with amendments as discussed; Jim Bowlus seconded and approval was unanimous.

3. Accountant Report and General Discussion Items

Notes: Diana presented a general accounting update and fielded questions from the board; general discussion items then followed.

Discussion Points:

- The website should be current; Diana asked that the board take a look at it for consensus.
- Migration from 1st Bank to Key Bank is nearing completion; all that remains is the need to move the funds in 1st Bank checking to Key Bank.
- Collections have been slower this year; title transfers are down and 157 property owners continue to owe something. Jim Fraser created a generic fill-in document for use in filing

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- liens with Douglas County on PA20 property owners with outstanding balances. Delinquencies are due to people not paying and new homeowners not knowing there was a past due amount on the property prior to purchase. The board discussed doing a test filing with the county to gain a better understanding of the process. The board president will need to sign the document in front of a notary. If permitted, the lien letter should cover the current amount and all future assessments so the document will only need to be filed with the county once. The question was asked, can the board post a list of delinquent property owners to the PA20 website for public viewing? Proper due diligence would need to be completed prior to moving forward with this option.
- Dean discussed his progress on updating the Colorado required PA20 policy statements/documents. A draft has been started, which he issued to the board for review. Further updates will be made as they come available. Dean determined that all documents should be included into one PDF document for ease of access from the website; the board agreed.
 - Diana purchased QuickBooks Pro 2009 as her current version is too old to upgrade. Dean recommended reviewing an available online version through Intuit prior to opening the software. The online version requires a membership fee but the data is continuously backed-up and the software is always current.
 - The upgrade to a new irrigation controller has met expectations; water consumption is down from previous years and we are below our allotted water budget. Some additional fine tuning will be done to maximize conservation efforts.
 - Ongoing maintenance of the existing fence was discussed; resident imposed damage in some areas continues to be an issue caused by landscape mulch pushing on the base of the fence from the residential side. A follow-up to a letter issued last year to property owners sharing the fence needs to be completed.
 - The impending replacement of the fence was discussed; the board agreed that a replacement plan needs to be completed in the near-term as a means to begin the replacement and/or repair process. Funding is an issue. Can the board take on debt in the form of a loan? Can a special assessment be imposed? In an effort to conserve cost, should the board look at replacing the wood fence with wood instead of Trex as previously discussed?

Decision(s):

- Jim Fraser motioned to approve the migration of remaining funds in 1st Bank to Key Bank; Jim Bowlus seconded and approval was unanimous. Diana will make the transfer following confirmation that all accounts linked via automatic payment have been updated to pull from Key Bank. Maximizing returns/interest earned should be discussed with Key Bank.
- There is a home in foreclosure with an outstanding balance; the board recommended writing it off as the pursuit of funds would be cost prohibitive. Diana will attempt to contact the bank taking possession of the property to see if they will pay the balance owed.
- Jim Fraser will contact the manufacturer's representative for the irrigation controller prior to the end of this watering season to schedule a time to look at the controller in an effort to maximize its efficiency.
- Dean will continue to refine the PA20 policy documents. He will also scan the current PA20 documents to PDF and work to get it into an OCR searchable text format. He will issue this information to the board, via email or CD, once complete.
- Jim Fraser will help Diana work through some issues she is having with the fill-in lien document he created.
- Diana will prepare a test lien document, using one of the worst offenders, for review by the board. Once approved, Jim Bowlus will sign it with a notary present. A member of the board will then take it to Douglas County for filing.

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- Rick will contact HRCA to find out what they charge as an administrative fee when filing a lien. He will also ask if HRCA could check with their attorney about any foreseeable legal ramifications that might come about if the PA20 board were to post delinquent property owners names to the PA20 website.
 - Diana will contact Intuit about the online version of QuickBooks and will relay her research to the board once complete.
 - Brice will research lineal foot removal and replacement costs for different fencing options and forward his findings to the board for review and comment.
 - The next meeting will be at Dewey's on **Monday, October 19, 2009** at 6:00pm.
 - *This meeting was cancelled; the next meeting took place on January 21, 2010.*
 - Jim Fraser motioned to adjourn the meeting; Jim Bowlus seconded; Unanimous approval by the board.
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6. Close 8:07pm

Minutes prepared by: Brice Bradley

Minutes Approved: Jim Fraser motioned to approve the August 17, 2009 minutes at the January 21, 2010 meeting; Rick seconded and approval was unanimous.