

## MINUTES

### MAY 20, 2020 BOARD MEETING VIA ZOOM

#### 1. CALL TO ORDER

Lynn Walton called the meeting to order at 7:25 pm via Zoom.

#### 2. ROLL CALL

All board members were in attendance.

#### 3. APPROVAL OF MARCH 2020 MINUTES: Approved unanimously on April 23, 2020 via email vote.

#### 4. ANDOVER GLEN HOMEOWNERS ASSOCIATION FORUM

##### **Bob Meyer: Update on Parker Road Entrance Safety**

Bob is continuing to monitor official response to community concern regarding traffic safety at Parker Rd. and Saratoga entrance to AG. CDOT plans new, improved striping that should be more visible and more clear.

**Scott Coveyduck:** Please look into the AG option for composting service provided by Republic.

- ✓ Kathy Johnson will contact Republic and ask about this option to be considered for the next contract.

**Meagan and Jeremy Cave:** Offer to use their office space at Parker Road and Rice Place for AGHA board meetings.

- The board appreciates this generous offer and thanks the Caves. The board decided to continue using the V-Esprit (Shalom Park) facilities unless something changes. We have a 15 year, mutually satisfactory, relationship with this community facility.
  - ✓ Anne Stellmon will contact the Caves with the board's decision.

#### 5. NEW BUSINESS

##### **Ann Marie Issac-Heslop: Proposed 2019-2020 Budget**

Ann Marie presented a draft budget to the board. Board members contributed suggestions to improve the budget. Ann Marie will rework the numbers and send out a revision for approval by the board.

##### **Communications Guidelines**

- **AGHA Directory distribution**

Gilles Esposito brought to the attention of the board concerns about protecting the privacy of our homeowners regarding the distribution of the directory and board members relinquishing their files to board upon retiring from the board.

Anne suggested two options for addressing the issues:

- a. provide an "opt in" choice for the directory to accompany the annual meeting notice.
  - b. provide a clause in the Board of Directors Code of Ethics (signed yearly) stating they must relinquish their files to the board upon retirement from the board.
- ✓ Lynn Walton will contact our attorney for a clarification regarding the distribution of the directory and other privacy issues.

##### **Grounds Maintenance**

- **Arlt request:** Prune rose bushes in community areas.

Motion unanimously passed to approve the expenditure of pruning rose bushes.

- **Andrea Levine:** Mulch for community garden. Andrea made a motion to spend approximately \$350-375 on mulch for the community garden that was approved by the board on Thursday, April 23 by email.

- **Grounds maintenance, property lines for community property.**

The board has the official plat for the common areas and xeriscape landscape design done by the City of Aurora.

- ✓ Lynn Walton will contact our attorney about drawing up an informal agreement between the AGHA and a homeowner regarding a grassy area on community property that is being maintained by that homeowner.

#### 6. UNFINISHED BUSINESS

**Dumpster Day and Shredder:** Saturday, June 13, 2020, entrance to community park on E. Layton Drive.

**Policies and Procedures Update:**

**Kathy Johnson**

- We should provide a board meeting notice by email to homeowners.  
Anne stated the March agenda was sent by email to homeowners and will continue to do so going forward.
- On our HOA website should we have an education guide available “on buying a home”?  
Anne suggested adding a DORA link to the website. This website includes answers to this and many other pertinent questions for HOA residents and fulfills the educational requirement for homeowners.
- ✓ Gilles will add the link to the website.

**7. BOARD AND COMMITTEE REPORTS**

**President, Lynn Walton**

**Summary of monthly activity:**

- Received \$1,400 from USAA for property damage to front entrance. Funds given to Ann Marie to deposit.

**Vice-president, Kathy Johnson:** No report.

**Secretary, Anne Stellmon**

**Summary of monthly activity:**

- AGHA Directory Update: 10 homeowners have not provided email addresses; does not include those homeowners who do not have access to email and have asked for delivery of official communications.

**Colorado Sec. of State Registration:**

- Registered official change of agent for AGHA with Secretary of State from Carie Eisenberg to Anne Stellmon
- Registered the AGHA with Secretary of State for 2020-2021: fee \$10 paid by Lynn Walton

**Treasurer, Ann Marie Issac-Heslop**

- A motion was unanimously passed to accept the treasurer's report as presented.
- Assessment letters:
  - ✓ Anne will prepare and mail assessment letters by June 1, 2020.
- Dick Moore spoke with Lynn and stated his opinion that is not necessary for the board to do a review or spend the money for an audit or review. The board thanks Dick for his concern, however, they agreed that they will do their due diligence and authorize an audit to be done after the 2020-2021 financial year begins. They based their decision on the AGHA Policies and Procedures that state:

C. Review of AGHA's financial records

1. AGHA's accounting records will be kept using generally accepted accounting principles (GAAP).

**2. Review will be conducted at least once every two years using generally accepted auditing standards.**

3. Results of the review will be provided to homeowners within 30 days of completion.

**Architectural Control, David Estes**

**Summary of monthly activity:**

- Nine ACRs have been approved since March 30, 2020 by the ACC.

**Communications, Gilles Esposito:** No report.

**Grounds Maintenance, Dave Kline:** No report.

**Neighborhood Watch, Joely Mauzy:** No report.

**Social, Debra Jones:** No report.

**Welcoming, Andrea Levine:** No report.

**8. ADJOURNMENT**

Lynn Walton adjourned the meeting at 9:40 pm.

**9. NEXT MEETING**

**JULY 15 @ 7PM. LOCATION TBD**

Respectfully submitted,

Anne Stellmon  
Interim AG Board Secretary