

Lakehurst West Filing 5 Homeowner's Association

Board of Directors Quarterly Meeting

Minutes

Date: January 3, 2017

Location: Red Rocks Fellowship, 111095 W. Belleview Avenue, Littleton, CO 80127

Time: 7 p.m.

Attendees: John Ansted, Josh Hruza, Gene Schack (BOD); (Realty One representative did not attend)

- 1) **Call to Order:** Quorum is present (3 of 4 Directors present)
 - a) No other HOs present
- 2) **Review/Approval of Agenda**
 - a) Agenda Unanimously Approved
- 3) **Old Minutes:**
 - a) Read the revised minutes from the April 5, 2016, Quarterly Board Meeting; a motion was made, seconded and unanimously approved to accept as received.
 - b) Read the revised minutes from the September 20, 2016, Annual Meeting; a motion was made, seconded and unanimously approved to accept as received.
 - c) Read the minutes from the October 18, 2016, Quarterly Board Meeting; a motion was made, seconded and unanimously approved to accept with minor revision.
- 4) **Financial Statement:**
 - a) Realty One provided a financial statement dated December 31, 2016, by email for Board review; it was reviewed and a motion was made, seconded and unanimously approved to accept as received.
 - b) Wells Fargo Bank Accounts:
 - i) Amended Signature of Authority: JPA reported that he had met with bank officials and added GS and removed Mark Gietl as authorized signers.
 - ii) Acct. Type/Ownership: Wells Fargo representatives recommended we correct the account type to reflect our non-profit status as well as more clearly indicate ownership is solely our HOA.
- 5) **Old Business:**
 - a) HO Maintenance/Covenant Violation Status: Provided by Realty One via email. Board discussed and will provide comments and questions to Realty One. [email sent by JPA to Forrest Scruggs at Realty One on 1/26/17]
 - b) SB100 Review and Compliance.
 - i) Minutes for website posting: April, September, and October 2016 Minutes will be submitted to Mark Geitl for posting.
 - ii) HOA document revision:
 - (1) Draft summary in progress (JA)

- iii) Website update: Mark Gietl continues to update our website as required; recent difficulties with access were resolved. It is recommended that Realty One ensure their personnel know our website exists, that our HOA documents are posted there (e.g., covenants, Bylaws, Articles of Incorporation, Policies, meeting minutes), and is routinely updated as required (e.g., minutes added, meeting notifications).
- c) Landscaping:
 - i) Weeds/Maintenance - No issues mentioned
 - ii) Curb Painting - Postponed
 - iii) Speed Bumps - GS reported he'd obtained 11 signatures (10 yea, 1 nay) and will finish up in a week or so.
- d) Belleview Village - No further developments
- e) Architectural Control Committee
 - i) 4938 S. Queen – roof & painting – more info requested for painting
 - ii) 4471 S. Queen – windows (not in our HOA?)
 - iii) 4954 S. Parfet – shed built w/out approval - paint
 - iv) 4954 & 4964 S. Parfet – driveway pavement approved, more info req for sheds
- 6) **New Business:**
 - a) Vacant Director positions: J.D Tippetts formally resigned effective 12/27/16 as they sold their home. Currently we have two positions open: Secretary and one other Director.
 - b) Reserve Policy: JPA received undated memo from Realty One admin Dana Counts on 12/22/16 stating we needed to have nine written governance policies and that she was having eight of them prepared for us (she knew we had a Collection policy), presumably to be prepared at our expense (and for an unknown amount) by Hindman Sanchez. Apparently Ms. Counts was unaware we already had Hindman Sanchez previously prepare those policies for us. After some discussion it appears the only one we might need was related to a Reserve Policy. However, because we're not required to have a specific reserve, a policy for such seems inappropriate. Further discussions will be had with Realty One.

7) **Adjournment @ 8:30 P.M.**

Prepared by:

_____/S/_____ John P. Ansted, President	_____ July 18, 2017 Date
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Approved:

_____/S/_____ Gene Schack, Director	_____ July 18, 2017 Date
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Lakehurst West Filing 5 Homeowner's Association

Board of Directors Quarterly Meeting

Minutes

Date: October 18, 2016
Location: Church of the Rock SW, 10393 W. Alamo Place, Littleton, CO 80127
Time: 7 p.m.
Attendees: John Ansted, Josh Hruza, Gene Schack, JD Tippetts, (BOD); Forrest Scruggs (Realty One)

- 1) **Call to Order:** Quorum is present (4 of 4 Directors present)
 - a) No other HOs present
- 2) **Review/Approval of Agenda**
 - a) Unanimous Approval
- 3) **Old Minutes:**
 - a) Read the minutes from the July 5, 2016, Quarterly Board Meeting - Unanimous Approval
 - b) Read the minutes from the August 17, 2016, Board Meeting to prepare for the Annual Meeting - Unanimous Approval
 - c) Read the minutes from the Sept 20, 2016, Annual Homeowners Meeting; recommended changes, will modify and resubmit for final approval.
- 4) **Financial Statement:**
 - a) Realty One provided a financial statement for Board review and was unanimously approved.
- 5) **Old Business:**
 - a) HO Maintenance/Covenant Violation Status: Provided by Realty One.
 - b) SB100 Review and Compliance.
 - i) Minutes for website posting: April, July and August 2016 Minutes will be submitted to Mark Geitl for posting.
 - ii) HOA document revision:
 - (1) Draft summary in progress (JA)
 - iii) Website update:
 - (1) Send minutes to Mark Gietl
 - iv) Annual Homeowner Information packet to be sent (FS)
 - c) Landscaping:
 - i) Weeds/Maintenance - Peiffer Walkway

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- ii) Curb Painting - No Progress
- iii) Speed Bumps - Revision request submitted, GS and JH volunteered to contact home owners for signatures

- d) Belleview Village - No further developments

- e) Architectural Control Committee
 - i) Shed and driveway expansion submission
 - (1) Driveway Approved
 - (2) Requested additional information on sheds, no response yet from home owners.

- 6) **New Business:**
 - a) Foreclosure update from HS

 - b) Annual meeting review

- 7) **Adjournment @ 8:30 P.M.**

Approved:

_____/S/_____ John P. Ansted, President	_____ 3 January 2017 Date
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Respectfully submitted:

_____/S/_____ JD Tippetts, Secretary	_____ December 30, 2016 Date
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Lakehurst West Filing 5 Homeowner's Association

2016 Annual Homeowners Meeting

Minutes

Date: September 20, 2016

Location: Church of the Rock SW, 10393 W. Alamo Place, Littleton, CO 80127

Time: 7 p.m.

- 1) **Call to Order:** Quorum is not present (43 required). Nine homeowners present, therefore no official business could be conducted. For the benefit of those present the following items were reviewed and discussed.
- 2) Following items Discussed:
 - a) Agenda
 - b) Budget for 2017
 - c) HOA Financials 2015 through August 2016
 - d) Status on HOA Governing Documents update including Q&A with representative from WLPP Law Firm.
 - e) Current openings on HOA BOD and Architectural Control Committee

Submitted: _____ /S/
Jay Tippets, Secretary

24 October 2016
Date

Approved: _____ /S/
John P. Ansted, President

3 January 2017
Date

Lakehurst West Filing 5 Homeowner's Association

Board of Directors Special Meeting

Minutes

Date: August 17, 2016
Location: Home of John Ansted
Time: 7:00 p.m.
Attendees: John Ansted, JD Tippetts, Gene Schack, Realty One representatives did not attend.

- 1) **Call to Order:** A quorum was present (3 of 4 board members were in attendance); No other homeowners attended.
- 2) **Special Business:**
 - a) Preparation of Agenda for Annual Homeowners Meeting
 - b) Finalization and acceptance of 2017 HOA budget
 - c) Vote on legal action regarding Plot #28
 - i) Unanimous approval to proceed with action as recommended by legal counsel.

3) Adjournment at 8pm

Respectfully Submitted:

_____/S/_____
John P. Ansted, President (assisting our Secretary to draft these minutes) October 18, 2016
Date

Approved:

_____/S/_____
JD Tippetts, Secretary October 18, 2016
Date

Lakehurst West Filing 5 Homeowner's Association

Board of Directors Quarterly Meeting

Minutes

Date: July 5, 2016
Location: Church of the Rock SW, 10393 W. Alamo Place, Littleton, CO 80127
Time: 7 p.m.
Attendees: John Ansted, Josh Hruza, Gene Schack, JD Tippetts, (BOD); Forrest Scruggs (Realty One)

- 1) **Call to Order:** Determine if a quorum is present (4 of 4 Directors present)
 - a) No other HOs present
 - b) Nicholas Hutchens, legal counsel from Hindman Sanchez, present.
- 2) **Review/Approval of Agenda**
 - a) Unanimous approval
- 3) **Old Minutes:**
 - a) Read the minutes from the April 5, 2015, Quarterly Board Meeting; final approval pending minor modifications.
- 4) **Financial Statement:**
 - a) Realty One to provide a financial statement for Board review and approval.
 - i) Unanimous approval
- 5) **Old Business:**
 - a) HO Maintenance/Covenant Violation Status: Provided by Realty One.
 - b) SB100 Review and Compliance.
 - i) Minutes for website posting:
 - ii) HOA document revision:
 - (1) Draft summary in progress (JA)
 - iii) Website update:
 - (1) Send minutes to Mark Gietl
 - c) Landscaping:
 - i) Weeds/Maintenance - Bid from Weed Wrangler (FW)
 - ii) Curb Painting
 - iii) Spray/Coating of Fence along S. Owens
 - (1) Discussed flyer from fence company, will explore this and other bids
 - iv) Speed Bumps - update
 - d) Belleview Village Development(s)

i) No changes

e) Architectural Control Committee

i) None for this meeting

6) New Business:

a) Foreclosure presentation from HS

i) For convenience, moved to beginning of meeting

ii) Discussed HOA Foreclosure Process and possible outcomes

iii) Requested additional information: current loan amount

b) Annual meeting preparation

i) 9/20/16

ii) Location - Church of the Rock

iii) Budget - JH

iv) Agenda - JT

v) Signage- FS & JT

(1) one of the signs was stolen in April

(2) Picture sent to FS for replacement

vi) Proxy - FS

7) Adjournment @ 8:30 P.M.

Respectfully submitted:

_____/S/_____
JD Tippetts, Secretary
October 18, 2016
Date

Approved:

_____/S/_____
John P. Ansted, President
October 18, 2016
Date

Lakehurst West Filing 5 Homeowner's Association

Board of Directors Quarterly Meeting

Minutes

Date: April 5, 2016
Location: Church of the Rock SW, 10393 W. Alamo Place, Littleton, CO 80127
Time: 7 p.m.
Attendees: John Ansted, Josh Hruza, Gene Schack, JD Tippetts, (BOD); Forrest Scruggs (Realty One)

- 1) **Call to Order:** A quorum was present (4 Of 4 Directors present)
 - a) No other HOs present.
- 2) **Review/Approval of Agenda**
 - a) Unanimous approval
- 3) **Old Minutes:**
 - a) Reviewed minutes for HOA BOD Quarterly meeting on 1/5/16, unanimous approval.
 - b) Reviewed minutes for BOD Special meetings (ending 1/19/16), unanimously approved.
- 4) **Financial Statement:**
 - a) Realty One to provided a financial statement dated June 30, 2016, for Board review and approval.
 - i) Unanimously approved
 - b) Discussed financial options for HOA BOD in relation to delinquent accounts.
 - i) Cease trash service
 - ii) Discuss foreclosure options with attorney
- 5) **Old Business:**
 - a) HO Maintenance/Covenant Violation Status: Provided by Realty One.
 - b) SB100 Review and Compliance.
 - i) Minutes for website posting:
 - ii) HOA document revision:
 - (1) Draft summary by JA in progress
 - iii) Website update:
 - (1) Posting of minutes from HOA BOD Quarterly meeting on 01/05/16
 - (2) Posting of minutes from BOD special meetings concluding 01/19/16
 - c) Landscaping:
 - i) Weeds/Maintenance - ice melt bill?

- ii) Curb Painting – postponed until Spring
 - iii) Spray/Coating of fence – postponed until Spring
 - (1) Collect bids
 - iv) Speed Bumps - update on map for placement, write own petition(JA).
 - (1) Get information to Brian Clayton and Josh Hruza to begin collecting signatures.
 - d) Belleview Village Development(s)
 - i) No changes
 - e) Architectural Control Committee
 - i) Solar Panel Installation (W. Dumbarton Cir.)
 - ii) Roofing request (W. Grand Pl)
- 6) **New Business:**
- a) Annual Meeting tentatively scheduled for 9/20/16

7) **Adjournment @ 8:30 P.M.**

Approved:

John Ansted, President

Date

Respectfully Submitted:

/S/
Jay Tippetts, HOA Secretary

December 30, 2016
Date