

Cedar Lane at Cherry Creek Homeowners Association, Inc.
Board of Directors Meeting

March 30, 2020

- 1. Call to Order:** The meeting was called to order at 2:00 pm via conference call. Notice had been duly given by Ms. Coe via email. Board members Pamela Coe and Rob Lowenstein were in attendance. Board member Jake Galperin did not attend the call. A quorum being present, the meeting was called to order. Forrest Scruggs of Realty One was in attendance.
- 2. Minutes:** Minutes from the March 24, 2020 conference call were not yet available and would be approved at the next board meeting.
- 3. Property Management Report:** Ms. Coe welcomed Forrest Scruggs to the meeting. Mr. Scruggs then provided an update on the transition of management services from Summit Management. Mr. Scruggs stated that the financial reports and other items were now available on the HOA website. He noted that the URL for the HOA's website is www.realtyone-co.com/hoa-s.html. Ms. Coe then provided comments on the organization of the draft website. Ms. Coe noted that the draft website did not contain the final copies of minutes as approved by the board. She said that she would forward those copies to Realty One.

4. Open Issues:

Ms. Coe then reviewed the status of various vendor contracts. She noted that the board had selected Designscares for landscaping services for the 2020 season. There was discussion about creating a task force to advise Designscares regarding the flower bed areas and replacement of dead shrubbery. The board determined to revise slightly the amount that is available for flowers in light of other 2020 landscaping and budget needs.

Ms. Coe then led a discussion regarding the process for obtaining design review of construction plans. The board determined to distribute again the design review guidelines with a reminder that all lot owners need to obtain prior approval from the board of any construction or landscaping plans pursuant to the CC&Rs governing the HOA. Ms. Coe noted that the board would continue to use Woodley Architecture for plan review. Ms. Coe then explained that each lot owner needs to pay a one-time \$2,500 design review fee to the HOA for review of construction plans for new homes. She said that the auditor was following up with Summit Management concerning the payment of that fee during 2019 and 2020.

Ms. Coe then led a discussion regarding noncompliance with certain of the CC&Rs. She noted that Mr. Galperin was arranging a meeting with Woodley Architecture to walk the property to determine compliance with previously approved plans.

Ms. Coe then reviewed the status of other vendor arrangements. She noted that Realty One needed to follow up with the lighting review vendor, Radiant Lighting, to confirm that the vendor is in fact replacing broken lights.

Ms. Coe then reported that several house sales were closing soon. She asked Mr. Scruggs to arrange the onboarding process for those new residents.

Ms. Coe then reported on the "stub" audit that the board had authorized. That audit would be for the period from turnover of the HOA to the owners (July 22, 2019) to a current date. She reported that Summit, Richmond Homes and the auditor were working on the turnover audit required by applicable law.

Ms. Coe then discussed the need to have the HOA's insurance agent review the HOA's insurance coverage. She said that she would reach out to the agent to ask for a review of the coverage.


The board then discussed the status of the HOA's two gates. A discussion ensued, and Mr. Scruggs called ABC Custom Iron who had provided a bid to repair the South gate. After further discussion with the vendor, the board approved ABC Custom Iron's bid to repair the South gate and authorized ABC Custom Iron to fix other issues with the gates. Mr. Lowenstein agreed to meet with ABC Custom Iron to explain the issues with the gates and man doors.

Ms. Coe then advised Mr. Scruggs that the board had retained Christian Webert of Moeller Graff to serve as the HOA's attorney. She also advised Mr. Scruggs that Realty One should begin work with Moeller Graff to address the delinquent assessment accounts.

Mr. Lowenstein suggested that Realty One prepare an Excel worksheet listing pending projects. Ms. Coe said that she would assist with the preparation of the list.

5. Meeting Adjourned: The meeting was adjourned at 3:15 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Pamela Coe", is written over a horizontal line.

Pamela Coe, recording secretary for meeting

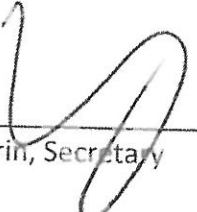
Cedar Lane at Cherry Creek Homeowners Association, Inc.
Board of Directors Meeting
March 24, 2020

A meeting of the Board of Directors of the Cedar Lane at Cherry Creek Homeowners Association, Inc. (the "Association") was held via conference call at 2 pm on March 24, 2020. Pamela Coe, President, Rob Lowenstein, Treasurer and Jake Galperin, Vice President and Secretary were on the call. Notice had been duly given via email. A quorum being present, the meeting was called to order.

1. **Richmond Homes Audit** – The board discussed the status of the Richmond Homes audit of the Association's records for the period prior to July 22, 2019. Ms. Coe reported that the phone call from the Association's attorney had proven fruitful, and that Richmond Homes had agreed to commence the required audit.
2. **Gate Repair** – The board then discussed the repairs needed to the South gate and man gates. The board determined to get a second and possibly third bid to repair the gates.
3. **Compliance with Design Review Guidelines** – The board then discussed certain potential noncompliance with the Association's Design Review Guidelines. It was noted that the board would need to determine whether the final buildouts were in compliance with the plans previously approved by Woodley Architecture. Mr. Galperin said that he would arrange a walkthrough by Woodley's representative to confirm compliance.
4. **Transition to New Manager** – The board then discussed the status of the transition from Summit Management to Realty One, the Association's new HOA manager. The board determined to ask Summit to confirm possession of mailbox keys.
5. **Delinquent Assessments** – The board discussed the need to have the Association's attorney seek payment of all delinquent assessment fees pursuant to the requirements of the CC&Rs and the board adopted policies.
6. **Financial Report** – The board discussed the need to have the auditor handling the developer audit also review the Association's books and records from the time of the developer turnover to present. Ms. Coe said that she would contact the auditor to obtain a bid for this work. The board decided to undertake the audit if the fees were reasonable.

After further discussion, the meeting was adjourned at 2:55 pm.

Respectfully submitted,



Jacob Galperin, Secretary

Cedar Lane at Cherry Creek Homeowners Association, Inc.
Board of Directors Meeting
March 8, 2020

A meeting of the Board of Directors of the Cedar Lane at Cherry Creek Homeowners Association, Inc. (the "Association") was held via conference call at 2 pm on March 8, 2020. Pamela Coe, President, Rob Lowenstein, Secretary and Treasurer and Jake Galperin, Vice President were on the call. A quorum being present, the meeting was called to order.

Board Meeting Schedule – The directors discussed the schedule for the 2020 quarterly board meetings. After discussion, the directors approved unanimously the following schedule for quarterly meetings:

March 30, 2020, June 2, 2020, September 1, 2020 and December 1, 2020. All meetings will be held at 2 pm.

Design Review Committee – The directors then discussed the process for approving plans submitted by lot owners. The board confirmed that it would continue using Woodley Architecture Group as the Design Review Committee's agent for review of plans submitted by lot owners. The board also reconfirmed that the three board members (Ms. Coe, Messrs. Galperin and Lowenstein) would serve as the Design Review Committee called for by the Association's governing documents. The board also ratified and approved all actions taken to date by the board as the Design Review Committee.

Officers – The directors then discussed the officer slate for 2020. The directors determined by unanimous action that Pamela Coe would continue as President. The directors also determined by unanimous action that Jake Galperin would serve as Vice President and Secretary and Rob Lowenstein would continue to serve as Treasurer.

Turnover Audit – The directors then discussed the turnover audit that was supposed to be delivered by Richmond American Homes of Colorado as Declarant. The directors discussed the process for obtaining an audit opinion and discussed Richmond American Homes' involvement in that process. After further discussion, the directors present approved retaining Moeller Graf to provide advice and to prepare a letter to Richmond American Homes demanding that it fulfill its responsibilities as Declarant under the HOA governing documents and applicable law.

Compliance with CCRs – The directors then discussed pending violations of the CCRs by certain lot owners. The directors decided to get an update from the HOA manager on the status of the violations letters that were sent to lot owners.

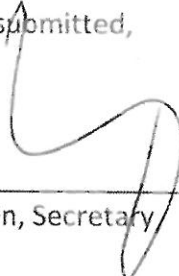
South Gate repairs – The directors reviewed the bid received to repair the South Gate. A discussion ensued about repairs to the South Gate and the North Gate. The directors noted

that the Association may need to install security cameras to minimize the costs of maintaining the gates.

Notification re HOA fees – The board discussed the date for implementation of the increase of the HOA assessment that was approved by lot owners. The board then determined to increase the fees as of June 1, 2020, to provide lot owners with adequate notice of the increase. The board also discussed the process needed to provide notice to lot owners.

After further discussion, the meeting was adjourned at 2:06 pm.

Respectfully submitted,



Jacob Galperin, Secretary