

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: January 13th, 2009
PUBICATION DATE: January 24th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
- ✓ David Sanders, Vice President
- ✓ Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
- ✓ Tom Sheffield, Governance
- ✓ Non-BOD Attendees: Gary Mutz

Call to Order

- The BOD meeting was called to order at 7:01 PM at the Longmont Senior Center.

Agenda

- Call to order and attendance
- Hearings for Rule Violations
- Approve prior meeting minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Member comments (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Hearings for Rule Violations

1. Hearings were held for one homeowner (at 1313 Reserve Dr) who had a repeat violation of §C7.16 (Boat parked more than 72 hrs). The homeowners (or representatives) were not present to be heard. The HOA rules for repeat violations were reviewed: since this was a repeat violation within 24 months of the most recent violation of the same Rule, a Demand for Abatement was not sent. The hearing minutes are documented (separately) in accordance with HOA Bylaws. Here is a summary of the decisions made by the BOD:
 - a. 1313 Reserve: The BOD voted unanimously to assess a \$100 fine for the parking violation, with costs of collection to be assessed against the lot owners. The BOD recognized that the boat was removed by Jan 5, and agreed to not assess the \$50 daily fine which is permitted for ongoing violation.
2. Fines and other sanctions become effective upon entry into the HOA minutes, so long as the minutes include certification of due process and the other requirements of the HOA Bylaws. The Secretary confirmed that the Bylaw requirements were followed and provided proof of mailing of required documents.
3. **Action:** Bill will send Gary details of past and current fines assessed against 1313 Reserve Dr so that Gary can send an updated invoice to the lot Owners.

Approve Prior Meeting Minutes

1. A motion was made, seconded, and approved to accept the December 9th Annual Meeting minutes.
2. A motion was made, seconded, and approved to accept the December 9th BOD Meeting minutes.

Reports of Board Members

1. Treasury – Gary Abbuhl
 - Gary provided a summary report from December. The fiscal year ended with \$132 in checking.
 - Gary reviewed unpaid dues for 2008. There are 2 homes with unpaid dues, 1 late fee, and one balance due of \$45 for not paying dues before Feb 1. Interest is accruing.
 - Gary reported that the Lot at 1257 Whitehall Dr is now owned by Greenpoint, a company that is going out of business. **Action:** Sabrina will check to see who the new Owners of 1257 Whitehall are. **Action:** (who?) Need to contact HOA attorney to see how to proceed with collections at 1257 Whitehall Dr.
2. Secretary – Bill Hallett
 - Bill has been preparing meeting minutes, letters, and notices.
 - **Action:** Going forward, Bill will send documents in Office 2000 format instead of Office 2007 format.
3. Vice President – Dave Sanders
 - Dave has not heard further word from the apartment managers about fence repairs. He has provided a paint sample. **Action:** Dave will follow up with apartment managers on fence repair when the weather gets warmer.
 - Gary asked about snow removal (3 invoices of \$212 each were received for December). Several BOD members concurred that the snow removal was not done in the common areas; only the walk along 17th Ave was cleared. **Action:** Dave will contact Wards about partial removal of snow, and also discuss call-based snow removal service. **Action:** Dave will send BOD members a copy of the snow removal contract.
4. Governance – Tom Sheffield
 - Tom asked to clarify the job. The President recognized Gary Mutz, who discussed his responsibilities as Governance Officer in 2008. Essentially, the job is to know enough about HOA Rules to guide the BOD in proper action to protect the HOA from liability. The Governance Officer: guides the BOD to act as a single governing body with full disclosure; Interfaces with the HOA attorney for HOA legal business and to learn of new statutes; Knows HOA Rules; Assists other BOD members in verification of rule violations and the enforcement process; Is aware of policy and precedent.
5. President – Sabrina Lee
 - Sabrina said there is nothing new to report.

Unfinished Business

1. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Dave will send the latest draft (from 2008) to the BOD.
2. Neighborhood Improvements Program:
 - a. **Done:** Bob Lee, Lois Abbuhl, and Gary M completed the Grant Proposal and submitted it to the CNR department on January 3rd. Justification narratives were aligned with City policies on Sustainability and Carbon Footprint reduction.
 - b. **Action:** Bill will post a copy of the Grant Proposal on the webpage.
 - c. The Grants Committee suggested that the HOA consider an Adopt-A-Cul-de-Sac program. The BOD wants to recruit a leader from each Cul-de-Sac to form a committee, with a BOD member as leader, to prepare proposals. **Action:** (who?) will send a flyer to all Owners about the Adopt-a-Cul-de-Sac program to solicit Owner volunteers.
3. Web Page:
 - a. **Action:** Bill will recommend which paid hosting service to use for the final webpage.
 - b. **Action:** Bill will include the URL (<http://reserveute.tripod.com/reserveute>) in the next newsletter, and also add a link to it from the Neighborhood Link webpage.
 - c. **Action:** Bill will begin regular maintenance of the webpage (updating content, adding keywords for search engines, etc.).
4. **Cancelled:** The BOD decided to no longer pursue a property management firm for Rule Enforcement. Input so far from two firms is that they prefer full service, or at least some services that have a positive impact overall. Costs for full service substantially exceed self-governance.

5. A draft policy on Owner responsibilities specific to CC&R Section 11.1 (damages to common property resulting from Owner action or negligence) was prepared by the 2008 governance Officer. **Action:** Sabrina will complete the Owner Landscape Responsibilities Policy.
6. **Action:** Dave will follow up to get a schedule from the apartment managers for repairs of the fence damages, when the weather warms enough for re-painting.
7. **Action:** The Secretary will include in the next newsletter an announcement about how the BOD will respond to Owners' identified requests or demands for action, and other policies.
8. A motion was made (Bill) and seconded (Tom) to adopt a cap on the reserve fund of 5% of Common Property value, or \$50k based on the 2007 estimate. There was discussion about when the next valuation would be made, and how the grants program would affect the value. The President tabled further discussion until the next meeting. **Action:** A vote is needed on the motion to adopt a policy to cap the reserve fund balance at \$50k (5% of Common Property value).
9. **Action:** (who?) will set up a 1-hour meeting with the HOA Attorney to educate 2009 BOD members on rule enforcement, new legislation, and liabilities of paying neighborhood teens to work on HOA projects.
10. Impact Study for Deeding Certain Common Areas to Adjacent Owners:
 - a. Gary voiced his concern that the land not be given away for free, but that its value be considered. Sabrina pointed out that there would also be costs for surveys, titles, and recording. These costs might exceed the value of the land.
 - b. **Action:** Sabrina will ask assessors and realtors about possible impacts to property values and the value of the common land itself.
 - c. **Action:** Tom and Dave will talk with neighbors about the common areas along west Reserve Dr.
 - d. **Action:** Document the cost and Community impact of deeding some Common areas to adjacent Lot Owners. (Owner?)

New Business

1. BOD Goals for 2009 were discussed. Sabrina suggested that they include: Normal responsibilities (per HOA Rules), Reduction of Fixed Costs, Neighborhood Improvement Projects, and Alternate Dues Structures and Schedules. **Action:** Sabrina will document the 2009 BOD Goals. This can be reviewed in regular Owner meetings.
2. Bill motioned that the BOD adopt the following policy: "In addition to mailing Demands for Abatement, Hearing Notices, and Hearing Minutes via Certified Mail with return receipt, these documents will also be sent via first class mail". Sabrina seconded the motion. It was approved unanimously.

Homeowners to be Heard

1. No Owners requested to be heard.

Next Meeting

1. Regular meetings will be on the second Tuesday of each month, 7:00 – 8:30 PM. **Action:** Sabrina will submit the paperwork for regular meeting room reservations to the Senior Center office. Bill agreed to contact the Senior Center each month to pick up keys when needed.

Adjournment

1. The meeting was adjourned at 8:51 PM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: February 10th, 2009
PUBICATION DATE: March 7th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
David Sanders, Vice President
Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
- ✓ Tom Sheffield, Governance
- ✓ Non-BOD Attendees: Bob Lee

Call to Order

- The BOD meeting was called to order at 7:02 PM at the Longmont Senior Center.

Agenda

- Call to order and attendance
- Hearings for Rule Violations
- Approve prior meeting minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Member comments (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Hearings for Rule Violations

1. There were no hearings schedules for Feb 10.
2. Two alleged violations were reported: Basketball hoop stored improperly (on its side) and dother toys and clutter in the yard at 1337 Reserve), and a Section of fence stored improperly at 1203 Reserve. **Action:** At least two BOD members will confirm that the alleged violations are occurring at 1203 Reserve and 1337 reserve, and Bill will send Demands for Abatement if necessary.

Approve Prior Meeting Minutes

1. A motion was made, seconded, and approved to accept the January 13th BOD Meeting minutes.

Reports of Board Members

1. Vice President –Dave called Bill with a verbal report, since he could not attend on Feb 10th
 - a. Dave said he approves the Jan meeting minutes as published.
 - b. Dave said he had sent all BOD members a copy of the Wards contract, and the Appendix.
 - c. Wards had not responded yet about why the HOA has been charged for snow removal on cases when less than 4" accumulated. **Action:** Dave will forward Wards' response to the BOD.
2. Treasury – Gary Abbuhl was not in attendance but sent some information with Sabrina
 - a. Gary provided an Aged Accounts Receivable report.

- b. Gary provided a letter that he received with the Dues Payment from 1309 Whitehall, stating that they did not believe they are obligated to pay the \$50 reserve fund fee for 2009. **Action:** Sabrina will send a response, after approval by the BOD.
- c. Gary provided a letter that he received with the Dues payment from 1313 Reserve, saying that they are experiencing financial hardship, and also protesting the various violation notices they received in the past several months. **Action:** Sabrina will send a response, after approval by the BOD.
- d. Gary reported that 1337 Reserve continues to not pay dues. **Action:** Tom will include how to handle non-payment of dues, and bankruptcies, on the agenda for the BOD meeting with the HOA Attorney.
3. Secretary – Bill Hallett
 - a. Bill has been preparing meeting minutes, letters, and notices.
 - b. Bill reported that he had sent letters to our City Council Members urging that Neighborhood Improvement Grants not be cut from the City's budget. So far only Mary Blue had responded.
 - c. Bill received Hearing Minutes back from 1313 Reserve, unopened. Bill reported that he had also sent the minutes via first class mail.
4. President – Sabrina Lee
 - a. Sabrina said there is nothing new to report.
5. Committee Report from LINGLA – Bob Lee
 - a. Bob reported that he submitted the Reserve's grant proposal on Jan 2.
 - b. Bob said 20 groups submitted grant requests, and that we might not be able to receive all of the \$5000 we requested. Bob suggested the BOD consider amending the grant request if necessary. In email communications after the BOD meeting, Sabrina motioned "If it is an option to secure approval of the HOA's Neighborhood Improvement Grant request, the BOD authorizes Bob Lee to lower the requested grant amount from \$5000 to as low as \$3000." The motion was unanimously approved on Feb 19, in time for Bob's LINGLA meeting on Feb 19.

Unfinished Business

1. **Done:** Bill sent Gary details of past and current fines assessed against 1313 Reserve Dr, and Gary sent an updated invoice to the lot Owners.
2. **Action:** (who?) Need to contact HOA attorney to see how to proceed with collections at 1257 Whitehall Dr. Tom agreed to take this action.
3. **Done:** Bill has begun sending documents in Office 2000 format instead of Office 2007 format.
4. **Action:** Dave contacted Wards about snow being removed at less than the 4" threshold, and also call-based snow removal service. He will forward Wards' response.
5. **Done:** Dave sent BOD members a copy of the snow removal contract.
6. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Dave sent the latest draft to the BOD.
7. Neighborhood Improvements Program:
 - a. **Done:** Bill posted a copy of the Grant Proposal on the webpage.
 - b. Adopt-A-Cul-de-Sac program: The BOD wants to recruit a leader from each Cul-de-Sac to form a committee, with a BOD member as leader, to prepare proposals. **Action:** Dave will prepare a flyer about the Adopt-A-Cul-de-Sac program and Sabrina will distribute it to all Owners to solicit volunteers. Bob said that copies are free through the CNR department.
8. Web Page:
 - a. **Action:** Bill will work with Tome to prepare a cost comparison of various webpage hosting services for the final webpage.
 - b. **Action:** Bill will include the URL (<http://reserveute.tripod.com/reserveute/index.htm>) in the next newsletter. He has added the link to the old Neighborhood Link webpage.
 - c. **Done:** Bill has begun regular maintenance of the webpage. Future updates to the webpage will be reported generally, rather than tracking which specific content was updated.
9. **Action:** Sabrina will complete the Owner Landscape Responsibilities Policy, with more details about possible consequences of damages to common properties resulting from Owner action or neglect.
10. **Action:** Dave will follow up to get a schedule from the apartment managers for repairs of the fence damages, when the weather warms enough for re-painting.

11. **Action:** Bill will include in the next newsletter an announcement about how the BOD will respond to Owners' identified requests or demands for action, and other policies. Note: the BOD suggested that the HOA publish quarterly newsletters, beginning in March.
12. **Action:** The outstanding motion to cap the reserve fund balance at \$50k (5% of Common Property value) was voted down. Sabrina will work with Gary to prepare a reserve fund analysis.
13. **Action:** Tom will set up a 1-hour meeting with the HOA Attorney to educate 2009 BOD members on rule enforcement, new legislation, and liabilities of paying neighborhood teens to work on HOA projects.
 - a. Topics will include: Collections, foreclosures, bankruptcies, Owners who claim to not speak English, and legislative updates.
14. Impact Study for Deeding Certain Common Areas to Adjacent Owners:
 - a. **Done:** Sabrina checked on the common area values. The value is low because the land cannot be developed. Deeding the areas to Owners might add \$2k or so to their property values.
 - b. **Action:** Tom and Dave will talk with neighbors about the common areas along west Reserve Dr to see if there is any interest in deeding them. Tom commented that it's not likely anyone will want to pay for this since affected Owners would incur one-time and ongoing expense.
 - c. **Action:** Document the cost and Community impact of deeding some Common areas to adjacent Lot Owners. (Owner?)
15. **Done:** Sabrina sent out a draft of the 2009 BOD Goals.
16. **Done:** Sabrina submitted paperwork for regular meeting room reservations to the Senior Center office.

New Business

1. Sabrina reviewed the 2009 BOD Goals. They will be reviewed in regular Owner meetings. Goals include: The program to enforce HOA rules, Evaluation of cost reduction opportunities for the HOA Members, Building an adequate reserve fund for future needs of the HOA, Neighborhood improvement projects, and Evaluation of adopting a quarterly dues payment option.
2. There was further discussion of the common areas along Reserve Dr. If there is not enough Owner interest to deed the property to Owners, then the HOA should consider projects reduce maintenance costs of these areas, and to them more attractive to all Owners. Some suggestions have been: Community Garden, Dog Park, Tree Nursery (to replace HOA trees that might die), and a Volleyball Court.

Homeowners to be Heard

1. No Owners requested to be heard.

Next Meeting

1. Regular meetings will be on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

The meeting was adjourned at 8:17 PM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: March 10th, 2009
PUBICATION DATE: March 29th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
- ✓ David Sanders, Vice President
Gary Abbuhl, Treasurer (Gary sent an aged account and financial report)
- ✓ Bill Hallett, Secretary
- ✓ Tom Sheffield, Governance
- ✓ Non-BOD Attendees: Lisa Heather, Ryan Heather

Call to Order

- The BOD meeting was called to order at 7:07 PM at the Longmont Senior Center.

Agenda

- Call to order and attendance
- Hearings for Rule Violations
- Approve prior meeting minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Members to be heard (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Hearings for Rule Violations

1. There were no hearings scheduled for Mar 10.
2. Bill confirmed that he had received BOD verification and sent Demands for Abatement, for alleged violations at 1203 Reserve (improper storage of fencing materials) and 1337 Reserve (basketball hoop and yard clutter). **Action:** BOD members to confirm if violations are abated by the Mar 20 deadline.

Approve Prior Meeting Minutes

1. A motion was made, seconded, and approved to accept the February 10th BOD Meeting minutes.

Reports of Board Members

1. Treasury – Gary Abbuhl was not in attendance but sent some information with Bill
 - Gary provided an Aged Accounts Receivable report.
 - Gary's report shows several delinquent accounts (a total of 8 Owners), totaling \$6667.71. While the BOD is sympathetic about the situations, they also have a responsibility to collect assessments and maintain HOA property. Sabrina motioned that "The President will write a stern letter offering a final chance to pay late dues before turning them over to an attorney for collection." Tom seconded. The motion was unanimously approved. **Action:** Sabrina will prepare a collection letter for delinquent accounts. **Action:** Sabrina will discuss with Gary what foreclosure notices he has received and then contact the HOA Attorney for general advice on foreclosures.
2. Vice President – Dave Sanders

- Wards confirmed they will not remove snow when less than 4" has accumulated, as per the contract.
 - Dave brought up that Ryan Heather had provided a bid to mow HOA grass for \$5,000 for the year. Dave invited general BOD and Owner discussion. Ryan and Lisa Heather were present to comment. The BOD expressed thanks to Ryan for submitting a bid. Concerns were raised about Ryan's insurance, bonding, and ability to maintain the HOA's 5 acres of grass (including edging and trimming). Lisa said Ryan had maintained 4 acres at their property in Ohio. Ryan is not currently insured for this sort of work, but felt he could obtain insurance. The BOD also explained that we have a landscaping contract with Wards through Feb 2010. It is not clear what the cost would be to cancel the mowing portion of the contract. Bill suggested that the BOD would have to obtain bids to ensure all landscaping needs would be covered, should the BOD decide to award a mowing contract to Ryan. The BOD explained that it will accept bids for 2010 landscaping, beginning in November, 2009. **Action:** Dave will send a copy of the current landscaping contract to Ryan so he can work on a bid for 2010.
3. Secretary – Bill Hallett
 - Bill has been preparing meeting minutes, letters, and notices. He said he will try to be timelier in sending out minutes.
 4. President – Sabrina Lee
 - Sabrina also provided an example from Hindman-Sanchez of an assessment/dues collection policy. **Action:** BOD members should review the sample Collection Policy and comment at the next BOD meeting. Sabrina also said she would like to discuss BOD goals as part of the New Business.
 5. Governance – Tom Sheffield
 - Tom had no updates to report.

Unfinished Business

1. **Done:** At least two BOD members will confirm that the alleged violations are occurring at 1203 Reserve and 1337 Reserve. Bill sent Demands for Abatement.
2. **Done:** Dave forwarded Wards' response about snow removal to the BOD.
3. **Done:** Sabrina sent a response to 1309 Whitehall about their Reserve Fund concerns, after approval by the BOD.
4. **Done:** Sabrina sent a response to 1313 Reserve about their comments on Rule enforcement, after approval by the BOD.
5. **Action:** Tom will contact HOA attorney to see how to proceed with collections at 1257 Whitehall Dr.
6. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom.
7. Neighborhood Improvements Program:
 - a. Adopt-A-Cul-de-Sac program: The BOD wants to recruit a leader from each Cul-de-Sac to form a committee, with a BOD member as leader, to prepare proposals. **Action:** Dave will prepare a flyer about the Adopt-A-Cul-de-Sac program and Sabrina will distribute it to all Owners to solicit volunteers. Copies are free through the CNR department (ask Bob Lee or Bill how to get free copies).
8. Web Page:
 - a. **Action:** Bill will work with Tom to prepare a cost comparison of various webpage hosting services for the final webpage, by April or May.
 - b. **Action:** Bill will include the URL (<http://reserveute.tripod.com/reserveute>) in the next newsletter. He has added the link to the old Neighborhood Link webpage.
 - c. **Action:** Bill will remove all content from Neighborhood Link, except links to the homepage on Tripod.
9. **Action:** Sabrina will complete the Owner Landscape Responsibilities Policy, with more details about possible consequences of damages to common properties resulting from Owner action or neglect.
10. **Done:** Dave reported that the apartment managers repaired fence damages caused by their landscapers.
11. **Action:** Bill will include in the next newsletter an announcement about how the BOD will respond to Owners' identified requests or demands for action, and other policies. He will also solicit Officer Comments for the Newsletter. Note: the BOD suggested that the HOA publish quarterly newsletters, beginning in March.
12. **Done:** Sabrina worked with Gary on a reserve fund analysis, based on historical expense trends. Sabrina also discussed this with her contacts in the mortgage lending business and reported that Reserve Funds are an increasingly important part of the lending process. Sabrina motioned that "The BOD set a Reserve Fund target of \$50,000 by 2014, the target to be reviewed every year by the BOD." Tom seconded. Bill

mentioned that this value is consistent with the target Gary Mutz arrived at in 2007, after consultation with Wards on the value and replacement costs of HOA landscaping property. The motion was unanimously approved.

13. **Action:** Tom will set up a 1-hour meeting with the HOA Attorney to educate 2009 BOD members on rule enforcement, new legislation, and liabilities of paying neighborhood teens to work on HOA projects. Topics will include: Collections, foreclosures, bankruptcies, Owners who claim to not speak English, legislative updates, and legal considerations in hiring neighborhood kids for HOA labor.
14. Impact Study for Deeding Certain Common Areas to Adjacent Owners:
 - a. **Cancel:** Tom and Dave will talk with neighbors about the common areas along west Reserve Dr to see if there is any interest in deeding them. Canceled, based on Tom's argument that it's not likely anyone will want to pay for this since affected Owners would incur one-time and ongoing expense.
 - b. **Cancel:** Document the cost and Community impact of deeding some Common areas to adjacent Lot Owners.
 - c. **Action:** The BOD will suggest alternative uses for the common area along W Reserve, and review this at the Summer Owners' meeting.

New Business

1. Sabrina reviewed the 2009 BOD Goals. Time was running short, so Sabrina requested some written feedback from BOD members. Goals include: Establishing a Reserve Fund target balance, Increasing Owner participation in the community, Evaluation of options for quarterly dues payments. Evaluation of cost reduction opportunities for the HOA Members, Neighborhood improvement projects. **Action:** BOD members provide written feedback to Sabrina on the 2009 BOD Goals she has proposed.

Homeowners to be Heard

1. Lisa and Ryan Heather were heard during Dave's officer report, on the topic of HOA lawn care.

Next Meeting

1. Regular meetings will be on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

The meeting was adjourned at 8:32 PM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: April 14th, 2009
PUBICATION DATE: April 26th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
- ✓ David Sanders, Vice President
Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
Tom Sheffield, Governance
- ✓ Non-BOD Attendees: Bob Lee

Call to Order

- The BOD meeting was called to order at 7:06 PM at the Longmont Senior Center.

Agenda

- Call to Order and Attendance
- Governance Business and Hearings for Rule Violations
- Approve Prior Meeting Minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Members to be Heard (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Governance Business and Hearings for Rule Violations

1. There were no hearings scheduled for April 14.
2. Rule violations at 1203 Reserve and 1343 Reserve were abated by the requested dates.
3. Sabrina motioned that the last sentence of Design Guideline §9.13 be changed from "Portable type basketball hoops are prohibited" to "Portable type basketball hoops are permitted, but as with permanent basketball hoops they must be maintained in good serviceable condition." The motion was unanimously approved.

Approve Prior Meeting Minutes

1. A motion was made, seconded, and approved to accept the March 10th BOD Meeting minutes with the following correction: Unfinished business item #12 should refer to year 2014 instead of 2012.

Reports of Board Members

1. Treasury – Gary Abbuhl
 - Gary had no updates to report. All present expressed hopes that his broken leg heal quickly.
2. Vice President – Dave Sanders
 - Dave had Wards shut off sprinklers for the snow storm, and turn them back on again.
 - Wards aerated all of the turf areas, and applied fertilizer.

- **Action:** Dave will set up an appointment with Wards to discuss the Neighborhood Improvement Grant project, after final approval is received from the CNR department. **Action:** Dave will send Wards a link to the proposal posted on the HOA webpage for review prior to the meeting.
3. Secretary – Bill Hallett
 - Bill has been preparing meeting minutes, letters, and mailing notices.
 - Bill completed the Annual Disclosure and posted it to the webpage.
 - Bill made several other updates to the webpage. Please visit it often to help search engine positioning.
 4. President – Sabrina Lee
 - Sabrina said she would discuss BOD goals during the Unfinished Business.
 - There are seven properties behind on dues and/or fines. Sabrina discussed this with a mortgage lender and learned that the Statutory Lien (or “Superlien”) only covers up to six months of dues. Individual liens must be filed to protect HOA interests beyond the Superlien. Sabrina prepared a collection letter for delinquent accounts. Bill motioned to “Approve the delinquent dues collection notice and proceed with sending notice to delinquent Owners”. Dave seconded the motion and it was approved without further discussion. **Action:** Sabrina will prepare the individual notices of past-due accounts. **Action:** Bill will record and mail the collection notices. **Action:** Sabrina will contact the HOA attorney to start legal proceedings if necessary after that.
 5. Governance – Tom Sheffield
 - Tom had no updates to report.
 - Sabrina said Tom sent a request to David Eisenstein for a meeting, but so far there has not been a response.
 6. NGLA Update – Bob Lee was invited to report for the NGLA Committee
 - Bob expects to hear about approval of the Neighborhood Improvement Grant at the LNGLA meeting on April 16. The grant request was submitted to the City Council with the original \$5,000 request instead of the \$3,000 amended request.
 - The next steps are, upon a funding decision by the Council: (1) a Notice to Proceed will be sent; (2) we will have to get three bids for the work and submit them to the City for approval; (3) the City will generate a Purchase Order or a reimbursement account.
 - It is a very rapid timeline. We need to be ready to go, including lining up 160 hrs of volunteer time and finishing the design work. **Action:** Sabrina will contact Harvey Lang to see if he is still interested to join the NIP Grants committee and help with the final design work.

Unfinished Business

1. **Done:** BOD members confirmed violations at 1203 Reserve and 1337 Reserve were abated by Mar 20.
2. Collections:
 - a. **Action:** ~~Tom~~ Sabrina will contact HOA attorney to see how to proceed with collections at 1257 Whitehall (a property involved in a bankruptcy), and the other delinquent properties.
 - b. **Done:** Sabrina prepared a collection letter for delinquent accounts. Bill motioned to “Approve the delinquent dues collection notice and proceed with sending notice to delinquent Owners”. Dave seconded the motion and it was approved without further discussion.
 - c. **Action:** Sabrina discussed with Gary what foreclosure notices he has received and then contact the HOA Attorney for general advice on foreclosures.
 - d. **Action:** BOD members should review Sabrina’s proposed updates to the Collection Policy and comment at the next BOD meeting. A vote is requested in May or June, and will be sent to the Attorney for approval prior to being entered into the HOA rules.
3. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Officers are requested to provide a 1-2 page survival guide for their Office. Completed so far: Secretary.
4. Neighborhood Improvements Programs and Projects:
 - a. Adopt-A-Cul-de-Sac: **Cancelled:** We need to focus all volunteer efforts into the Grant project.
 - b. **Action:** Upon NIP Grant approval by the Council, Sabrina will send a flyer to Owners describing the project and requesting volunteers.
5. Web Page:
 - a. **Action:** Bill will work with Tom to prepare a cost comparison of various webpage hosting services for the final webpage, by April or May.

- b. **Action:** Bill will include the URL (<http://reserveute.tripod.com/reserveute>) in the next newsletter.
- c. **Done:** Bill removed all content from Neighborhood Link, except links to the official homepage.
6. **Done:** Sabrina completed the Owner Landscape Responsibilities Policy, with more details about possible consequences of damages to common properties resulting from Owner action or neglect. Bill motioned to “approve the Owner Landscape Responsibilities Policy and send a copy to all Owners”. Dave seconded. The motion was approved. **Action:** Bill will send a copy of the Owner Landscape Responsibilities Policy to Owners.
7. **Action:** Bill will include in the next newsletter an announcement about how the BOD will respond to Owners’ identified requests or demands for action, and other policies. He will also solicit Officer Comments for the Newsletter. Note: the BOD suggested that the HOA publish quarterly newsletters, beginning in March.
8. **Action:** Tom will set up a 1-hour meeting with the HOA Attorney to educate 2009 BOD members on rule enforcement, new legislation, liabilities of paying neighborhood teens to work on HOA projects, and release forms for HOA volunteer workers. Topics will include: Collections, foreclosures, bankruptcies, Owners who claim to not speak English, legislative updates, and legal considerations in hiring neighborhood kids for HOA labor.
9. **Action:** Alternative uses for the common areas along W. Reserve will be reviewed at the Summer Owners’ meeting.
10. **Action:** BOD members provide written feedback to Sabrina on the 2009 BOD Goals she has proposed. This needs to be reviewed at the summer meeting. Bill suggested that the “standard” goals be documented (such as enforcing HOA rules, maintaining HOA property, etc. Refer to 2008 goals).
11. **Action:** Dave will send a copy of the current landscaping contract to Ryan Heather so he can work on a bid for 2010.
12. **Action:** BOD members should review the quarterly dues proposals and be prepared to vote in May.

New Business

1. Volunteering Incentives: Sabrina suggested that the BOD might need to provide an incentive for Owners to volunteer to help with the NIP Grant project. One possibility is to eliminate the annual dues credit and offer a credit for volunteer support instead. Bill asked how we could apply this fairly, especially to Owners who are disabled or live outside of the neighborhood. It was agreed that some sort of incentive might help to encourage participation. Is reduction of sustaining costs a big enough incentive? Maybe not in the short term. A volunteer program will require scheduling several workdays and giving plenty of advance notice to Owners for sign-up opportunities. Also, the HOA may need to create a release form (Bill added this to the suggested agenda for the attorney meeting). **Action:** BOD members consider volunteer incentives and discuss at the May BOD meeting.

Homeowners to be Heard

1. No Homeowners requested to be heard.

Next Meeting

1. Regular meetings are on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

1. The meeting was adjourned at 8:26 PM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: May 12th, 2009
PUBICATION DATE: June 6th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- Sabrina Lee, President
- ✓ David Sanders, Vice President
- ✓ Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
- ✓ Tom Sheffield, Governance
- Non-BOD Attendees: none

Call to Order

- The BOD meeting was called to order at 7:01 PM at the Longmont Senior Center.

Agenda

- Call to Order and Attendance
- Governance Business and Hearings for Rule Violations
- Approve Prior Meeting Minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Members to be Heard (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Governance Business and Hearings for Rule Violations

1. There were no hearings scheduled for May 12.

Approve Prior Meeting Minutes

1. A motion was made, seconded, and approved to accept the April 14th BOD Meeting minutes with the following correction: Governance business item #3 is appended with "The motion was unanimously approved."

Reports of Board Members

1. President – Sabrina Lee
 - Sabrina is on vacation and had no report. However, she provided several items for BOD discussion when she sent out the meeting agenda.
2. Treasury – Gary Abbuhl
 - Gary provided Balance Sheet, P&L, and Accounts Receivable reports.
 - It's too early in the year to forecast budget performance for the year.
 - Six Owners are still delinquent, versus seven at the last BOD meeting. Sabrina wrote notices that collection proceedings will be initiated, and Bill mailed them. Sabrina and Tom will work with the HOA attorney on collection proceedings, if needed.
3. Vice President – Dave Sanders
 - Dave told Wards to treat several trees for insects.

- Wards has been mowing regularly since the season started.
 - Dave has not contacted Wards about the grant project. **Action:** Bill will send Dave a link to the project description on the webpage.
 - Dave would like to make the landscaping bid form available on the HOA webpage. **Action:** Dave will email Bill a copy of the landscaping contract bid form for the webpage.
4. Secretary – Bill Hallett
 - Bill continues monthly work on meeting minutes, letters, and notices.
 - Bill attended several LINGLA meetings.
 - The City Council approved \$3,000 for the Neighborhood Improvement Project.
 5. Governance – Tom Sheffield
 - The ARC approval process was discussed. All agreed that a faster process is needed, with provisions for Owners to help expedite approval of their projects. **Action:** Tom will work on a proposal for a new ARC approval process.
 - Tom said the HOA attorney has not been very quick to respond to requests and questions. Sabrina has had similar experiences, according to some of her emails.
 - Tom suggested it would be more efficient to have an attorney in Longmont. **Action:** Tom will see if Sabrina knows of any HOA attorneys in Longmont that we could consider using.

Unfinished Business

1. Collections:
 - a. **Done:** Sabrina will prepare the individual notices of past-due accounts.
 - b. **Done:** Bill will record and mail the collection notices.
 - c. **Action:** ~~Tom~~ Sabrina will contact HOA attorney on 5/14 to see how to proceed with collections at 1257 Whitehall (a property involved in a bankruptcy), and the other delinquent properties.
 - d. **Done:** Sabrina will discuss with Gary what foreclosure notices he has received and then contact the HOA Attorney for general advice on foreclosures.
 - e. **Action:** BOD members should review Sabrina's proposed updates to the Collection Policy and comment at the next BOD meeting. A vote is requested in May or June, and will be sent to the Attorney for approval prior to being entered into the HOA rules. Can Sabrina send an email copy of her notes?
2. Survival Guide:
 - a. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Officers are requested to provide a 1-2 page survival guide for their Office. Completed so far: Secretary. Bill will send his input to other BOD members as an example.
3. Neighborhood Improvements Programs and Projects:
 - b. **Done:** Upon NIP Grant approval by the Council, Sabrina will send a flyer to Owners describing the project and requesting volunteers.
 - c. **Done:** Sabrina contacted Harvey Lang about joining the NIP Grants committee and help with the final design work. Harvey is willing, for a fee. We will take our chances with volunteer workers first.
 - d. **Action:** Bill will send Dave a webpage link to the grant proposal for him to forward to Wards. Dave will then discuss the Neighborhood Improvement Grant project with Wards.
4. Web Page:
 - a. **Action:** Bill will work with Tom to prepare a cost comparison of various webpage hosting services for the final webpage, by ~~April or May~~ June.
 - b. **Action:** Bill will include the URL (<http://reserveute.tripod.com/reserveute>) in the next newsletter.
5. Landscaping Policy:
 - a. **Action:** Bill will send a copy of the Owner Landscape Responsibilities Policy to Owners. (need an email copy from Sabrina)
6. Newsletter:
 - a. **Action:** Bill will include in the next newsletter an announcement about how the BOD will respond to Owners' identified requests or demands for action, and other policies. He will also solicit Officer Comments for the Newsletter. Note: the BOD suggested that the HOA publish quarterly newsletters, beginning in March. Bill has not followed through on this request.
7. Attorney Meeting:

- a. **Action:** Tom and Sabrina will set up a meeting with the HOA Attorney to cover several important topics: Rule enforcement; New legislation; Liabilities of paying neighborhood teens to work on HOA projects; Release forms for HOA volunteer workers; Collections; Bankruptcies and foreclosures; Owners who claim to not speak English. A call has been set up for May 14.
8. Summer Meeting Preparations:
 - a. **Action:** Alternative uses for the common areas along W. Reserve will be reviewed at the Summer Owners' meeting.
 - b. **Action:** BOD members provide written feedback to Sabrina on the 2009 BOD Goals she has proposed. This needs to be reviewed at the summer meeting. Bill suggested that the "standard" goals be documented (such as enforcing HOA rules, maintaining HOA property, etc. Refer to 2008 goals).
9. Quarterly Dues:
 - a. **Action:** BOD members should review the quarterly dues proposals. Gary thinks it's a mistake to eliminate the dues credit because it might have a negative effect on cash flow (especially if most Owners elect to not pay early, before landscaping invoices start coming in). No vote was taken, but it was agreed that a single proposal should be presented at the Summer Owners' meeting.
10. Volunteer Incentives:
 - a. **Action:** BOD members consider volunteer incentives and discuss at the May BOD meeting. Tabled.
11. Misc:
 - a. **Action:** Dave will send a copy of the current landscaping contract to Ryan Heather so he can work on a bid for 2010.

New Business

1. In reviewing the wording of the amendment to §D9.13, Tom felt that keeping portable basketball hoops in "serviceable condition" was too vague to enforce. **Action:** Tom will propose more enforceable wording for the amended §D9.13.
2. Next steps for the Grant project were discussed. Sabrina reported in her meeting agenda that Gary Mutz is obtaining bids, and Bob Lee is measuring the areas to be modified and will till the soil for planting of perennials. **Action:** Sabrina or another Grant Project Committee member should report on progress and next steps at each BOD meeting.

Homeowners to be Heard

1. No Homeowners requested to be heard.

Next Meeting

1. Regular meetings are on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

1. The meeting was adjourned at 8:16 PM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: June 9th, 2009
PUBICATION DATE: June 28th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
David Sanders, Vice President
- ✓ Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
- ✓ Tom Sheffield, Governance
- Non-BOD Attendees: none

Call to Order

- The BOD meeting was called to order at 7:05 PM at the Longmont Senior Center.

Agenda

- Call to Order and Attendance
- Hearings for Rule Violations
- Approve Prior Meeting Minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Members to be Heard (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Governance Business and Hearings for Rule Violations

1. There were no hearings scheduled for June 9.

Approve Prior Meeting Minutes

1. A motion was made, seconded, and approved to accept the May 12th BOD Meeting minutes.

Reports of Board Members

1. President – Sabrina Lee
 - Sabrina has been working on collections policies/proceedings.
 - In a bankruptcy, the Treasurer and/or Attorney will receive notice from the Owners' attorneys. Dues from the date of the notice will still accrue. The super-lien then covers the HOA for the prior 6 months of dues and fines. Amounts more than a year overdue can be difficult to collect in a bankruptcy.
 - To best protect HOA interests, the HOA should pursue collection proceedings through the attorney for all accounts more than 6 months overdue.
 - In a foreclosure, banks technically must only pay for 6 months of dues. Sabrina in her business sees that in most cases the banks will pay what is specified in the HOA Status Letter that they request from the Treasurer during the foreclosure. The attorney said it's often best to just list a total amount due in the Status Letter, rather than break it out into several line items.
 - Bill motioned that "All accounts more than 4 months past due, including current fines and interest, shall be turned over to the HOA attorney to begin collection proceedings." Gary seconded the motion,

- which was passed unanimously. **Action:** Sabrina and Gary will prepare account details and advise the HOA attorney to begin collection proceedings.
2. Treasury – Gary Abbuhl
 - Gary provided Balance Sheet, P&L, and Accounts Receivable reports. No major concerns were noted.
 - Cash position is OK. Ward's is timelier about invoicing than last year.
 - Six Owners are still delinquent. Expect 1-2 to settle up before we turn things over to the attorney.
 - Sabrina requested an accounting dues, fines, and fees at 1313 Reserve, so she can better understand the history before we involve the attorney.
 3. Vice President –Dave Sanders
 - Dave was absent.
 - BOD members have noticed that trees need pruning (could volunteers do this?), and there is a dead tree on 17th Ave. Harvey Lang asked Sabrina to mention to Ward's that weeds and bindweed need more attention and possibly spraying. We also need to have Ward's check for Banks Grass Mites, since one Owner had a problem. **Action:** Dave follow up with Ward's on dead tree. **Action:** Do we want to have volunteers prune trees, or have Ward's do it? **Action:** Dave follow up with Ward's on weeding and maybe spraying for weeds in some areas. **Action:** Dave check with Ward's on Banks Mites.
 4. Secretary – Bill Hallett
 - Bill caught up on several open action items.
 - Bill attended several LINGLA meetings, but was out of town for the May meeting.
 - The Reserve was approved for a \$106 grant for a summer neighborhood event. Sabrina said Wendy Allen is planning an ice cream social.
 - Bill sent everyone a link to information on HB1359, which goes into effect in August. This bill specifies some requirements HOA's must follow with respect to Reserve Fund policies and funding. **Action:** All BOD members review the HB139 material about Reserve Fund requirements. We might need to review this with the attorney.
 5. Governance – Tom Sheffield
 - Tom said several ARC requests have been walked through for approval.

Unfinished Business

1. Collections:
 - a. **Done:** Sabrina received advice from the HOA attorney on collections at 1257 Whitehall (a property involved in a bankruptcy), and the other delinquent properties.
 - b. **Action:** Sabrina will email her latest Collection Policy proposal for comments.
 - c. **Action:** All BOD members review and comment on the Collection Policy Proposal by the July meeting.
 - d. **Tabled:** The BOD decided to not seek HOA attorneys in Longmont for now. Eisenstein has been with us since the HOA was formed, and is already listed as attorney of record with the County Clerk.
2. Survival Guide:
 - a. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Officers are requested to provide a 1-2 page survival guide for their Office. Bill sent the Secretary's Survival Guide as an example. Completed so far: Secretary.
3. Neighborhood Improvements Programs and Projects:
 - e. **Done:** Bill sent Dave a webpage link to the grant proposal for him to forward to Wards. Dave said via email that he has discussed it with Wards.
 - f. **Action:** Sabrina or another Grant Project Committee member should report on progress and next steps at each BOD meeting.
4. Web Page:
 - a. **Action:** Bill will work with Tom to prepare a cost comparison of various webpage hosting services for the final webpage, by ~~April or May~~ June.
 - b. **Done:** Bill will include the URL (<http://www.reserveute.tripod.com/reserveute>) in the next newsletter.
 - c. **Done:** Dave will email Bill a copy of the landscaping contract bid form for the webpage.
5. Landscaping and ARC Policies:
 - a. **Action:** Bill will send a copy of the Owner Landscape Responsibilities Policy to Owners, with a cover letter. (need an email copy of the approved policy from Sabrina)
 - b. **Action:** Tom will propose more enforceable wording for the amended §D9.13.

- c. **Action:** Tom will work on a proposal for a new (and faster) ARC approval process.
6. Newsletter:
 - a. **Done:** Bill will include in the next newsletter an announcement about how the BOD will respond to Owners' identified requests or demands for action, and other policies. He will also solicit Officer Comments for the Newsletter.
7. Attorney Meeting:
 - a. **Done:** Tom and Sabrina will had a phone call with the HOA Attorney to cover several important topics: Rule enforcement; New legislation; Liabilities of paying neighborhood teens to work on HOA projects; Release forms for HOA volunteer workers; Collections; Bankruptcies and foreclosures; Owners who claim to not speak English.
8. Summer Meeting Preparations:
 - a. **Done:** Alternative uses for the common areas along W. Reserve will be reviewed at the Summer Owners' meeting. The NIP project will also be discussed.
 - b. **Done:** BOD members provided written feedback to Sabrina on the 2009 BOD Goals she has proposed. This needs to be reviewed at the summer meeting. Bill suggested that the "standard" goals be documented (such as enforcing HOA rules, maintaining HOA property, etc. Refer to 2008 goals).
9. Quarterly Dues:
 - a. **Action:** BOD members should review the quarterly dues proposals. Gary thinks it's a mistake to eliminate the dues credit because it might have a negative effect on cash flow (especially if most Owners elect to not pay early, before landscaping invoices start coming in). No vote was taken, but it was agreed that a single proposal should be presented at the Summer Owners' meeting.
10. Volunteer Incentives:
 - a. **Tabled:** BOD members consider volunteer incentives and discuss at the May BOD meeting.
11. Misc:
 - a. **Done:** Dave will send a copy of the current landscaping contract to Ryan Heather so he can work on a bid for 2010.

New Business

1. Neighborhood Improvement Project Status:
 - a. Tilling and planting of the large beds was completed.
 - b. 3 bids were received (from Wards, Rock Solid, Silver Lace) ranging from \$6800 - \$7800 for the remaining parts of the project. This exceeds our budget, and we will have to pare back parts of the project and rely on more volunteer work. We will contract for Sod Removal and Disposal, Irrigation Modifications, and Edging Relocation. These items will be re-bid and submitted to the City for approval. **Action:** Re-submit bids on improvement project for Sod Removal and Disposal, Irrigation Modifications, and Edging Relocation. **Action:** Dave check with Wards on impact of improvement project to existing landscaping contract.
 - c. Nobody is willing to provide a warranty on the shrubs if we move them. They do present a safety hazard due to interfering with visibility. We may have to just remove them.

Homeowners to be Heard

1. No Homeowners requested to be heard.

Next Meeting

1. Regular meetings are on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

The meeting was adjourned at 8:34 PM.

The Reserve At Ute Creek Homeowner's Association Owners' Meeting Minutes - APPROVED

MEETING DATE: July 14th, 2009
PUBICATION DATE: August 4th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
- ✓ David Sanders, Vice President
- ✓ Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
- ✓ Tom Sheffield, Governance

Non-BOD Attendees: Dyce DeHaan, Irene Hallett, Tom Heinen, Deb Ianucilli, Gene & Gerry Hookstra, Jay & Kelly Kuczka, Bob Lee, Francisco Manzo, Steve Tart, Joe Taylor, Marty & Theresa Valencia, Chris Zimmer, Donny Zwisler

via Proxy (proxy holder): Abrahamson (Kuczka), Chapman (Tart), Gates (DeHaan), Gemelli (DeHaan), Hart (DeHaan), Lewis (Lee), Lindberg (Lee), Miller (Lee), Murphy (Lee), Mutz (Hallett), O'Brien (DeHaan), Termeer (Sheffield), Wilson (Lee), R. Zwisler (D. Zwisler)

Call to Order

- The BOD meeting was called to order at 7:02 PM at the Longmont Senior Center. Bill confirmed that a quorum of Owners (30) was present so that the meeting could be conducted as an Owners' meeting.

Agenda

- Call to Order and Attendance
- Approve Prior Meeting Minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Members to be Heard (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Approve Prior Meeting Minutes

1. No motion was made to approve the June 9th BOD meeting minutes. An electronic motion was made, seconded, and unanimously approved on July 20 to accept the June 9th BOD Meeting minutes as written.

Reports of Board Members

1. President – Sabrina Lee
 - Sabrina reviewed the general responsibilities of the BOD
 - i. Above all: Act in the best interests of the HOA
 - ii. Enforce HOA rules and collection of assessments
 - iii. Develop sound fiscal policies, records, and budget; this includes setting assessment rates
 - iv. Establish and maintain reserve funds
 - v. Review laws before passing new HOA rules sending new rules to Owners for approval
 - vi. Authorize legal actions against Owners who do not comply with HOA rules
 - vii. Appoint committees and, as appropriate, delegate authority to committees
 - viii. Select professional services (lawyer, landscaper, etc.) for the HOA

- ix. Ensure that HOA insurance coverage complies with HOA rules and the law
- x. Inform the BOD and the Association of important BOD decisions and transactions
- Sabrina reviewed the responsibilities of BOD members.
 - i. President: presides over meetings; executes contracts and documents for the HOA; day-to-day administration of HOA business
 - ii. Vice President: Presides when president is absent; Chairs key committees; responsible for the landscaping bid process
 - iii. Secretary: keeps and maintains all meeting records; custodian of HOA records; assures access to HOA records; maintains HOA website
 - iv. Treasurer: custodian of HOA funds, securities, and financial records; coordinates and proposes the annual budget; handles financial transactions and tax activities
 - v. Governance Officer: Ensures HOA and BOD adhere to HOA rules; responsible for enforcement of policies; assures conformance to CCIOA requirements
- Sabrina reviewed the goals of the 2009 BOD
 - i. Manage and perform to the 2009 budget (sustaining, lifecycle/repair, and discretionary spending)
 - ii. Assure the HOA complies with CCIOA requirements
 - iii. Develop and provide a webpage to support HOA communications that comply with CCIOA
 - iv. Establish a Reserve Fund balance of \$50k by 2014. This must be reviewed by each BOD annually. Also refer to HB 09-1359, passed by the Colorado legislature earlier this year.
 - v. Work on projects to reduce HOA costs to control dues, and reduce the HOA's carbon footprint
 - vi. Develop an alternative to annual dues payments
- 2. Treasury – Gary Abbuhl
 - Gary provided Balance Sheet, P&L, and Accounts Receivable reports. Income and expense is on track.
 - Tom showed a breakdown of HOA expense and income history, based on Gary's financial analysis
 - Gary reported that we entered 2009 with 7 Owners having delinquent dues. Four are still delinquent and have been turned over to the HOA attorney for collection because of the complexities involved (foreclosures and bankruptcies).
 - Some Owners questioned Snow Removal expenses and policies. There was mixed requests, some Owners requesting more removal, and others less. Dave Sanders explained that our current contract triggers snow removal at 4" accumulation. It was questioned whether unspent snow removal funds could be used for cul-de-sac improvements.
 - One Owner said he has photographed the landscaping crews not working. **Action:** Dave will discuss this with Wards. The BOD requested to be contacted when this type of situation occurs.
- 3. Governance – Tom Sheffield
 - Tom provided a "report card" based on HOA rules and CCIOA.
 - Suggested areas for improvement include: more publication of BOD meeting minutes (via email notification and direct mail), more timely enforcement of HOA rules (may need more Owner help), schedule for Reserve Fund studies as required in HB1359, review strategy for investing Reserve Funds
 - Bylaw and CC&R changes will be needed if a quarterly dues plan is adopted.
- 4. Vice President –Dave Sanders
 - Dave reported that the Landscaping Contract is due for renewal this year.
 - It is a continuing challenge to assure adequate water coverage, and to adjust it as often as needed.
 - The price we pay is in-line with the level of service for which we contract.
 - Wards just sprayed for weeds. Some trees are also due for nutrient and pest treatment.
 - Some Owners along the golf course asked why the weeds are not removed to the fence. **Action:** Sabrina will check with the parks department on golf course weed control.
 - BOD members have noticed that trees need pruning (could volunteers do this?), and there is a dead tree on 17th Ave. Harvey Lang asked Sabrina to mention to Ward's that weeds and bindweed need more attention and possibly spraying. We also need to have Ward's check for Banks Grass Mites, since one Owner had a problem. **Action:** Dave follow up with Ward's on dead tree. **Action:** Do we want to have volunteers prune trees, or have Ward's do it? **Action:** Dave follow up with Ward's on weeding and maybe spraying for weeds in some areas. **Action:** Dave check with Ward's on Banks Mites.
 - Joe Taylor asked if the BOD could do something about maintaining the landscaping at 1242 Reserve (a vacant home). Bill will record a complaint, and Tam and Dave will investigate. If a violation exists,

then enforcement procedures will be followed. A Hearing is required before any action can be taken.

Action: Bill will start rule enforcement proceedings after Tom and Dave verify if a landscape maintenance violation is occurring at 1242 Reserve.

5. Secretary – Bill Hallett
 - Bill said that HOA recordkeeping and communications are current and up-to-date. Bill reported that as the webpage designer, he might not easily notice changes that could help make it more user friendly. Gerry Hookstra offered to help with a webpage design review. **Action:** Bill work on a webpage design review with Gerry Hookstra.
 - Bill gave an overview of the Longmont Neighborhood Group Leaders' Association (LNGLA). The Reserve affiliated with the LNGLA in 2008, at the request of Owners at the 2007 Annual meeting. That affiliation has provided access to resources and funding opportunities for The Reserve. Bill then introduced our LNGLA primary representative, Bob Lee.
 - Bob reported on a number of LNGLA activities: several HOA leaders' training sessions, police and fire status reports, community resource fairs, city development updates, and other information. The Ice Cream Social on July 12 was funded by the LNGLA. Sabrina expressed thanks to Kelly Kuczka, Wendy Allen, Dan McGlothlin, and Judy Lindberg for coordinating the event.

Unfinished Business

1. Collections:
 - a. **Done:** Sabrina and Gary will prepare account details and advise the HOA attorney to begin collection proceedings.
 - b. **Done:** Sabrina will email her latest Collection Policy proposal for comments.
 - c. **Action:** All BOD members review and comment on the Collection Policy Proposal by the July meeting.
2. Survival Guide:
 - a. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Officers are requested to provide a 1-2 page survival guide for their Office, similar to the example Bill sent. Completed so far: Secretary.
3. Neighborhood Improvements Programs and Projects:
 - a. **Ongoing:** Sabrina or another Grant Project Committee member should report on progress and next steps at each BOD meeting.
 - b. There was a lot of discussion of the Neighborhood Improvement (landscaping) Project. Dyce DeHaan expressed concerns about the project and said several Owners are opposed to it. He said that the information was difficult to find on the webpage (**Action:** Bill will make the grant project information easier to find on the webpage), but he was able to find it. Dyce said he felt the project was not clearly defined, and he presented some cost figures that he said were well beyond the HOA's ability to fund. Tom asked Dyce to hold further comments for later in the agenda, so that the BOD could present more details about the Project. Sabrina and the Project Committee explained how the project had been defined, the opportunities that have been provided for Owners to influence and guide the project, details of the City's grant program and how the net cash cost to the HOA is fully funded by the historical Spring Planting budget item. Grant Eligibility requires HOA participation in the LNGLA for at least a year. At the 2007 Annual Owners' meeting, the HOA requested that the 2008 BOD pursue the Grant Program. This was done, and a project committee was formed in 2008 after several requests for Owner involvement. The project proposal was drafted in late 2008, and a grant application submitted in early January this year. The project was defined as a 6-Phase project to reduce ongoing maintenance and utility costs in alignment with the City's "Go Green" initiative. Phase 1 would involve planting perennials in several flower beds and replacement of some sod with rock. Phase 2 would extend the work to more sod reduction and flower bed changes. Phase 3 would initiate an "Adopt a Cul-de-Sac" program to further reduce water usage and maintenance. Each Phase has a net cost of \$10,000 which includes \$1400 of HOA funds, \$5000 in city grants, and 360 hrs of volunteer work at \$10/hr. Phase 1 was approved by the City for a \$3000 grant, so the project was scaled back. Wards was awarded the contract for some of the Phase 1 work. Questions were raised about how the neighborhood reviews and approves such projects. The BOD referred to the past requests for Owner participation for over 10 months, and also explained that because this project was included in the ratified budget for 2009 that

- this is an approved project. **Action:** Chris Zimmer requested that the BOD provide a more specific description and cost analysis of the Grant Project.
4. Web Page:
 - a. **Done:** Bill suggested that the current free webpage meets HOA needs and that a paid hosting service not be pursued until there is greater evidence of a need.
 - b. **Action:** Bill will contact Gerry Hookstra about helping with a webpage design review.
 5. Landscaping and ARC Policies:
 - a. **Action:** Dave follow up with Ward's on dead tree. Dyce DeHaan and Jay Kuczka said they could help remove the dead tree.
 - b. **Action:** Do we want to have volunteers prune trees, or have Ward's do it?
 - c. **Done:** Dave follow up with Ward's on weeding and maybe spraying for weeds in some areas.
 - d. **Action:** Bill will send a copy of the Owner Landscape Responsibilities Policy to Owners, with a cover letter.
 - e. **Action:** Tom will propose more enforceable wording for the amended §D9.13.
 - f. **Action:** Tom will work on a proposal for a new (and faster) ARC approval process.
 6. Newsletter:
 - a. **Action:** Bill will start working on the 2009-Q3 newsletter. Owners suggested including information about getting together to see if bulk deals on mulch or painting can be had, and also some material about the new Reserve Funds law.
 7. Attorney Discussions:
 - a. **Action:** All BOD members review the HB1359 material about Reserve Fund requirements. We might need to review this with the attorney.
 8. Summer Meeting Preparations:
 - a. **Done:** Do we need an informal discussion to make sure we are prepared for the summer meeting?
 9. Quarterly Dues:
 - a. The quarterly dues proposal was reviewed. Some Owners expressed concern about the accounting difficulties, but the Treasurer said it's not really a big problem. **Action:** The BOD will send out a final proposal for Owners to vote on at the December meeting.

New Business

1. The President requested a moment of silence in memory of past BOD President Chip Haring, who passed away on July 4th.
2. Tom Heinen asked if there are still trees available from the city, and whether a memorial tree could be planted for Chip. **Action:** Bob Lee will check with the LINGLA to see if the City has any trees left.
3. Tom Sheffield commended Lisa Heather and Wendy Allen on the support they have provided to the Harings. He also suggested that the HOA form a Goodwill and Welcome Committee, and that Elise Sheffield would be willing to chair the committee.

Homeowners to be Heard

1. Dyce DeHaan raised further concerns about the Grant/Landscaping Project. He expressed concerns that it's not a Grant program because matching funds are required. LINGLA representative Bob Lee explained this is not the case, but that matching funds are considered in the grant approval process. Dyce also challenged whether watering expenses can really be reduced by 20%, and requested a more detailed Return On Investment analysis. **Action:** The BOD will include a ROI analysis in the Grant Project update.
2. Bob Lee commented that one of the biggest challenges the HOA will face in the future is to motivate Owner participation in HOA business and projects.
3. Several Owners commented that BOD-to-Owner communications need to be improved. Bill said the BOD publishes newsletters and flyers, has open meetings at a predefined date and location, and a webpage, and asked for specific suggestions. None were offered. **Action:** The BOD should consider ways to improve communications to Owners.
4. Jay Kuczka asked about the process for defining and communicating HOA projects. Tom commented that this is defined in the HOA Bylaws.
5. Chris Zimmer provided suggestions for a notice to HOA Members about the Grant/Landscaping Project.

Next Meeting

1. Regular meetings are on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

1. The meeting was adjourned at 9:16 PM.

APPENDIX:

BILLING CONCEPTS FOR 2010 DISCUSSION - REVISED 7/14/2009

ANNUAL PAYERS (WILL BE INVOICED EACH JANUARY 1)

DUES	\$550.00
RESERVE FUNDS	\$ 50.00
DUES CREDIT IF PAID BY JANUARY 31 ST	\$ -50.00
TOTAL	\$550.00

**LATE FEE IF NOT PAID BY FEBRUARY 1 ST	\$ 50.00
ANNUAL INTEREST	21.00%

QUARTERLY PAYERS (WILL BE INVOICED EACH JANUARY 1)

WILL BE OFFERED TO THOSE WHO WANT IT **AND** THEIR ACCOUNT HAS NO OUTSTANDING BALANCE.

STATEMENTS WILL BE MAILED ON THE 1ST DAY OF EVERY QUARTER (JANUARY, APRIL, JULY, OCTOBER)

	<u>ANNUAL</u>	<u>QUARTERLY</u>
DUES	\$550.00	\$137.50
RESERVE FUNDS	\$ 50.00	\$ 12.50
HANDLING & POSTAGE	\$ 0.00	\$ 10.00
DUES CREDIT IF PAID IN JANUARY	\$ -50.00	
TOTAL DUE ON THE LAST DAY OF THE MONTH	\$550.00	\$160.00
LATE FEE – PER QUARTER	\$50.00	\$50.00 **
ANNUAL INTEREST	21%	21%

**ALL DUES ARE DUE ON THE LAST DAY OF THE MONTH (JANUARY, APRIL, JULY, AND OCTOBER), LATE FEE WILL BE ASSESSED ON THE FIRST DAY OF THE FOLLOWING MONTH (FEBRUARY, MAY, AUGUST, NOVEMBER).

IF NO DUES ARE PAID BY THE HOMEOWNER IN JANUARY, AN AUTOMATIC \$150.00 LATE FEE WILL BE ASSESSED AND INTEREST WILL ACCRUE AT THE RATE OF 21%.

IF A MEMBER IS IN ARREARS (LATE) AT ANY TIME DURING THE YEAR, THE FULL BALANCE WILL BECOME PAYABLE, PLUS LATE FEES AND 21% INTEREST AND ANY COLLECTION FEES.

DUES CAN BE PAID IN FULL DURING ANY QUARTER AND NOT INCUR ANY ADDITIONAL CHARGES FROM THAT POINT FORWARD.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: July 18th, 2009
PUBICATION DATE: August 11th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
- ✓ David Sanders, Vice President
- ✓ Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
- ✓ Tom Sheffield, Governance

Non-BOD Attendees: Lois Abbuhl, Irene Hallett, Denise Heinen, Gene Hookstra, Kelly Kuczka, Bob Lee, Chuck Murphy, Gary Mutz, Linda Mutz, Dave Wilson

Call to Order

- Volunteers showed up on July 18th to work on the Neighborhood Improvement Project, but there was no work to do because the contract work had been stopped on July 15th. Owners present requested a BOD meeting to review the Project. The BOD meeting was called to order at 8:03 AM at the 17th and Whitehall entrance to The Reserve.

Agenda

- Call to Order and Attendance
- Review of Neighborhood Improvement Grant Project
- Adjourn

Review of Neighborhood Improvement Grant Project

1. The April flyer regarding the project was discussed. In response to the flyer, a few Owners called to volunteer to help with work. Mr. DeHaan requested that the grass on the east side of his house not be removed, to which the Project Committee agreed.
2. Gary Mutz discussed some inputs he had received from professional landscapers about general practices to help keep maintenance costs down: Avoid mixing grass and trees in the same irrigation zone as one will typically suffer from insufficient watering; Avoid narrow strips of grass as these often require hand mowing and detailing.
3. The HOA budget history was discussed. Annual income is about \$32k. Annual sustaining expenses are about \$27k. Of that, about \$21k is for landscaping, including about \$6k annually for water. For the past several years at the annual Owners meeting in December, Owners have asked how the HOA can reduce expenses. Based on the annual budget for fixed, lifecycle/repair, and discretionary expenses, landscaping of the common areas offers by far the most significant opportunity for expense reduction.
4. The Neighborhood Improvement Grant Project was discussed. The BOD is working on a detailed project description and summary that will be delivered to all Owners.
 - a. Funding: The proposal, discussed at the 2008 Annual Owners meeting, was to divert the traditional yearly budget of \$1400 (for planting flowering annuals in the spring) and use it to fund a six-phase project to modify the common areas to reduce maintenance and repair costs. This budget would be pooled with available City grants and volunteer labor. The expected annual budget for the project would have a value of up to \$10k. Only the \$1400 per year would come from the HOA budget; the rest would be the combined value of City grants and volunteer labor at \$10/hr.

- b. Savings: After all 6 phases of the Project are completed, a 20% savings in water use is expected. Also, the \$1400 annual budget for planting spring flowers will no longer be needed because the areas to be planted will be replaced with perennials. In addition, maintenance costs will vanish for the irrigation hardware that is removed.
5. For Phase 1, some Owners asked if something can be done so that the appearance of the planned rock area can be improved. Can perennials or low shrubs be added? Could this be done within the existing budget?
 - a. If the rain continues as it has been, it is possible that water expenses this year may come in below budget. Also, some past due accounts are being collected. These possibly could fund some greenery to add to the rock areas. Some Owners volunteered to donate some shrubs, too.
 - b. Can the grass to be removed be shaped along a curving line instead of a straight line? Yes.
 - c. What about inter-mixing small and large rock, for better appearance? Yes.
 - d. A motion was made to proceed with Phase 1, which will include: Removing grass from the monument area and replacing it with rock, replacing some grass at the entry areas off of 17th Ave (using a curved pattern) with small and large rock, and adding greenery in the rock area off 17th Ave if this will not exceed the HOA's budget. All BOD members voted in favor.
 - e. A motion was made to do a budget analysis and present it at the August BOD meeting, to review how much funding is available for adding greenery to the rock areas at the 17th and Whitehall entrance. All BOD members voted in favor of the motion.
 - f. Kelly Kuczka and Lois Abbuhl volunteered to suggest the types of greenery to use.

Adjournment

1. The meeting was adjourned at 9:02 AM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - DRAFT

MEETING DATE: August 11th, 2009
PUBICATION DATE: Sept 5th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
- ✓ David Sanders, Vice President
- ✓ Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
- Tom Sheffield, Governance

Non-BOD Attendees: Lois Abbuhl, Dyce DeHaan, Irene Hallett, Dan Hart, Tom Heinen, Kelly Kuczka, Bob Lee, Gary Mutz, Chris Ringman

Call to Order

- The BOD meeting was called to order at 7:00 PM at the Longmont Senior Center.

Agenda

- Call to Order and Attendance
- Hearings for Rule Violations
- Approve Prior Meeting Minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Members to be Heard (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Hearings for Rule Violations

1. Hearings were held for one homeowner (at 1313 Reserve Dr) who had a repeat violation of §C7.16 (Boat parked more than 72 hrs). The homeowners (or representatives) were not present to be heard. The HOA rules for repeat violations were reviewed: since this was a repeat violation within 24 months of the most recent violation of the same Rule, a Demand for Abatement was not sent. The hearing minutes are documented (separately) in accordance with HOA Bylaws. Here is a summary of the decisions made by the BOD:
 - a. 1313 Reserve: The BOD voted unanimously to assess a \$100 fine for the parking violation, and an additional \$50 per day for each day after Aug 27th that the boat remains parked in the neighborhood, with costs of collection to be assessed against the lot owners.
2. Fines and other sanctions become effective upon entry into the HOA minutes, so long as the minutes include certification of due process and the other requirements of the HOA Bylaws. The Secretary confirmed that the Bylaw requirements were followed and provided proof of mailing of required documents.

Approve Prior Meeting Minutes

1. A motion was made and unanimously approved to approve the July 14th Owners' meeting minutes. A motion was made and unanimously approved to approve the July 18th BOD meeting minutes.

Reports of Board Members

1. President – Sabrina Lee
 - Sabrina had nothing new to report
2. Treasury – Gary Abbuhl
 - Gary reported that he has been paying bills on time.
3. Governance – Tom Sheffield
 - Tom was absent.
4. Vice President –Dave Sanders
 - Wards has bid \$380 per tree to replace trees.
 - Some sprinkler repairs were made. Dave requested that a notice be placed on the webpage to call the Vice President about landscaping problems. **Action:** Bill will put a notice on the webpage about contacting the VP to report irrigation or repair problems.
 - Wards has invoiced the HOA for July weed and pest treatments.
 - Some trees along 17th Ave appear stressed. **Action:** Dave will follow up with Wards to see if the stressed trees along 17th Ave need any treatments.
5. Secretary – Bill Hallett
 - Bill has been busy with documents, rule enforcement notices, and some web page updates..

Unfinished Business

1. Collections:
 - a. **Action:** All BOD members review and comment on the Collection Policy Proposal.
2. Survival Guide:
 - a. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Officers are requested to provide a 1-2 page survival guide for their Office, similar to the example Bill sent. Completed so far: Secretary.
3. Neighborhood Improvements Programs and Projects:
 - a. **Ongoing:** Sabrina or another Grant Project Committee member should report on progress and next steps at each BOD meeting.
 - b. **Done:** Bill will make the grant project information easier to find on the webpage.
 - c. **Done:** The BOD provide a more specific description and cost analysis of the Grant Project, including a ROI analysis.
 - d. **Action:** Budget analysis to see how much is available to add greenery to the proposed rock areas at the 17th and Whitehall entrance.
4. Web Page:
 - a. **Action:** Bill will contact Gerry Hookstra about helping with a webpage design review.
 - b. **Action:** Bill will check into Yahoo's web hosting service.
<http://smallbusiness.yahoo.com/webhosting/hostingfeatures.php>
5. Landscaping and ARC Policies:
 - a. **Done:** Dave follow up with Ward's on dead tree. Wards will replace it free as a warranty repair.
 - b. **Done:** Do we want to have volunteers prune trees? Several Owners got out and pruned some trees and shrubs. Others have been dead-heading perennials. Wards will do their fall pruning soon.
 - c. **Done:** Dave will discuss Owner complaints of non-working landscape crews with Wards. Wards says the HOA is invoiced per the contract, and that the non-working crews were on their lunch break.
 - d. **Done:** Dave reminded Ward's again about weeding and requested spraying for weeds in some areas.
 - e. **Done:** Dave check with Ward's on Banks Mites. Wards said HOA turf areas are not currently at risk.
 - f. **Action:** Bob Lee will check with the LINGLA to see if the City has any trees left to plant a tree in memory of Chip Haring.
 - g. **Done:** Sabrina will check with the parks department on golf course weed control. The city only maintains to within a foot of the golf course fence.
 - h. **Action:** Bill will send a copy of the Owner Landscape Responsibilities Policy to Owners, with a cover letter.
 - i. **Action:** Tom will propose more enforceable wording for the amended §D9.13.
 - j. **Action:** Tom will work on a proposal for a new (and faster) ARC approval process.

6. Newsletter:
 - a. **Action:** Bill will start working on the 2009-Q3 newsletter. Owners suggested including information about getting together to see if bulk deals on mulch or painting can be had, some material about the new Reserve Funds law, and information on iron deficiency in Maple trees.
7. Attorney Discussions:
 - a. **Action:** All BOD members review the HB1359 material about Reserve Fund requirements. We might need to review this with the attorney.
8. Quarterly Dues:
 - a. **Action:** The BOD will send out a final proposal for Owners to vote on at the December meeting.
 - b. **Action:** Clarification of when late fees will be assessed should be discussed at Sept BOD meeting.
9. Miscellaneous:
 - a. **Done:** Bill started rule enforcement for 1242 Reserve based in BOD investigation of lawn care violations.
 - b. **Action:** The BOD should consider ways to improve communications to Owners.

New Business

1. Neighborhood Improvement Grant Project – Sabrina held an open-floor discussion of the project
 - a. Survey Results were discussed. 35 responses were received; 8 homes are vacant.
 - i. 23% do not support the project; 74% support the project; 3% don't care
 - ii. Of the 74% supporting: 19% support only Phase 1; 23% will not volunteer; 67% will volunteer
 - iii. 5 Owners are willing to donate shrubs
 - b. Mr. DeHaan suggested that Governance Officer Tom Sheffield may have intentionally manipulated the survey results in his discussions with Owners while he delivered and collected surveys. Tom was not present to answer Mr DeHaan's accusation.
 - c. Bill updated the webpage to make project information easier to find quickly.
 - d. A cost analysis and project description was sent to all Owners.
 - e. Kelly Kuczka is looking into other types of ground cover as an alternative to rock. Ice plant, sedum, and moss rose for example are much more economical than rock. Shrubs may also be a good alternative and are on sale at several nurseries.
 - f. Mixing large and small rock may be a more attractive way to design rock areas, but materials weigh more to do this. For the original Phase 1 proposal, the estimated cost would increase to \$1380.
 - g. Mr. Mutz commented on the history of the bid and proposal process. The 2007 BOD received lots of owner concerns about inadequate rule enforcement and ongoing cost increases. Inflation and repair costs compete with a desire for lower costs. The most significant opportunities for cost reduction are to reduce water expenses and to reduce areas requiring contracted maintenance. The 2007 and 2008 BODs explored project funding through the City's Neighborhood Improvements Program. Although City-funded projects do not require matching funds, this is a significant factor in awarding grants. The scope of the grant request Mr Mutz wrote was intentionally a bit vague so as to allow the HOA flexibility in modifying the project while staying within the general purpose and implementation plan described to the Community Neighborhood Resources department. Changing from rock to another type of ground cover would, for example, remain within the scope of the project as approved by the CNR department.
 - h. Mr Hart, Mr DeHaan, and Mr Ringman asked about how the business process for similar projects could be improved in the future.
 - i. Communication of the project was again discussed. The BOD pointed out the several types of communication used so far: Flyers, Newsletters, BOD Meetings, Owner meetings, Webpage, and door-to-door visits. Door-to-Door visits, while very effective, are not considered a viable permanent communication tool. **Action:** The BOD compile a HOA email list and use email to communicate with Owners who so request. A blog was also discussed.
 - j. Kelly, Sabrina, and Becki Ringman will continue to explore non-rock ground cover options and send another flyer out to the HOA to describe the final proposals. **Action:** Sabrina will send a final project proposal inviting final Owner inputs before the Sept 8 BOD meeting.
2. Mr. DeHaan offered a few other ideas for reducing Landscaping costs based on his 25 years of experience
 - a. Piecing out various parts of the total landscaping contract to different companies.
 - b. Allowing the grass to grow longer in the summer (10 days between mowing) and watering less.

- c. Use of more mulch instead of removing plant material.
 - d. Renewing contracts annually instead of bi-annually.
 - e. Pursuing other grants such as an alleged subsidy that Fox Hill received for maintaining their grass along Pace Ave. **Action:** Bob Lee will check on the alleged Fox Hill subsidy with the LNLGA.
3. Sabrina took a moment to express here dismay and disappointment at the very personal and nasty treatment BOD members have received in trying to serve the interests of the Association since we became self-managed. The HOA voted to become self-managed in 2000, when most Owners present agreed that a BOD composed of Owners would provide a better level of service and concern for the neighborhood than a management firm. At that time, the HOA was paying \$4800 per year for 4-Star to manage HOA business, and the level of service was considered poor in comparison to what Owners felt the HOA should receive. Today, a company such as PML could provide management services, including a webpage, for about \$6000 per year. The HOA may need to consider once again if an outside management firm should be hired, and a smaller BOD be elected with fewer responsibilities and little or no dues credit for service. Comments for and against a hired management firm were made. It is believed that a BOD could make this decision if it does not increase HOA dues by more than 25%. **Action:** Sabrina will look into bids from two other management firms, to compare with PML. **Action:** Tom will see if the HOA rules require an Owner vote to hire a professional firm to manage HOA business.
4. The use of Proxies was briefly discussed. Some Owners are concerned that the existing HOA rules for proxies essentially permit an Owner to gather several proxies and use them to effectively increase the number of votes he/she casts for a given motion. Should proxies state how the proxy-holder must vote? This could be very difficult to implement if motions are not made well in advance of meetings.

Homeowners to be Heard

1. Mr Mutz requested that the BOD continue efforts to try and reduce HOA expenses. He also commented that he just returned from a trip to the Midwest where he attended a meeting at another self-governed HOA and observed the same problems that we most often face: Rule Enforcement and Dues Control.
2. Mr DeHaan requested that the next flyer about the Neighborhood Improvement Project include a deadline for response. It was agreed that the deadline should be in time for the Sept 8 BOD meeting.
3. Ms Hallett suggested that BOD meeting announcements could also be posted on signs, similar to how Owners' Meetings are announced.

Next Meeting

1. Regular meetings are on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

1. The meeting was adjourned at 8:48 PM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: September 8th, 2009
PUBICATION DATE: October 11th, 2009
SUBMITTED BY: Bill Hallett, Secretary (using notes from Gary Abbuhl)

Meeting attendance

- ✓ Sabrina Lee, President
 - ✓ David Sanders, Vice President
 - ✓ Gary Abbuhl, Treasurer
 - Bill Hallett, Secretary (thank you, Gary, for taking notes!)
 - ✓ Tom Sheffield, Governance
- Non-BOD Attendees: Dyce DeHaan, Kelly Kuczka

Call to Order

- The BOD meeting was called to order at 7:00 PM at the Longmont Senior Center.

Agenda

- Call to Order and Attendance
- Hearings for Rule Violations
- Approve Prior Meeting Minutes
- Reports of Board Members
- Unfinished Business
- New Business
- HOA Members to be Heard (3 minutes/person per topic)
- Next BOD Meeting
- Adjourn

Hearings for Rule Violations

1. No Hearings were held, but follow-up discussion was held for the August 24, 2009 Hearing regarding the unmaintained landscaping at 1242 Reserve Dr.
2. Based on advice of the HOA Attorney, it is very unlikely that costs would be recovered if the HOA maintains the landscape. It was decided that the HOA will not maintain the landscape at 1242 Reserve.

Approve Prior Meeting Minutes

1. A motion was made and unanimously approved to approve the August 11th BOD meeting minutes.

Reports of Board Members

1. President – Sabrina Lee
 - Sabrina reviewed the Collections Policy for dues and fines. A motion was made to approve the collection policy. The motion passed, with only Gary voting against.
 - Sabrina is exploring the costs of outside HOA management. **Action:** Sabrina will coordinate interviews with some HOA management firms so the services and costs can be reviewed for a vote at the December Owners' meeting.
 - There have been some complaints about noise and commotion in our neighborhood such as loud knocking on doors such as Zimmer's house.
2. Treasury – Gary Abbuhl
 - Gary handed out August financial statements.

- The Bauer home sold, and the HOA received \$1,240.07 in delinquent dues and fines from the title company. \$1,029.09 was not paid and has been shown as a bad debt in the financial statement.
3. Governance – Tom Sheffield
 - Tom said there has been no activity on the Survival Guide.
 4. Vice President –Dave Sanders
 - Dave is working with Wards to prepare the irrigation systems at the entry area flower beds.
 - Wards will replace one tree as a warranty replacement. It's doubtful that the other two will be replaced without cost.
 5. Secretary – Bill Hallett
 - Bill was absent and made no report.

Unfinished Business

1. Collections:
 - a. **Done:** The Collection Policy Proposal was approved as a BOD policy.
2. Survival Guide:
 - a. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Officers are requested to provide a 1-2 page survival guide for their Office, similar to the example Bill sent. Completed so far: Secretary.
3. Neighborhood Improvements Programs and Projects:
 - a. **Ongoing:** Sabrina or another Grant Project Committee member should report on progress and next steps at each BOD meeting.
 - b. **Done:** Sabrina, Kelly Kuczka, Becki Ringman, and Lois Abbuhl have been pricing and buying perennials for the next stage of the improvement project.
 - c. **Action:** Wards will start sod removal and irrigation work on Sept 9. Tom will be foreman for ground preparations and planting on Sept 12 at 9:00 AM. At that time, volunteers will agree on dates for follow-on work until the project is completed. Chris Zimmer will coordinate delivery of leftover sod to the Harings' and Zimmers' properties.
 - d. **Done:** Budget analysis to see how much is available to add greenery to the proposed rock areas at the 17th and Whitehall entrance. Budget is available because of collections on some fines, and also lower water expenses this year.
4. Web Page:
 - a. **Action:** Bill will contact Gerry Hookstra about helping with a webpage design review.
 - b. **Done:** The current web page service seems to be meeting HOA needs, and is free. The HOA will not explore paid web hosting services until the needs of the HOA demand this.
5. Landscaping and ARC Policies:
 - a. **Action:** Bob Lee will check with the LINGLA to see if the City has any trees left to plant a tree in memory of Chip Haring.
 - b. **Action:** Bill will send a copy of the Owner Landscape Responsibilities Policy to Owners, with a cover letter.
 - c. **Action:** Tom will propose more enforceable wording for the amended §D9.13.
 - d. **Action:** Tom will work on a proposal for a new (and faster) ARC approval process.
6. Newsletter:
 - a. **Action:** Bill will start working on the 2009-Q3 newsletter. Owners suggested including information about getting together to see if bulk deals on mulch or painting can be had, some material about the new Reserve Funds law, and information on iron deficiency in Maple trees.
7. Attorney Discussions:
 - a. **Action:** All BOD members review the HB1359 material about Reserve Fund requirements. We might need to review this with the attorney.
8. Quarterly Dues:
 - a. **Action:** The BOD will send out a final proposal for Owners to vote on at the December meeting.
9. Miscellaneous:
 - a. **Action:** The BOD should consider ways to improve communications to Owners.

New Business

1. There was no new business.

Homeowners to be Heard

1. No homeowners requested to be heard.

Next Meeting

1. Regular meetings are on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

1. The meeting was adjourned at 8:00 PM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: October 13th, 2009
PUBICATION DATE: November 8th, 2009
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
 - ✓ David Sanders, Vice President
 - ✓ Gary Abbuhl, Treasurer
 - ✓ Bill Hallett, Secretary
 - Tom Sheffield, Governance
- Non-BOD Attendees: none

Call to Order

- The BOD meeting was called to order at 7:04 PM at the Longmont Senior Center.

Agenda

- Call to Order and Attendance
- Approve Prior Meeting Minutes
- Reports of Board Members
- HOA Members to be Heard (3 minutes/person per topic)
- Unfinished Business
- New Business
- Hearings for Rule Violations
- Next BOD Meeting
- Adjourn

Approve Prior Meeting Minutes

1. A motion was made and unanimously approved to approve the Sept 8th BOD meeting minutes.

Reports of Board Members

1. President – Sabrina Lee
 - Sabrina had nothing new to report.
2. Vice President –Dave Sanders
 - Dave repaired the broken bench at the west common area (Reserve and Whitehall).
 - Dave handed out copies of the Landscaping Contract bid request that he is using this year. The snow removal will be set up and bid as a separate contract. Until bids are received, Dave suggests that Landscaping costs be budgeted at a 10% increase.
 - Wards treated trees that were in need. The tree that died while under warranty was replaced. Wards modified the sprinkler system at the main entrance, for the landscaping project. **Action:** Dave will make sure that Wards winterizes the sprinklers.
3. Treasury – Gary Abbuhl
 - Gary handed out September financial statements.
 - All bills are current.
 - An invoice for insurance renewal was received.

- **Action:** Gary will prepare a 2010 budget. He strongly suggests it include actual bid costs for landscaping instead of an estimated 10% increase.
4. Governance – Tom Sheffield
 - Tom was absent and made no report.
 5. Secretary – Bill Hallett
 - Bill had nothing new to report on Secretarial business.
 - Bill reported that the LNGLA has returned from summer hiatus. The September meeting covered the city's current economic development plan. The October meeting will be a forum for several candidates seeking election.

Homeowners to be Heard

1. No homeowners requested to be heard.

Unfinished Business

1. Collections:
 - a. **Action:** Bill received the final draft of the approved collections policy and will post it on the webpage.
 - b. **Action:** Tom will check to see if Eisenstein has started collection proceedings for the three Owners who are more than 6 months delinquent. If not, he will request this (contact Gary for names/addresses).
2. Survival Guide:
 - a. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Officers are requested to provide a 1-2 page survival guide for their Office. Completed so far: Secretary, President.
3. Neighborhood Improvements Programs and Projects:
 - g. **Ongoing:** Sabrina or another Grant Project Committee member should report on progress and next steps at each BOD meeting.
 - h. **Done:** Wards will start sod removal and irrigation work on Sept 9. Tom will be foreman for ground preparations and planting on Sept 12 at 9:00 AM. At that time, volunteers will agree on dates for follow-on work until the project is completed. Chris Zimmer will coordinate delivery of leftover sod to the Harings' and Zimmers' properties.
4. Web Page:
 - a. **Done:** Bill contacted Gerry Hookstra about a webpage design review. She said she thinks it looks fine.
 - b. **Action:** Bill will put a notice on the webpage about contacting the VP to report irrigation or repair problems.
5. Landscaping and ARC Policies:
 - a. **Done:** Bob Lee checked with the LNGLA to see if the City has any trees left to plant a tree in memory of Chip Haring. No trees are left.
 - b. **Action:** Bill will send the Owner Landscape Responsibilities Policy, with cover letter, to Owners.
 - c. **Action:** Tom will propose more enforceable wording for the amended §D9.13.
 - d. **Action:** Tom will work on a proposal for a new (and faster) ARC approval process.
6. Newsletter:
 - a. **Action:** Bill will start working on the Fall newsletter. He will include suggesting if Owners want to coordinate plans to see if bulk deals on mulch or painting can be had, a request for email addresses, and some material about the new Reserve Funds law.
7. Attorney Discussions and Governance Items:
 - a. **Done:** All BOD members review the HB1359 material about Reserve Fund requirements. We might need to review this with the attorney.
 - b. **Done:** Sabrina will coordinate interviews with some HOA management firms so the services and costs can be reviewed for a vote at the December Owners' meeting.
 - c. **Action:** Tom will see if the HOA rules require an Owner vote to hire a professional firm to manage HOA business.
8. Quarterly Dues:
 - a. **Action:** The BOD will send out a final proposal for Owners to vote on at the December meeting.
 - b. **Action:** Clarification of when late fees will be assessed should be discussed at Oct BOD meeting.
9. Miscellaneous:
 - a. **Ongoing:** Compile a HOA email list and use email to communicate with Owners who so request.

- b. **Done:** Bob Lee checked and found there is no LINGLA subsidy of the Fox Hill landscaping.
- c. **Done:** The BOD decided to not post monthly signs for BOD meetings.

New Business

1. **Action:** Dave will send the landscaping bid requests to three contractors, and also to Ryan Heather.
2. HOA insurance is currently due for renewal. **Action:** Sabrina will check on other insurers for costs.
3. Sabrina and Tom are still not satisfied with timely response from the HOA Attorney. He does a good job when he responds, but is often not timely. Should we consider a new attorney in 2010?
4. Sabrina said Kelly Kuczka will volunteer to help with a Neighborhood Improvement Project next year. Focus areas will be: the West Park area near the Sheffields and Langs, The West end common area (at Reserve and Whitehall), and Cul-de-Sacs. **Action:** Dave will see if the neighbors near the West Park area have interest or ideas for an Improvement Project.

Hearings for Rule Violations

1. No Hearings were held.

Next Meeting

1. Regular meetings are on the second Tuesday of each month, 7:00 – 8:30 PM.

Adjournment

1. The meeting was adjourned at 8:21 PM.

2010 Proposed Budget

RESERVE AT UTE CREEK HOMEOWNERS' ASSOCIATION							GLA	
2010 BUDGET							10/28/2009	
	2008	2009	2009	2010	2010			
	ACTUAL	BUDGET	ACTUAL	PROPOSED	ADOPTED			
			10/31/2009	BUDGET	BUDGET			
INCOME								
DUES	\$36,195.00	\$35,970.00	\$36,285.00	\$35,750.00		65 x \$550	for 2009	
CREDIT ON DUES	-2,970.00	-2,970.00	-2,970.00	-3,000.00	?????	60 x \$50		
RESERVE FUND FEE	0.00	3,500.00	3,500.00	3,500.00		70 X \$50		
LATE FEES & PENALTY	450.00	450.00	1,350.00	0.00				
OTHER INCOME	0.00	1,000.00	30.00	0.00				
INTEREST INCOME	1,081.10	700.00	1,416.03	700.00				
TOTAL INCOME	34,756.10	38,650.00	39,611.03	36,950.00	0.00			
EXPENSES								
BAD DEBT EXPENSE	0.00	0.00	1,029.09	1,000.00				
BANK CHARGES	10.00	0.00	10.00	10.00				
CITY NIP GRANT MATCHING	0.00	1,500.00	1,913.32	2,000.00		TO BE DECIDED		
SPRING PLANTING	1,378.20	0.00	0.00	0.00				
FENCE PAINTING	11,480.58	0.00	0.00	0.00				
GROUNDS MAINTENANCE	14,232.99	14,136.99	14,391.99	16,000.00	?????	NEED 2010 BID		
GROUNDS REPAIRS	3,114.80	2,500.00	2,293.01	2,500.00				
GROUNDS TREE CARE	415.00	500.00	444.00	500.00				
INSURANCE	1,265.00	1,275.00	1,273.00	1,300.00				
MISCELLANEOUS	182.87	200.00	0.00	100.00				
OFFICE SUPPLIES	218.19	35.00	7.60	50.00				
POSTAGE	495.28	300.00	130.85	250.00				
LEGAL FEES	1,501.50	2,000.00	946.50	1,000.00				
SNOW REMOVAL	711.00	750.00	505.00	1,000.00				
TAXES FEDERAL	0.00	400.00	0.00	690.00				
TAXES STATE	0.00	200.00	0.00	225.00				
UTILITY ELECTRIC	229.48	200.00	260.43	275.00				
UTILITY STORM DRAINAGE	171.12	150.00	142.60	150.00				
UTILITY WATER	6,286.97	6,000.00	4,304.44	6,000.00				
WEBSITE MAINTENANCE	0.00	200.00	0.00	0.00				
TOTAL EXPENSES	41,692.98	30,346.99	27,651.83	33,050.00	0.00			
NET INCOME	-6,936.88	8,303.01	11,959.20	3,900.00	0.00			
ACCOUNTS RECEIVABLE	-1,599.80	0.00	-2,062.95	0.00				
FEDERAL INC. TAX	0.00	0.00	-720.00	0.00				
COLORADO INC. TAX	0.00	0.00	-235.00	0.00				
CASH FLOW	-8,536.68	8,303.01	8,941.25	3,900.00	0.00			
BEGINNING CASH	26,305.91	18,837.34	17,769.23	26,710.48				
ENDING CASH	\$17,769.23	\$27,140.35	\$26,710.48	\$30,610.48	\$0.00			
OPERATING CASH	616.98	6,630.38	6,012.16	5,610.48				
FENCE & MAINT. RESERVES	17,152.25	20,509.97	20,698.32	25,000.00				
TOTAL CASH	\$17,769.23	\$27,140.35	\$26,710.48	\$30,610.48	\$0.00			

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: December 8th, 2009
PUBICATION DATE: January 3rd, 2010
SUBMITTED BY: Bill Hallett, Secretary

Meeting attendance

- ✓ Sabrina Lee, President
- ✓ David Sanders, Vice President
- ✓ Gary Abbuhl, Treasurer
- ✓ Bill Hallett, Secretary
- ✓ Tom Sheffield, Governance
- ✓ Non-BOD Attendees (in person): Lois Abbuhl, Irene Hallett, Denise Heinen, Kelly Kuczka, Kathy Lang, Bob Lee, Gary Mutz, Shannon O'Brien, Kelli Whitely, David Wilson, Lynn Wilson
- ✓ Non-BOD Attendees (via proxy): Abrahamson, Dunder, Lewis, Lindberg/McGlothlin, Miller, Ringman, Tart

Call to Order

- The Owners' meeting was called to order at 7:07 PM at the Longmont Senior Center.
- The Secretary confirmed that a quorum of Owners were represented (19 present, vs. 18 required)
- Sabrina introduced each of the BOD members.

Agenda

- Call to Order and Attendance
- Explanation of Voting Requirements
- Goals of the 2009 Board of Directors (BOD)
- Policies Adopted by the BOD in 2009
- Suggested Goals for the 1010 BOD
- Financial state of the HOA
- Approve Prior Meeting Minutes
- Unfinished Business
- New Business
- Open Discussion and Owners to be Heard
- Election of BOD for 2010
- Next BOD Meeting
- Adjourn

Explanation of Voting Requirements

1. Sabrina explained the voting requirements as defined in the CC&R's
2. Owners of lots are entitled to one vote per lot owned (section 4.6 of the CC&R's).
3. Owners may designate another owner to vote for them via written proxy.
4. A quorum consists of 25% of lot Owners, or 18 Owners in our HOA.
5. If a quorum is not present then no issues may be voted upon, except the budget. The budget is deemed ratified unless 67% of Owners reject the budget whether or not a quorum is present.
6. BOD members are elected by secret ballot, except that in the case of uncontested elections votes may be cast by show of hands.

Goals of the 2009 BOD

1. Manage the HOA finances as budgeted, for Sustaining, Repair/Lifecycle, and Discretionary items.
2. Maintain conformance to state requirements (CCIOA). Sabrina pointed out that every 6 months or so, the legislature makes laws that affect HOA's. We need to stay current with these changes.
3. Web Development. The webpage was completed. <http://reserveute.tripod.com/reserveute/index.htm> . Currently it is in a maintenance mode, content is always welcome. We will continue with free hosting until the HOA has a need for a paid hosting service.
4. Establish a Reserve Fund policy and goal. The 2008 and 2009 BODs set this as a goal, and in 2009, changes to CCIOA made it a requirement for HOAs. The Reserve Fund goal set by BOD policy in 2009 is to have a Reserve Fund balance of \$50,000 by 2014. This goal was set by a review of historical policy expenses relating to reserves. Each BOD should review this annually.
5. Find Ways to Reduce HOA Costs. The biggest identified opportunities are to increase Owner participation in HOA governance and projects (to avoid expenses of a property management firm), Participation in City Grants programs via the Neighborhood Group Leaders Association (grants to focus on community activities, and projects to reduce ongoing expenses such as watering and repairs)
 - Bob Lee, our primary representative to the NGLA for 2009, gave a summary of NGLA activity for the year: (1) Our HOA attended every meeting in 2009 (Bill Hallett was the backup rep); (2) We received funding of \$3000 for the improvement project at the Reserve's front entrance (and the HOA contributed 300+ hrs of volunteer labor and some additional funding); (3) The ice cream social organized by volunteers was funded through the NGLA; (4) Meetings this year covered, city council updates, BOD member training, emergency preparedness, county and city resource forums, and election forums.
6. Quarterly Dues. A quarterly dues option is available for all Owners beginning in 2010.

Policies Adopted by the BOD in 2009

1. Portable Basketball Hoops: A past BOD allowed portable basketball hoops. An amendment to the Bylaws is needed to make this part of the HOA rules. This should be completed in 2010.
2. Landscaping Responsibilities: Owners are responsible for damage they may cause to HOA common properties. During the fence painting project in 2008, the contractor pointed out several cases where the HOA may see future damage due to Owner landscaping encroaching into the fence. The 2009 BOD adopted and communicated to all Owners a policy to clarify what is expected of Owners and to remind them of possible consequences of damage.
3. Quarterly Dues option: A quarterly dues option is available in 2010 Owners who prefer that. One issue the 2010 BOD needs to keep watch on is cash flow. The quarterly dues option has incentives to encourage early dues payment, to help avoid cash flow problems in the Spring.
 - There was some discussion about when Owners should make their decision about a preference. Gary prefers early notice because it makes invoicing simpler.
 - Kathy Lang said past BODs did not adopt quarterly dues because of the extra workload, but said she supports the current proposal and incentive scheme for early annual payments.
 - If an Owner does not respond, the BOD will assume the Annual dues option was selected.
4. Collection Policy: The collections policies were enhanced to provide better documentation and timeliness so that the HOA will have better chances to collect in cases of foreclosure or bankruptcy. Also, there are a small number of Owners who consistently pay late or not at all. The policy changes in 2009 should provide the 2010 BOD with some more options for collection of delinquent accounts, such as small claims court.

Suggested Goals for the 2010 BOD

1. Review of insurance coverage and costs.
2. The current HOA attorney is sporadic in terms of service and responsiveness. The 2010 BOD should explore whether better service and/or fees can be had from a more local attorney.
3. BOD Member training is a CCIOA requirement. Every BOD should receive some sort of training, such as simple review of HOA legislation newsletters from Hindman-Sanchez, or formal classes.
4. Continued participation in the NGLA. Bob Lee and Bill Hallett volunteered, if the 2010 BOD wishes.
5. Neighborhood Improvement Projects. These are an opportunity to reduce HOA ongoing costs, but require broad participation or they will not happen.

Financial state of the HOA

1. Gary presented the December financial statement. There were some concerns that grounds repair expenses were \$3500. The 2010 BOD should watch to make sure the Landscapers are not billing for their damage.
2. Water expenses were low due to the wet summer.
3. 2009 started with 6 delinquent Owners, now down to 3, and the BOD is pursuing legal action to collect.
4. The current Reserve Fund balance is about \$21k, on track to the goal set by the BOD.
5. Gary presented the 2010 budget. The budget was ratified.

Approve Prior Meeting Minutes

1. A motion was made and unanimously approved to approve the Nov 10th BOD meeting minutes.

Unfinished Business

1. Collections:
 - a. **Done:** Bill received the final draft of the approved collections policy and posted it on the webpage.
 - b. **Action:** Tom will check to see if Eisenstein has started collection proceedings for the three Owners who are more than 6 months delinquent. So far (Dec 2009), no response. There are concerns that the HOA would be out attorney's fees until/if they are collected from delinquent Owners.
 - c. **Done:** Sabrina and Tom found that small claims court would be practical as another means to pursue collections, and this has been added to the collections policy.
2. Survival Guide:
 - a. **Action:** BOD members provide feedback on Survival Guide (Rev 2) to Tom. Officers are requested to provide a 1-2 page survival guide for their Office. Completed so far: Secretary, President.
3. Neighborhood Improvements Programs and Projects:
 - i. **Ongoing:** Sabrina or another Grant Project Committee member should report on progress and next steps at each BOD meeting. The 2009 project is completed and paid for.
 - j. **Done:** Lois sent some pictures for Bill to post on the webpage.
 - k. **Action:** Sabrina will forward any suggestions for projects that she receives back from Wards.
4. Landscaping and ARC Policies:
 - a. **Action:** Tom will propose more enforceable wording for the amended §D9.13.
 - b. **Action:** Tom will work on a proposal for a new (and faster) ARC approval process for 2010.
5. Newsletter:
 - a. **Done:** Bill finished and distributed the Fall newsletter.
6. Attorney Discussions and Governance Items:
 - a. **Action:** The 2010 BOD should consider if a more local and responsive attorney should be selected.
7. Quarterly Dues:
 - a. **Done:** The BOD reviewed the approved Quarterly Dues option to Owners at the December meeting, and also the requirement to choose an option by the end of January.
8. Miscellaneous:
 - a. **Ongoing:** Compile a HOA email list and use email to communicate with Owners who so request.
 - b. **Action:** The 2010 BOD should review insurance coverage and premiums.

New Business

1. 2010 Neighborhood Improvement Grant project options.
 - a. 3 target areas still remain in the Master Plan: Cul-de-Sac projects to reduce water and repairs, installing rock in a strip along some areas of the fence to reduce water a little and reduce lawnmower/weed-whacker damage, and Sprinkler system redesign in the west reserve common area.
 - b. Project proposals are due by year-end for 2010 grant applications.
 - c. Comments and discussion:
 - i. Competitive bids are required by the City for any professional work.
 - ii. Kathy Lang has several ideas for the sprinkler system redesign at the west common area and would like to prepare Request-For-Proposal documents. This is a rather complicated project, and the BOD has received conflicting information about water coverage (for example, that a new tap to the main water line would be required, versus that a coverage pattern redesign is all that

- is needed). Several Owners commented we should not rush to get this funded for 2010. This project should be explored in 2010 for possible 2011 execution. **Action:** Kathy and Kelly Kuczka volunteered to work on defining the project on getting bids for the west common sprinklers.
- iii. Work to install rock along fence areas that receive landscaping equipment damage is the simplest project, especially if volunteer turnout is expected to be low.
 - iv. Cul-de-Sac rework projects seem most viable for 2010. The only input the BOD has received is that several Owners on Whitehall at the south/east Cul-de-Sac would volunteer. This seems like the project that would receive the most volunteer support. There were concerns that, because 2 BOD members live near there, it would not be perceived as an unbiased decision. It was pointed out that, again, there have been many opportunities for Owner input (including this meeting) and this is the project that Owners providing input have committed to work on next year.
 - v. Sabrina motioned to proceed with a project plan for the east/south Cul-de-Sac on Whitehall for submission to the City's 2010 Neighborhood grants program. Tom seconded. The motion passed unanimously. **Action:** Submit a 2010 NIP application to the NGLA to improve watering and repair expenses for the east/south Cul-de-Sac on Whitehall.
2. Property Management.
 - a. The HOA has been self managed for 9 years. Why would we go to a property management firm?
 - i. Lack of participation: To be self-governed, Owners in the HOA must participate on the Board, on committees, in volunteer projects, in watching for rule violations, and so on. Lack of participation could force us to hire outside help.
 - ii. Abuse of BOD members: In the past, BOD members have been subjected to abuse for doing their jobs, especially in rule enforcement and collection of assessments. These are responsibilities of the BOD and have no personal component at all. BOD members should not be threatened or verbally abused for doing their jobs properly and in accordance to the HOA rules. Bill commented that HOA members present should try to remember, and to remind absent Owners, that BOD members are their neighbors, and have as much invested in a good community as all Owners.
 - b. Other factors
 - i. If the HOA were self managed, the rules still require 3 BOD members. It is likely that they would no longer receive a dues credit because the management firm would most of the work. The BOD would still be responsible for the budget.
 - ii. The last bid we received in 2001 was \$4800 per year. That figure is closer to \$6000 or more today. They would handle rule enforcement, CCIOA compliance, communications, collections and (if requested), bookkeeping.
 - iii. Even with a 3 member BOD receiving no dues credit, Association dues would have to increase to pay a management firm.
 - c. Owners present agreed that the HOA should continue to be self managed in 2010, with 4 BOD members (President, Vice President/Landscaping, Secretary, and Treasurer). Owners are strongly encouraged to increase participation in the HOA to avoid a future need to hire a management firm.
 3. Open discussion:
 - a. Gary Mutz has attended meetings of other HOAs recently. He observed that they seem to face similar challenges as ours: Owner involvement, dues/cost management, and rule enforcement. We are not much different than other Associations.
 - b. Owners thanked the 2009 BOD for their service.
 4. Election of 2010 BOD members
 - a. There were 4 nominees for the 2010 BOD: Sabrina Lee, Gary Abbuhl, Tom Sheffield, and Kelli Whitely.
 - b. Since this was an uncontested election with 4 candidates for 4 offices, the election was held by show of hands. All candidates were elected to the 2010 BOD unanimously by all Owners/Proxies present.

Next Meeting

1. BOD meetings are on the second Tuesday of each month, 7:00 – 8:30 PM, at the Longmont Senior Center.

Adjournment

The meeting was adjourned at 8:43 PM.

The Reserve At Ute Creek Homeowner's Association Board Meeting Minutes - APPROVED

MEETING DATE: December 8th, 2009
PUBICATION DATE: January 3rd, 2010
SUBMITTED BY: Kelli Whitely, Secretary

Meeting attendance (19 Owners Total, including BOD members)

- ✓ Gary Abbuhl
- ✓ Sabrina Lee
- ✓ Tom Sheffield
- ✓ Kelli Whitely
- ✓ Non-BOD Attendees (in person): Lois Abbuhl, Bill Hallett, Irene Hallett, Denise Heinen, Kelly Kuczka, Kathy Lang, Bob Lee, Gary Mutz, Shannon O'Brien, Kelli Whitely, David Wilson, Lynn Wilson
- ✓ Non-BOD Attendees (via proxy): Abrahamson, Dunder, Lewis, Lindberg/McGlothlin, Miller, Ringman, Tart

Call to Order

- The BOD meeting was called to order at 8:45 PM at the Longmont Senior Center.

Agenda

- To assign officer positions for the 2010 BOD
- Set a meeting time for the next BOD meeting
- Adjourn.

Officer Assignments for the 2010 BOD

1. Officer general responsibilities were discussed:
 - a. President: Preside at meetings; assign committees; set BOD goals for the year; set meeting agendas
 - b. Vice President: Review and recommend contracts, oversee landscaping management
 - c. Treasurer: Maintain books, budget, and finances; write checks; file tax documents
 - d. Secretary: HOA correspondence and communications; keep meeting minutes; record votes
 - e. Governance: Oversee BOD/HOA conformance to HOA rules; Liaison with HOA Attorney
2. Sabrina Lee made the following motion, seconded by Gary Abbuhl: "BOD Officer assignments for 2010 will be: Sabrina Lee: President, Tom Sheffield: Vice President, Gary Abbuhl: Treasurer, Kelli Whitely: Secretary". The motion was approved unanimously.

Next Meeting

1. BOD meetings are on the second Tuesday of each month, 7:00 – 8:30 PM, at the Longmont Senior Center.

Adjournment

The meeting was adjourned at 8:49 PM.