

# WOODY CREEK HOMEOWNERS ASSOCIATION

Meeting Minutes of February 16, 2021

## Attendees:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Member at large
6. Bookkeeper
7. Sonja Hahn

## Called to order @ 6:33pm

### Secretary's Report:

Secretary's Report from 2/16/2020

- January meeting minutes. President moves to accept. Vice President seconded.
- Status check on Altitude Contract – Joan sent to David and has not yet heard back
- Correspondence from residents received:
  - Sonja Hahn re: CIOAA policies
  - Brenna Krier re: refinance letter request

*President makes motion to accept secretary's report; Vice President seconds, all accept.*

### Treasurer Report:

Treasurer/Bookkeeper report from 2/16/21

Checking account balance: 1/31/2021      \$20,062.68

Money Market balance: 1/31/2021      \$70,062.09

### Checks written since last meeting:

Denver Gutter	\$900.00	2nd cleaning
Sarah Reed	\$85.31	Signs and fake cameras for trash area
City of Arvada	\$3,896.41	Water
Sonia Spanitz	\$50.73	Toner reimbursement
Woody Creek Townhome	\$3,500.00	Reserve Fund
Duty Free Pets	\$50.00	Poo Removal
Hills	\$580.00	Snow Removal
Waste Management	\$805.25	Trash
Woody Creek Townhomes	\$1,600.00	Reserve Fund
Brenna Krier	\$39.92	Paper and Envelopes
Xcel	\$301.78	Power
Brenna Krier	\$958.50	Bookkeeping

### Electronic Fund Transfer:

State Farm 2/1/2021	\$3262.00	Insurance
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## Checks to be signed at 2/16 Meeting

None

## Property for Sale:

None

## Homeowners in Arrears:

5220#8	3rd Letter
5210#1	3rd Letter
5270#8	1st Letter
5250#4	Agent contacted-see correspondence
5250#3	1st Letter

## **Rental Percentage is still at 18%**

## Correspondence/work of Bookkeeper:

Legal	Letter addressed to Treasure and V.President Regarding Noah and the property.
Updated Info	5280#9 address update 5280#8 address updated 5230#4: worried about owner; second notice
Refinance	5250#9 Verification Letter 5260#7 Verification Letter 5270#9 Verification Letter 5220#1 Verification Letter
Accountant	Email for box and audit/tax process to begin
Training	Sonia on 2/6 & 2/11
5250#4	Ms. Hyman-Johnson passed away; agent for the estate is working to get the dues up to date third letter did not go out; she asked if we could not do late fees as she did not receive any of the letters and officially she talked to us before the letter was written-we are not breaking any rules.
New BK	2 meetings with new bookkeeper
Email	Report Matrix sent out to group
Email	New Contact list sent
1099-NEC	Sent 1099-NEC to all employees 1099-MISC to Altitude
Email	Purchased paper and envelopes for Sonia
Files for Audit	Files are ready for bookkeeper and were delivered on 2/16/2021
5260#9	Ledger Update & late fee/legal fees/finance charges
5220#3	Ledger Request from Altitude

## Correspondence to Treasurer:

- Concrete bids
- Trainings with bookkeeper Brenna
- Correspondence with Gary, new bookkeeper

*President makes motion to accept the treasurers report; Secretary seconds; all accept.*

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## **Additional Correspondence:**

- President –
  - Sonja Hahn re: CIOAA policies
  - 5250 #4 – owner passed away and turned over to estate
- Vice President –
  - none
- Member at Large –
  - 5260 #7 – trash build up behind 5260; we may want consider bringing Keith back on part time for this; look into if Dog Poo cleaning can clean it up

*Secretary motions to accept additional correspondence; President seconds; all accept.*

## **Old Business**

- Bookkeeper Transition – led by Treasurer
  - Send new bookkeeper Gary contact list for the board
  - Ask Gary for guidance on 1099s going forward
  - HOA computer – Brenna created secondary account [treasurer5260@gmail.com](mailto:treasurer5260@gmail.com)
  - DORA annual registration and Secretary of State report annually
- Gutter repairs – led by Member-at-Large
  - \$1,860 Denver Gutter Repair
    - Move forward with repairing the gutters thru Denver Gutter
  - \$2,100 Armour Roofing
  - Need to extend many out; add heat tape to problem spots
  - Review if they will warranty their work
  - Send Member-at-Large problem areas where known
- Grounds keeping –
  - Ask Shorty's to salt heavily when it gets bad
  - Move forward with signing contract
- Concrete –
  - Sonia talked to 2 companies, all full for foreseeable future
  - Stevie reached out to 2 companies and hasn't heard back; will reach back out to Emerald Isle
  - Brenna did a walk thru with Shawn and he will be sending a quote over
- Poop clean up –
  - See if they can clean up behind 5260 #6
- 5260 #9 –
  - Will likely go into foreclosure soon; wait to hear from lawyers once there is movement
- 2 CIOAA policies –
  - Ask David if we can still move forward if a homeowner has questions

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- Could have David attend a meeting and invite Sonja Hahn to get questions answered

*President motions to accept old business; Secretary seconds; all accept.*

## **New Business**

- Brick work
  - Start looking into bids for repairs; President is available for walk throughs
- Treasurer is expecting; due mid-July so may affect some meeting attendance that month; will not be seeking re-election in August

*President motions to accept old business; Vice President seconds; all accept.*

## **Open Forum**

None

**Next meeting** is set for Tuesday, March 16th at 6:30pm virtual via Zoom

**Meeting adjourned at 7:19pm: Motioned, seconded and passed.**