

Meeting Minutes

PA20 Landscape Maintenance Association, Inc.

Date: January 13, 2011

Location: Highlands Ranch Northridge Recreation Center

Purpose of Meeting

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

Names of Attendees

Present: Jim Bowlus (President)
Jim Fraser (VP-Property Maintenance)
Dean Stanberry (Treasurer)
Brice Bradley (Secretary-Homeowner Relations)
Joe Bear
Diana Coon (Business Manager)

Absent: None

Partners/Guests

Monica Wasden (PA20 Delegate for HRCA District #80)
Janet Slate, PA20 Resident

1. Open 7:07 pm

2. Reading of Minutes

Notes: Joe motioned to approve the October 21, 2010 minutes with amendments as discussed; Dean Seconded. Motion Carries.

3. Accountant Report and General Discussion Items

Discussion Points:

- Dean resolved the billing issues with PA20's web hosting company (HostWorks, Inc.) which was discussed at the October 21, 2010 board meeting.
- There was discussion on how often information should be updated and/or posted to the website. HostWorks, Inc. charges for each upload occurrence and the PA20 board is looking for ways to keep costs down. PA20 resident, Janet Slate, suggested we contact Jay Leber, owner of Creative Consulting/Totalspeed. Utilizing his services potentially could reduce overhead costs associated with web hosting, online data back-up, etc.
- Diana commented that title companies have been requesting current financial information. The board discussed how to best fulfill their requests keeping in mind that PA20's financials are presented annually at the community meeting held each April.

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Following the annual meeting, the presented data is posted to the PA20 website for full public access.

- Printing and distribution of the 2010 annual assessment was more costly due to postage increase and material costs. Monica recommended the board contact Spradlin Printing for an additional quote. She stated that her experience with them in the past has been positive and their prices were fair.
- It was discussed whether or not there should be an opt-in for PA20 residents to receive update e-mails. No decision was made but the initial idea was to include it in the upcoming assessment mailing. More discussion to follow at the next board meeting.
- Jim Fraser informed the board that he will step down as a member of the board at the end of his term.
- The budget for 2011 was discussed in detail. Janet Slate questioned the monthly cost for landscape maintenance; Jim Fraser fielded the question by outlining what the maintenance contract requires of the landscape contractor. Janet was satisfied with Jim's response confirming her question had been addressed.
- Joe recommended that the current accountant position held by Diana Coon be renamed "Business Manager". In addition, he submitted a contract agreement form to the board for review, comment and approval.
- Due to the two month gap between board meetings, the board discussed ways in which to get minutes approved and posted to the web site more efficiently.
- Monica updated the board on HRCA issues:
 - The mansion will be closed this year for renovations.
 - The sheriff substation grand opening is February 15, 2011.
 - The medical marijuana dispensary near Valor High School is of concern to a number of residents, businesses and other organizations in the immediate vicinity and beyond.

Decision(s):

- Information will be updated and/or posted to PA20's website quarterly. The next posting will occur in March or April. A note will be placed on the website informing visitors to contact the business manager (BM) to confirm that the most current minutes are posted. If they are not, the BM will have them on file, readily available for distribution to those inquiring.
- PA20's financials are posted to the website annually following the annual meeting in April. Title companies will be directed to the website when they call for current financial information.
- Joe motioned to renew the subscription with PA20's current online back-up company for one year. Jim Bowlus seconded. Motion carries.
- Board members need to forward all PA20 digital information files to Diana for back-up.
- Jim Bowlus will work with HindmanSanchez on the question regarding the need to provide identification on first-time access by individual board members.
- Jim Bowlus will work with HindmanSanchez to confirm PA20 is in full compliance with all of the recent Senate bills.
- Diana will get a second quote from Spradlin Printing to cover the cost to print, package and mail the 2011 annual assessment.
- Jim Fraser will confirm with Leadbetter that the irrigation controller is connected and/or is communicating with the regional weather station during the irrigation season.
- Jim Fraser will bring an irrigation water usage chart to the next board meeting.
- Diana will revise and resubmit the 2011 budget to the board via email pursuant to changes and/or modifications made at this evenings meeting.
- Joe moved to accept the business manager agreement form as written. Jim Bowlus seconded. Motion carries. The agreement will be issued to Diana Coon for review and signature.

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- Brice will email meeting minutes to the board within 7 days following the board meeting in which the minutes cover. The board will have 3 days to review and suggest recommend changes/additions. Brice will then resubmit the revised minutes and request a vote for approval.
 - The next meeting will be at the Highlands Ranch Westridge Recreation Center (Golden Eagle Room) beginning at 6:00pm on Thursday, February 17, 2011.
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4. Close 9:11pm – Jim Bowlus motioned to close. Dean Seconded. Motion Carries.

Minutes prepared by: Brice Bradley

Minutes Approved: Joe motioned to approve the January 13, 2011 minutes at the March 31, 2011 meeting; Jim Bowlus Seconded. Motion Carries.