

WOODY CREEK HOMEOWNERS ASSOCIATION

Meeting Minutes of October 19, 2020

Attendees:

1. **President**
2. **Vice President**
3. **Treasurer**
4. **Secretary**
5. **Member at large**
6. **Bookkeeper**
7. **Reilley Chun – State Farm**
8. **5230 #8 – Christopher (renter, no proxy)**

Called to order @ 6:35pm

Secretary's Report:

Secretary's Report from 10/19/2020

- Review of paperwork handed to board members: action items, Oct meeting minutes, contracts
- 10/18/2020 Window color replacement question, from Phillip Klupar
 - Put window color on website – almond/white
- 10/13/2020 Inquiry about the state of 5260 #9, from Erin Lennon 5260 Garrison St #8
 - Member at Large responded
 - Debra from Altitude – Vice President will send photos to her tomorrow; attorney fees will be billed to 5260 #9 ledger
- Various emails from 5280 #8 re: solar panel inquiry, illegal dumping, issues seen around complex, ADA requirements
 - Create proxy policy; have board and David review; send to Christopher
- Various emails from residents with updated contact information; will be putting together spreadsheet
- Various emails from bookkeeper regarding: Gutter cleaning; pictures of 5260 #9; 2 new budget options

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

Treasurer/Bookkeeper Report:

Treasurer/Bookkeeper report from 10/19/2020.

Checking account balance: Sept \$19, 824.10

Money Market balance: Sept \$65,559.78

Checks written since last meeting:

Keith Wickman – 308.00 - Maintenance and watering

Onofrey and Hirschfeld – 2500.00 – CPA

Rose Interpreting – 225.00

Brenna Krier – 103.45 – reimbursement

Keith Wickman – 252.00 - Maintenance and watering

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Electronic Fund Transfer:

State Farm 10/1/2020 - 3182.16

Checks Written on 10/19/2020

Ashley Sparhawk- 311.64 - Printer, toner and paper

Keith Wickman - 521.50 - Maintenance and Watering

Altitude - 753.00 - Enforcement letter and retainer

Hills - 510.00 - Mowing

Waste Management - 1,418.06 - Trash

Brenna Krier - 540.00 - Bookkeeping

Woody Creek - 2,000.00 - Reserve Fund October 2020

Property for Sale:

5250 #5 – For sale

Homeowners in Arrears:

1. First notice sent:
 - a. 5230#8
2. Second notice sent:
 - a. 5220#1
 - b. 5260#9

Rental Percentage is still at 18%

Water bill: 5210 & 5280 building higher than usual.

Correspondence to Bookkeeper:

9/14/2020 Onofrey email about invoice
9/16/2020 Voice call to altitude Deb about 5260#9
9/17/2020 Send 2 policies to team for review
9/17/2020 Reviewed action items for Secretary
9/18/2020 Altitude DocuSign
9/22/2020 Invoice from Rose Interpreting
9/22/2020 Vendor List to board
9/23/2020 Reviewed Newsletter for Secretary
9/23/2020 Updated email from 5280#9
9/24/2020 Discussion with 5210#5 bill pay
9/26/2020 Bank for signatures for new board
9/27/2020 Email for 5230#9 about bill pay and balance
10/7/2020 Follow up with 5230#9 about receiving check
10/7/2020 Question about 5250#5
10/8/2020 Reviewed minutes from Sept meeting
10/9/2020 Discussed check from 5220#8 - not received

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10/12/2020 5220#8 possible check re-issue

10/13/2020 Sent 2 budgets to board

10/13/2020 5250#5 Cement question

10/15/2020 Discussion with gutter repair

10/16/2020 Email for 5220#1 concerned about dues

Various Text messages from board discussing: Landscaping; towing; bids and what needs to be considered for bidding reimbursement; 5230#8 tenant and sign language interpreter; Sent water bill analysis to board

Correspondence to Treasurer:

1. Letter with President Emeritus September check
2. 5220 #5 – will send 4 payment checks to be caught up by December 2020

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

Additional Correspondence:

- President – none
- Vice President – none
- Member at Large
 - Keith Wickman
 - Will have Keith stop watering lawns
 - Hills Lawn Care
 - Leaves – Have Hills do clean out
 - Ask them for our contract
 - Send photo of ruined grass behind 5210 in September
 - Gutters – Cleaning scheduled for Wednesday 10/21 – put out notice to homeowners via email and posted on mailbox; cleaning necessary for Denver Gutter to make repairs
 - Schedule another cleaning end of year after all leaves fall
 - Homeowners shed has damage – Sarah has one bid, will look to see if it fits in budget

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

Old Business

- Vendor list = all board members to review, provide input, discuss emergency procedure
 - Secretary to recirculate vendor list to board
- Update board list for vendors = check with bookkeeper on what vendors are still outstanding
- 5260 #9 = Vice President to discuss further with Debra at Altitude
- Gutter cleaning Wed 10/21, 12/3

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- Processes & procedures
 - 2 new policies: President and Vice President to review, get approval from board and then sign
 - Homeowner proxy – secretary to create, send to board to approve, Member at Large to upload to board
- Christopher 5230 #8; New policy for proxy for homeowners – will do in the future, each month to attend meetings
- 5230 #6 – President emeritus; dues discussion
 - In the future, we will have a process for board member turnover
 - Attorney will handle it
- Landscaping bids – Treasurer will handle
 - Sonia has one in hand; Sarah will send vendor names to Sonia other vendors for potential quotes
- Trash
 - President called City of Arvada to see if we are eligible; Vice President states that townhomes are exempt which is verified
 - Treasurer to call Waste Management to circulate out old dumpsters; will ask for copy of contract

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

New Business

- Website and email issue – Member look into new website host
 - Add window trim color to website
 - Blue paint color – verify that color is still in circulation at Home Depot/Lowes
 - Look into something with file share
- Vendor list – review and delegate vendors to each board member
- Missing “e” on Townhome - Member at Large and Treasurer to go Home Depot and find replacement
- New budget – Discussion to raise dues by \$7 in 2021?
 - Priority for everyone to review before next board meeting
 - If we decide to raise them, give homeowners 30 day notice
 - Secretary to recirculate budgets to board
- Future virtual meetings – Vice President with contact David at Altitude to see if we can have Zoom meetings in the future
 - Vice President will call David

Secretary motions to accept new business; Vice President seconds; all accept

Open Forum

Special Visitor Presentation: Reilley Chun – State Farm

- Consult with lawyer on insurance policy

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- COIAA Compliance Policies – mandatory to follow; if not in compliance, you are unauthorize to enforce dues, etc.
 - Fidelity and Crime Coverage – adhere to regulations here, 3 months
- Flat rate deductibles – unless we make an upgrade that increases value of property by \$10K
- Maintenance and insurance chart – lines item out every item in building and details who is responsible; Reilley will send to Vice President
- Governing documents are outdated from 1982; we may be required to update them
 - Unclear what is covered and what isn't
- Some policies to consider: Directors and Officers liability, Theft, etc.
- Directors and Officers Liability – went up slightly by about \$100, ~\$1,058 this year
- Insurance does not cover typical wear and tear
- If homeowner rents out their property that is not a rental; rentals only considered if they are owned by HOA – Reilley will check on that – also ask David

Next meeting is set for Tuesday, November 17 at 7:00pm virtual via GoToMeeting.

Meeting adjourned at 8:49pm: Motioned, seconded and passed.