

**The Landings Home Owners Association**  
**November 8, 2009**  
**6:30pm Johnstown High School, Johnstown, CO 80534**

**November 8, 2009 Elected Board Members Present:**

Lynn Cunningham  
Rodney Barnes  
David Golden  
Jana Johnson  
Roy Moore

**Absent: none**

**Attendees:**

Amanda Jaksha - Financial Contractor for HOA - no public

**Proceedings:**

Meeting called to order by Lynn 3:01pm enough to start the quorum.

The minutes from the last meeting were read by everyone prior to the meeting and Rodney motioned to approve the minutes and David seconded the motion. All were in favor.

Lynn noted the absence of any other homeowners and discussion on continuing to meet at the high school ensued. All were in favor and the website will remain updated as the meeting location at the high school, the southwest entrance, first room to the left.

**Treasurers Report:**

Lynn asked if everyone had read the report, all were in agreement it had been read. Rodney motioned to accept the report and Roy seconded. All were in favor of accepting the report. Discussion on questions and treasurer items were as follows:

- Make sure a bill is submitted from Dave for snow removal.
- David motioned to approve the accounting report as submitted, Jana seconded and all were in favor.
- Lynn presented paperwork from the First National Bank for all the members of the HOA who have to be on the resolution and on the signature cards. All were signed and submitted back to Lynn who will return them to the bank.
- Amanda presented the current bills that are not automatically paid. Currently we have two; one from Escape Landscapes inc. which include \$400 bill for irrigation and \$170 for Snow removal and one from True Green for \$3080.16 to be mailed for its due date which is December 15th.

- Amanda presented the Agent Summary and discussion took place regarding catching up the HOA dues for those who have fallen behind. Amanda pointed out that once a house is in foreclosure it is difficult to get the funds back. Amanda has worked hard on catching the dues up and the majority on the list is making payment arrangements.
- Lynn asked if we needed to increase the bad debt write off and asked Amanda the amount we are actually writing off this year and how long do we have to carry it before we write it off. Amanda answered that basically we don't write it off until it is no longer collectible. If it is not on the arrears report it is not bad debt.
- Lynn asked about the money market account, David didn't bring the information from the bank at this time. Amanda reminded us the money market accounts are receiving interest rates that are essentially worthless. David said and we can transfer it into a CD. Amanda suggested taking \$10,000 and put it in a better investment such as a bond that would still leave us \$7000 to invest in smaller CD's and give the HOA more liquid funds to work with. Rodney asked what the proper reserve amount for the account is. Lynn said years ago it was \$40,000 and over the years has dwindled down to \$17,000. According to Bylaws, we have to have a reserve account. Amanda suggested we keep \$5,000 in the operating account, Lynn suggested \$2,000 would be enough because of dues that will be coming in at the first of the year. David will look at different banks to compare rates and investment ideas. Lynn suggested we table the investment discussion until the next meeting. Rodney motioned to table it, Roy seconded and all were in favor.
- Rodney presented a check from Xcel for the use of the easement for \$1500. The check is made out to The Landings HOA. Rodney asked if this money would go into the general fund or in an investment. Amanda suggested it be deposited into the general fund. David motioned and Roy seconded and all were in favor.

#### **No committee reports at this time**

#### **Building Approvals**

- The Board looked at paint colors which were fairly neutral and complimentary to our neighborhood. David moved to accept, Roy seconded and all were in favor to accept.
- New roof approval because of hail damage was brought forth; it is comparable in color but better quality, a 35 year warranty. Rodney motioned to accept, David seconded, and Roy abstained. All were in favor.

## **ANNUAL MEETING DISCUSSION**

- Lynn called the town to see if we can reschedule the annual meeting without charge and they are willing to work with us but a new date is needed asap. Discussion on dates took place and the reminder that we have to give 13-weeks notice was given by Amanda. The date was set for December 3rd, which is a Thursday, at 6:30pm at the high school.
- Lynn re-read the special meeting minutes and Lynn suggests we all read them again before the annual meeting. We can go in-depth at the annual meeting regarding the issues that were brought up such as hiring a management company and the increase in dues that would cost, HOA changes, Covenant changes etc. David suggested we put it on the agenda and give it a time-limit for discussion, such as 30 minutes, then move on - Lynn suggest to not set a specific time-limit, but to have it on the agenda and make sure we put in details. Lynn will put together the agenda and send it to the HOA Board for approval before the meeting. Discussion took place regarding what the quorum need is to hold an annual meeting and Rodney said he thought a quorum is 10% of homeowners present.
- David asked what the procedure would be if someone wanted to add an agenda item for any meeting, and Lynn and Amanda both mentioned there are details on how to submit that on the website.
- Amanda will have a detailed register at the annual meeting to include a detailed profit and loss.
- Lynn suggested we include a dues increase which would be inevitable if we hire a management company. Discussion then moved forward with the fact there has not been a dues increase in over 6 years and discussion on this should be presented at the meeting. A suggestion of a catch-up increase for 2011 and then small increases for a determined number of years should be considered. Amanda suggested we would want to make sure we have goals in mind and specific ideas of what we need to accomplish in the neighborhood which would match the increase in dues, just for example, if dues were increased \$20 around the board, then that is for 20 trees etc. so homeowners can see specifically that the increase is for a specific neighborhood benefit. Rodney brought to the table that we should research what the increase in costs have been over the past 6 years, such as utilities, water etc. Amanda told David the city can give him a history of costs which would show the increases and David will pick that up for the meeting.
- The Board looked over the proposed budget for 2010, specifically at the bank service charges, bad check fees, filing fees for state filing. Lynn called the insurance company and the \$951 is for 3 years. Lawn mowing and other maintenance items were under- budget last year. We are within the \$15,000 budgeted for this year, actually a little over this year. David moved to leave the amount as it is for now, and just adjust it for sprinkler repairs. Lynn asked if this

amount includes start-up and shut-down. Amanda responded it does not. Lynn suggested we increase the amount \$800 to reflect start-up and shut-down costs, David motioned the increase, Jana seconded and all were in favor. Lynn mentioned we will have to watch the amount as we will have costs come up such as replacing timers and replacing batteries of the timers.

- Water issues were discussed such as watering during the day. Lynn says to get through all the zones they have to set the timers the way they have. Discussion over the zones and overlapping of the zones took place and it was mentioned the timers don't have that capability. There are 2- 26 zone timers, then the wings have battery operated clocks, Roy says the ones between the house comes on at 5 - the greenbelt comes on at 3 or 4 and the kids want to play at that time. David said he spoke with JC about watering up to noon. Amanda reminded us we have 7 1/2 acres we are irrigating; we own over 14.1 acres including the out lots. Lynn said he does not recommend shutting the whole system if it rains. Rodney says it should not wear on the system to turn it on and off. There is a main shut-off valve for the system and discussion of who would turn it on and off took place. Amanda asked if the system was shut off would the timer stop and have to be reset, Lynn though there were back-up batteries on the timer and that should not be a problem. Amanda reminded us greenbelts look so good because we did water so much this year. Lynn suggested if we receive 1 1/2 inches of rain over 3-4 days we could shut them off for a few days. Rodney says he waters 1/2 hour every night and never during the day and his lawn looks great. Rodney asked what kind of grass was in the greenbelts and Amanda said it is blue grass. Lynn says he has his water running every night to get through all his zones. The bottom line is we cannot lose the grass.

### **Old Business**

- Lynn brought up the question about the shrubs that are sticking out across the front next to the sidewalk and CR 60. There has been a quoted cost for trimming them of \$1000 because that is not part of our maintenance agreement. Lynn and Roy mentioned we can make it a clean up day agenda and take care of it and discussion of the cost of renting a gas powered trimmer or borrowing a gas powered trimmer took place and was determined this is a job we could do ourselves and save the cost. Amanda asked about the church and the dip in the sidewalk. David says there is supposed to be a drainage tube, the church is supposed to put it in, but Amanda says we will not pay them the \$1500 to help with cost of fixing the sidewalk up to city code until they take care of it. Lynn mentioned the sidewalk will not be dipped as it is now, but the city has told the church it has to be a specific distance from the road, which will straighten it out.
- Discussion was brought up about the one house contract that didn't go through because of fence height requirements in the Covenants. Another potential homeowner discussed with their real estate agent their concern about the 72 hour rule regarding parked vehicles. Once again the majority agreed if there are issues

in the Covenants that the city already deals with, it should be taken out of the Covenants. The 72 hour rule is governed and monitored by the city and having it in the Covenants is just another item potential homeowners will worry about.

- Rodney typed out the Bylaws and Lynn said they looked great. The plan for proceeding on Bylaw and Covenant changes will be the HOA Board will read them and make notes and suggestions on changes. Lynn said there are a couple of ways to change Bylaws, one is they can be amended or they can be changed but have to be officially recorded. Rodney asked if there were any changes instructions as to what we can or cannot change in the Bylaws and David said we cannot do away with standard operating rules and regulations. Rodney will set up a word document that will track changes and send us the verbatim Bylaws and we can all make changes to one document, which will be easier to track and read. David asked when the deadline for changes would be and Lynn said December or January. Covenants will be looked at later.
- MAZTEQ - Lynn left two messages regarding the tree that got run over and has been ignored. We are looking at a tree settlement, one or two dozen trees for the tree that was damaged. Amanda suggested getting the police report and going straight to their insurance and file.
- Eric picked up the fertilizer from Frontier last week.
- Lynn asked if Amanda regarding the new letterhead. She said it looks great and everyone will receive a copy of it to look at. It will be hard to make a fake copy.
- Lynn spoke with Eric about the sign material discussed to create a meeting sign that will be posted in the circle as a reminder of meetings.
- A newsletter was discussed and Lynn said he will follow up on this. The newsletter is a good way to keep everyone informed. He suggested we update email addresses so we can have an electronic newsletter instead of mailing one out to everyone. Lynn asked what we thought about a door hanger that would consist of a questionnaire to gather current emails and contact information with a notice that we would be by a specific date and time to pick them up. We can then earmark people who do not have email and make sure they get a copy. Lynn doesn't know how the email program works; can addresses be downloaded down onto a disc etc? He is going to look into it and see if he can do it. Amanda said you can let the email server them store it and print it as a text, word, or put it in a pdf.
- Lynn is worried about running out of space on the website. Roy talked about archiving communication on the website, it is something we need to look at it and think about it. Amanda thinks we need to save the current three years. Lynn suggested we go through everything and save information that could potentially

be needed at a future date. Rodney asked if there was a blog or forum, Amanda said that would take a lot of time and would need a whole committee because it would need to be continually monitored. Amanda said if we think of anything we really want to communicate globally we can submit it to her and she will add it to the dues billing statement.

- Lynn suggested we need to get stump killer for the Ash trees that died from infestation. Rodney asked if the stumps need to be lowered. Roy responded that the stumps were already low enough for the mower to go over.

Lynn suggested the meeting be adjourned. Rodney motioned and David seconded. All were in favor. Meeting was adjourned at 5:10pm.

**Tabled Issues:**

**Architectural Board  
Bus Shelter  
Investment Strategies**

**Lynn:**

- 1. Agenda for Annual Meeting**
- 2. Read Bylaws and make changes**
- 3. Newsletter**

**Amanda:**

- 1. Detailed register and accounting report for Annual Meeting**

**David:**

- 1. Research investment strategies**
- 2. Read Special Meeting Minutes**
- 3. Read Bylaws and make changes**

**Jana**

- 1. Type up minutes**
- 2. Clean up old files and consolidate with new**
- 3. Read Special Meeting Minutes**
- 4. Read Bylaws and make changes**

**Rodney**

- 1. Send out Bylaws in word with traceable changes**
- 2. Read Special Meeting Minutes**
- 3. Read Bylaws and make changes**
- 4. Research and submit bids for landscape companies for annual meeting**

**Roy**

- 1. Read Special Meeting Minutes**
- 2. Read Bylaws and make changes**