

WOODY CREEK HOMEOWNERS ASSOCIATION

Meeting Minutes of September 14, 2020

Attendees:

- 1. President**
- 2. Vice President**
- 3. Treasurer**
- 4. Secretary**
- 5. Member at large**
- 6. Bookkeeper**
- 7. 5260 #6**
- 8. 5230 #6**

Called to order @ 7:05pm

Secretary's Report:

Secretary's Report from 9/14/2020.

Files from past secretary received.

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

Treasurer/Bookkeeper Report:

Treasurer/Bookkeeper report from 9/14/2020.

Checking account balance: Aug \$19, 897.20

Money Market balance: Aug \$65,559.25

Checks written since last meeting:

Altitude Law Firm - 1021.76 Lawyer monthly retainer

Keith Wickman - 875.00 - Maintenance and watering

Hills Landscaping - 105.10 - Mowing and spraying

Hills Landscaping - 675.00

Waste Management - 777.40 - Trash removals

Electronic Fund Transfer:

State Farm 9/1/2020 - 3182.16

Checks Written on 9/14/2020

City of Arvada - 6606.05

Xcel - 288.02

Michelle Nielson - 21.00 (refund for over payment of dues after selling)

Brenna Krier - reimbursement - 8.80

Brenna Krier - Bookkeeper 720.00

Property for Sale:

5270 #6 - Property sold - 295,000

5270#1 - For sale

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Rental Percentage is still at 18%

Water bill: 5210 & 5280 building higher than usually.

Correspondence to Bookkeeper:

- Accountant requested forms and emailed to state audit and tax returns are done. Taxes need signature and mailed by the 15th
- Altitude
 - Ledger request
 - Payment in full 5220#8
 - Checks sent to lawyer from 5220#3
 - Gutter Inquires
 - 8 owners updated information
 - Set up US Bank meeting for new signature
 - Insurance renewal
 - Water bill – leak fix
 - Units in arrears, received 1st notice: 5260 #9, 5220 #1, 5360 #12, 5210 #1
 - 5270 #1 is being sold and being turned into rental
 - 5270 #6 sold for \$295k
 - Audit came through, everything is good (refer to page 2 for opinion from auditor)
 - Tax Returns are done –
 - Needs to be signed and sent by tomorrow 9/15/2020
 - We do not owe anything; money received is either going into bills or money market

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

Additional Correspondence:

- Vice President
 - 5220 #10 – Called Joan stating she does not have email; phone number is the same; would like updated information for board
 - Received call from Rhett from bank; needs a letter stating Jon is no longer president
 - Bookkeeper drafted letter of change in board for vendors
- Bookkeeper
 - Bookkeeper has had several emails with accounts on P&L; ledger requests for arrears; 5220 #8 will be paid in full

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- Deborah from Altitude Law Firm called bookkeeper to discuss 5260 #9 legal issues
- 5220 #8 called bookkeeper to discuss her past due payments
- 7 people have updated their emails
- 5220 #3 in collections – sent 2 checks; board not allowed to accept; they have been sent to lawyers
- 5270 #1 bookkeeper did status letter
- After annual meeting, bookkeeper has had several conversations with contractor to review all gutters under warranty
- Scheduled meeting with US bank for 9/26
- Hearing impaired residents – Board has made reasonable accommodations by hiring interpreter. Filled out contract with Joan's verbal permission to have interpreter join us at tonight's meeting
- Treasurer
 - 5210 #1 stated he will start dropping checks off; checks need to be mailed (put procedure for mailing checks or bill pay into newsletter)
- Member at Large
 - 5280 #6 requested information on recycling options

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

Old Business

- Insurance policies we hold:
 - Bonding policy
 - D&O policy
 - Studs out/external building
- Water usage – Fall/Winter month usage sets rate for summer months; try to keep usage down
- Groundskeeping
 - Keith Wickman – Needs to fill it out every time he works, turns them in on the 1st and 15th of the month
 - Hills and maintenance staff can handle grounds care and extra leaves
- Update in board positions and new contact information -- letters needs to be sent to vendors
- Decision of board positions
 - Stevie Songstad-May = President
 - Joan Gallagher = Vice President
 - Sarah Reed = Member at Large
 - Sonia Spanitz = Treasurer
 - Ashley Sparhawk = Secretary
- Vendor list
 - Add junk genius, add other vendors we have used in the past

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- Bookkeeper recommends all board members to review the reserve study on website
- Water bill needs to be submitted to Arvada
- Website
 - Hosted on Go Daddy
 - If another board member wants to take over website please update the credit card
 - Renewed for 2 years until July 2022
- Newsletters – 70 units to be hand delivered
- Architectural committee is the board and will approve on any structural changes; no single board member to approve changes without entire board approval

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

New Business

- American Disabilities Act – we must accommodate by providing a licensed interpreter
 - We need to budget for this every month going forward
- Create policy for reasonable accommodations to allow homeowners to be part of the HOA process
 - Renters cannot attend board meetings without approved proxy; homeowner needs to submit a request for proxy in writing at least 4 business days in advance hours before meeting to board for review and approval
 - Create form on website to submit
 - Contact lawyer to help create
- Cameras for complex – it is not responsibility of HOA to provide cameras; Altitude confirmed that each owner must provide for their own units
- We encourage owners who are having issues paying monthly dues, please notify the board to work out an arrangement plan (put in newsletter)
- Need to implement processes for floods and emergencies
 - Who is handling?
 - Who are we hiring (they need insurance)?
- Maintenance
 - Hills Lawn and Ground - Snow removal is inadequate; they have issues cashing checks
 - President has company interested
 - Board to gather 3 bids; will ask Hills to bid and President will find another 2
 - Member at large to direct Keith to use leaf blower on debris, not hose; ask him to clean up debris after trimming

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- Trash
 - President will look into new city of Arvada trash
 - Contact Waste Management to replace dumpsters
 - Put table of trash pickup schedule in newsletter
- Monthly dues – Can we do a payment on the website? Ask accountant again; they have historically not recommended it. We would need the right interface for Quickbooks.
- Vice President states she was followed this week; it was a small red older pickup truck; Hispanic man in his 30s; got extremely close to her car; be aware if we see this car again
- Create shared cloud drive for board members to share documents; always use board email for board work; never use personal emails
- Mailboxes –
 - Owned by USPS; contact post office for maintenance
 - Bookkeeper is on account and will need to go to post office to update information
- New printer will need to be purchased; Treasurer to purchase and get reimbursed
- 2 CIOAA Policies need to be update; read, edit, post them to every owner
- Board management
 - Correspondence to board – ask residents to type it up and email it (put in newsletter)
 - Altitude offers classes for board member education

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

Open Forum

- President emeritus
 - Still accepting calls. Will not pay dues this month.
 - Western called – price increase
 - 5280 #8 experienced a flood; left hose on all night
- 5250 #6
 - Does lawn service do bush trimming? Majestic last year did pruning. Someone hacked her bush down against her wishes.
 - She is also experiencing gutter issues

Next meeting is the annual set for Monday October 19, 2020 at 6:30pm at 5280 #5. To accommodate COVID-19 restrictions: Weather-permitting will be outside; please wear masks.

Meeting adjourned at 9:11pm: Motioned, seconded and passed.