

Regular meeting of The Landings at Podtburg Village HOA board.

October 11, 2009

Agenda Item 1: Meeting called to order at 3:12 pm.

Agenda Item 2: Attendance

Board members in attendance:

- Lynn Cunningham
- Rodney Barnes
- Roy Moore
- David Golden

Board Members absent: Jana Johnson

Also attending: Amanda Jaksha

Agenda Item 3:

Reading of minutes from previous board meeting. Motion to approve minutes as posted was made by David Golden, seconded by Roy Moore. Motion approved.

Agenda Item 4: Public Comments

- No Public Comments

Agenda Item 5: Treasurers Report / Financial Update and current bills

- Reviewed the Profit / Loss statement as posted on website. Format of statement and accounting explained to board by Amanda Jaksha.
- Reviewed accounts which are in arrears and how they are reflected in accounting.
- Determined standard billing dates for dues to be December 15 and June 15 going forward.
- Discussed accounts in arrears that are in collections and determined other accounts to turn to collection.
- Reviewed current due bills: Escapes Landscaping and reimbursement to David Golden for purchase of a replacement timer for roundabout sprinkler system; damaged timer was able to be return under warranty. Credit for the original timer to the HOA debit card has been received.

Motion made to accept Profit / Loss statement as published, standard billing dates, accounts to be turned over for collection proceedings, and to pay new bills as presented by Roy Moore. Motion seconded by David Golden. Motion approved.

Agenda Item 6: Committee Reports

- No reports at this time.

Agenda Item 7: New Business:

- Proposal to build fence submitted by Mr. Gentry, new resident purchasing 2109 Christopher Court. Mr. Gentry and Lynn Cunningham have reviewed published fencing requirements and Mr. Gentry has agreed to follow current guidelines and all requirements for the Town of Johnstown. Motion by David Golden to approve fencing plan as submitted pursuant to applicant acquiring all applicable town permits. Seconded by Roy Moore. Motion approved.
- Proposal by Mrs. Anderson, resident at 2107 Kiersi Court to build a swing set in their back yard. Motion to approve request by Roy Moore. Seconded by David Golden. Motion approved.
- Resident complaint of camper parked at 2210 Podtburg Circle. Discussion of issue and history. Owner of camper has secured alternate storage and will voluntarily remove camper. Deadline for removal is (20) days from October 11, 2009. Motion to approve resolution of issue and timeframe by Rodney Barnes. Seconded by David Golden. Motion approved. (Aye 3, Lynn Abstained.)
- Proposal to build fence at 2215 Nicholas Drive. Request for exemption to build a 6 foot fence instead of published guidelines. Proposal and reasons for the exemption request were discussed by all. Possible alternatives were also discussed. Consensus was reached that the exemption would not be granted and that this decision and permissible alternatives be communicated to applicant by Lynn Cunningham as President of the Board. Motion made to deny the request for exemption as submitted, but to communicate alternatives was made by Roy Moore. Seconded by David Golden. Motion approved.
- 2010 grounds maintenance. Reviewed existing maintenance agreement. Discussed potential changes to maintenance requirements from 2009 agreement such as bagging of clippings, fertilization and weed control in out lots. Consensus reached to determine any changes to current requested services and cost impact and to request updated bids. Tabled decision on 2010 grounds maintenance until next regular meeting. Motion made to table decision until next meeting for reasons detailed in discussion was made by David Golden. Seconded by Roy Moore. Motion approved.
- True Green bid proposal for the fertilization and weed control of managed areas. Proposal has been received by True Green for a three year service contract which would set pricing for service at the 2010 bid price. A discount of 5 % was offered for prepayment of service (annually) if payment was received by December 15, 2009 for 2010 service and similarly for the balance of the contract. Discussion ensued as to current performance and results. It was determined (to the knowledge of the board) that no complaints had been received concerning quality of service or performance. Advantages of fixing cost for three years were discussed with regards to budgeting and maintaining lowest cost for service. A motion was made by Roy Moore to authorize Lynn Cunningham to pursue a three year agreement with fixed costs and to authorize annual prepayment of service to receive maximum discounts available, thereby minimizing costs for service. Motion seconded by David Golden. Motion approved.
- Trees in main greenbelt area. Discussion ensued as to reasons why the trees are dying off. It has been determined in the past that the trees are being attacked by a borer type of wasp/beetle and that the Ash species originally selected might not

have been the premiere selection (with regards to later research data, and through no fault of the original selection committee) for the climate and local insect predation. A report from previous inspection of the trees was discussed which indicated that the trees would need to be treated annually to prevent the insects from killing the trees and that there might still be losses even with treatment. This has subsequently been the case. Discussion by the board as to plan going forward concerning the affected Ash trees resulted in a recommendation that the annual treatment be suspended and that affected trees be removed (as they die off) and replaced with a species more suitable for the area as based on the latest studies from Colorado State University.

- Discussion concerning hiring a property management firm. Board reviewed bids that have been received detailing cost of service and services proposed. After serious discussion of the pro's and con's of retaining a property management firm and the associated costs involved with same, it was determined that a increase in HOA dues would be required to fund the additional expense of retaining a management firm and maintain services at a current level. It was the opinion of the board and all present that this would not be a prudent nor acceptable alternative at this time due to the current economic climate and uncertainty. While dues will inevitably have to increase at some time in the future it was felt that deferring the increase as long as possible at this time was the prudent alternative for the majority of residents. An alternative solution was presented to consider continuation of the business relationship with Jaksha Accounting and to that regard a bid had been submitted. Said bid was now reviewed by board along with services to be included, and hourly rate for additional services not covered by bid. Discussion by board determined that the services received to date have been extremely professional, businesslike, with prompt response to all issues and to the appreciation of the board and that costs for services covered by the bid could be funded without a dues increase. A motion was made by Rodney Barnes to forgo hiring of a management firm for 2010 and to retain Jaksha Accounting in accordance with the submitted bid for services. Seconded by Roy Moore. Motion was subsequently approved. Aye votes 4, Nay Votes 0.
- 2010 budget. A preliminary budget was presented by Amanda Jaksha for review and was based on 2009 budgeted costs and actual to date. It was determined by the board to have Amanda plug in 2009 budgeted costs where needed to complete the draft budget and then send to the board for review prior to presentation at the Annual Meeting (for approval). Motion by David Golden to utilize 2009 budgeted costs to complete the draft 2010 draft budget. Seconded by Roy Moore. Motion approved,
- Annual Meeting. Discussion by board of an appropriate timeframe for the Annual Meeting. Consensus was reached to conduct the annual meeting the week of November 16, 2009. Exact date to be determined by David Golden after contacting the Town of Johnstown for availability of an appropriate venue. Firm date to be to be conveyed as soon as possible. Time for meeting was set at 6:30 pm. Lynn Cunningham to develop agenda for the meeting. Mailing with detailed information concerning the Annual Meeting to be complete by November 1, 2009 to conform with bylaws. Motion made by Lynn Cunningham to retain an

appropriate venue for the Annual Meeting from the Town of Johnstown and to pay such cost as are incurred to retain the venue, that the meeting will be the week of November 16, 2009, with exact date to be determined by availability of the venue, and the meeting to commence at 6:30 PM. Mailing of information to be completed in accordance with existing bylaws. Seconded by Rodney Barnes. Motion was approved.

- Review of request to update information to web hosting service. Delegated to Amanda Jaksha to complete.
- Updating Bylaws and Covenants. Discussion by board revealed that all documents are scanned PDF format and are not editable. Decision was made to pursue development of current documents in an editable format and table further discussion until the next meeting when editable documents might be available. Motion was made by David Golden to develop editable documents for Bylaws and Covenants and table further discussion to next regular meeting. Seconded by Roy Moore. Motion approved.

#### Agenda Item 8: Other New Business.

- None Presented

#### Agenda Item 9: Old Business

- Regular Meeting venue. Discussion by board of appropriate locations to conduct regularly scheduled meetings of the board (previously determined to be the second Sunday of the month commencing at 3:00 PM.) Options being pursued are: local meeting rooms at churches (if available), local businesses (if appropriate accommodations can be reserved). David Golden volunteered to check on available options and report back to board. Further discussion tabled until David can report to board on available options.
- Obtaining old records. Amanda Jaksha reported to board that all available old records have been located and / or received and will be delivered to Board Secretary Jana Johnson for filing and storage.
- Mastec – remuneration for damages to tree located by highway 60 from an auto accident involving one of their vehicles last winter. Recommendation by board has been presented to Mastec in that the company make a proposal for settlement of damages to board for review. Discussion tabled until proposed damage settlement received or further action required.
- Introduction letter – Lynn Cunningham is working on development to be presented to board for review. Discussion tabled until completion of letter.
- HOA Letterhead – Amanda Jaksha to develop letterhead for board approval at next regular meeting. Discussion tabled until then.
- Surplus fertilizer at Frontier Fertilizer. Board has received an voluntary offer from Eric Broughton to utilize part of the surplus fertilizer purchased at the beginning of the season and Eric will apply the fertilizer as a winter feeding for the managed areas it was purchased for originally. Motion By Rodney Barnes to authorize Eric Broughton to apply fertilizer as intended when purchased, with the thanks and appreciation of the board for his voluntary efforts. Seconded by Roy Moore. Motion was approved.

- Reserve Funds. Discussion by Treasurer Golden to the point that current reserve funds are not earning as much revenue as they could if combined and invested in higher interest CD's verses the current Money Market account. Motion was made by Roy Moore to investigate options for investment of reserve funds to increase earning potential and report on the available options to the board at the next regular board meeting. Seconded by Lynn Cunningham. Motion was approved.
- Signage to announce meetings. Board is attempting to located existing sign that had been utilized in the past. Discussion tabled until sign is located.
- Snow removal for sidewalks – Board previously authorized President Lynn Cunningham to pursue continuation of snow removal contract (sidewalks only) with David Wailes. Lynn reported to board that David has agreed to continue sidewalk snow removal for the upcoming season and that the agreement is in place.
- Installation of shelter at the bus stop. No new information – discussion tabled until details on costs and requirements are completed.
- Community newsletter – Lynn stated that he is continuing discussions with volunteers on the subject but has nothing new to report at this time.
- Gas Line easement – the revised easement agreement for Xcel Energy has been received and was reviewed by the board and was found to be acceptable as soon as the permanent easement documentation is revised to reflect the adjusted compensation. Delegated task of getting revised documentation to Rodney Barnes. Motion was made by Roy Moore to accept the revised Gas Line Easement with the caveat that documentation be updated to reflect the correct compensation amount and authorize Lynn Cunningham (as President of the board) to sign the corrected agreement when received. Seconded by David Golden. Motion was approved.
- Additional Note: Easement documents have been updated and received by Rodney Barnes on October 12, 2009. Rodney Barnes will deliver updated documents to Lynn Cunningham by 5:00 PM on October 12, 2009 for his signature and completion of this agreement.

Agenda Item 10: review of previously tabled items, I.E. Land purchase/easements of greenbelt areas, Architectural Committee, Park redesign plan.

- No further information was available at this time. Discussion tabled until next regular meeting.

Agenda Item 11: General Discussion

- No general discussion

Agenda Item 12: Next Meeting

- The next regular meeting is scheduled for the second Sunday in November at 3:00 PM. Location to be determined.

Meeting was adjourned at 6:15 PM.

Minutes submitted by Rodney Barnes, due to absence of Jana Johnson (Secretary).