

COMSTOCK ESTATES HOA
Board Meeting Minutes
December 13, 2017

The meeting was called to order at 7 pm in the Canyon West Church offices. Those in attendance were: Cynthia Reed, President; Bonnie Handy, Secretary; Ed Ralston, Treasurer; Keith Schaefer, Board Member and Lori Wood, Office Manager.

1. Homeowner with Concern: Bob Fisher, 423 Forty Niner Drive has his shed too close to fence. After discussion by the Board and announcement that Fruita City will now handle all code enforcement, the Board passed a motion for Mr. Fisher to take his problem to the City.
2. Officer Henderson FPD: Officer Henderson was unable to attend our meeting, but he sent another officer in his place to inform us of the change in responsibility of code enforcement. Officer Henderson will attend our January Board Meeting to discuss code enforcement with our HOA.
3. Special note about attendance at meetings: Cindy reported that all meetings, whether regular or special, are open to attendance by all the Members or their representatives designated in writing. At regular or special meetings of the Board, however, Members or their representatives who are not Board members may not participate in any deliberation or discussion unless expressly authorized to do so by a majority vote of the Board.
4. Reading of minutes: The minutes were read and there were no corrections.
5. Treasurer's Report: Ed reported that the \$925.00 listed under Prior Collections was due to the collection of unpaid assessments upon the sale of a home. Under Reimbursable Expense, the \$1,050.00 includes \$1,000.00 for the Attorney's Retainer.
6. Unfinished Business:
 - a. New Contact Person for Elmwood Lateral: It was decided that Scott would be the contact person due to Cindy's resignation from the Board for 2018.
 - b. Review of the new items put forward by the lawyer:
 - i. Collection Policy: Ed made a motion to accept the new policy. It was seconded by Keith and passed by the Board. This will be mailed out to the Homeowners with the Assessment Billing this month.
 - ii. Notice of Delinquency: Keith stated that we need a sentence in capitals stating that legal fees will be paid by the HOA Member who is delinquent. After a motion by Ed and a second by Keith, the Board passed this notice with the addition. Lori will have the lawyer make this change. These will be sent by Priority Mail to Homeowners as needed.
 - iii. Intent to Lien: After a motion by Keith and a second by Ed, this policy was also passed by the Board. This letter will be sent to Delinquent Homeowners by the lawyer. Homeowners should refer to the new Collection Policy for details about this.
 - c. Mailing of Violation Letters: After a motion by Bonnie and a second by Ed, it was decided to send the letters containing fines by Priority mail. That way we have tracking of the letter.
 - d. Letter to be sent out to Homeowners asking for volunteers for Board Members with Annual

Assessment Billing: After a motion by Ed with a second by Bonnie, it was passed by the Board.

7. New Business:

- a. **Proxy Letter** – Cindy composed a new Proxy Letter that was approved by the Board. It will be mailed out with the Assessment Billing this month.
- b. **Donate \$200 to Canyon West for use of their facilities for Board Meetings:** After a motion by Ed and a second by Keith, the Board passed the motion to pay \$200 to Canyon West Worship Center for 2017.
- c. **Homeowner appeal:** After a discussion, the Board agreed to an agreement with said party for them to pay the \$25 late fee and \$15/month until amount is paid in full. After a motion by Ed and a second by Keith to have the Board accept that agreement, the Board passed the motion.
- d. **Contracts for 2018:** We did not receive sufficient bids for contracts and will continue to pursue bids. The Board would like to separate the landscaping and irrigation. Aztec was not interested in doing just the landscaping. We would like to continue to have the sidewalks around the perimeter shoveled again this year on an as needed basis – no contract.
- e. **Discuss proposed 2018 Budget.** After a discussion by the Board, a motion by Keith and a second by Bonnie, the Board decided to submit the budget as provided by Ed, the treasurer, to the homeowners at the Annual Meeting for a discussion and vote. It will be mailed with the Assessment Billing this month.
- f. **Neighborhood Watch:** After some discussion, it was decided to discuss this with the FPD officers at the Annual Meeting and see if the FPD is going to support this. If they are then a decision will need to be made by the new Board as to who will take over this job. Cindy will provide all of the email contacts that she has to the new Board.
- g. **Violations:** Violation reporting for 2018 will be handled by a vendor.
- h. **President and Secretary files:** It was decided that Cindy and Bonnie turn their papers over to the new board for storage as they see fit.
- i. Cindy will assist Lori and her staff in getting the Assessment Billings mailed early next week. She will write a cover letter detailing everything that will be in the packet to ensure folks have all of the needed papers.

The next meeting will be at the Fruita Community Center on Wednesday, January 10, 2018, 7 pm.

The meeting was adjourned at 8:55 pm.

Bonnie Handy, Secretary