

WOODY CREEK HOMEOWNERS ASSOCIATION

Meeting Minutes of January 12, 2021

Attendees:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Member at large
6. Bookkeeper
7. Erin Lennon 5260 #8

Called to order @ 6:34pm

Secretary's Report:

Secretary's Report from 12/15/2020

- December meeting minutes. President moves to accept. Treasurer seconded.
- Mailbox issue – post on website who controls the mailboxes; how to fix your mailbox, etc.
- Reminder to sign Altitude Contract – Joan will request new link; if necessary Stevie will sign the physical contract and scan and send
- No correspondence from residents received

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

Treasurer Report:

Treasurer/Bookkeeper report from 1/12/21

Checking account balance: Dec \$11,454.19

Money Market balance: Dec \$73,061.47

Checks written since last meeting:

Hills	\$580.00	Snow 12/12
Hills	\$580.00	Snow 12/14
Xcel	\$300.01	Street Lights
Altitude	\$899.00	Lawyer
Waste Management	\$963.22	Trash
Woody Creek	\$4,000.00	Reserve Fund
Brenna Krier	\$42.08	Reimbursement for paper and envelopes

Electronic Fund Transfer:

State Farm 1/1/2021	\$3252.00	Insurance
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Checks to be signed at 12/15 Meeting

Xcel	\$302.33	Xcel
Stevie Songstad	\$35.00	Poop clean-up Reimbursement
Brenna Krier	\$38.00	HOA Registration
Brenna Krier	\$85.68	Office Max; tax forms & box & files
Brenna Krier	\$465.00	Bookkeeper

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Property for Sale:

None

Homeowners in Arrears:

5220 #8 2nd Letter
5210 #1 2nd Letter
5230 #8 2nd Letter
5250 #4 2nd Letter

Rental Percentage is still at 18%

Correspondence/work of Bookkeeper:

Legal Added lawyer fees to ledger -5260#9
 Added late fees and interest charges to 5220#3
 5210#1; owners son make an HOA payment; worried
 whether owner is ok or not
 5230#4: worried about owner; second notice
Website Website training complete; website taken over by
 Sarah and Brenna's credit card has been removed
 from account.
Lawyer 5220#3 paid in full:removed late fees and interest
Training Talked to Secretary about training
Training Working on instructions for bookkeeping
Turning Over accounts Changed the items in Quickbooks and the contact information
Collections Former president Jon Risbon stated he was pro-rating
 September 2020 dues. Nothing was pro-rated from
 his account per Joan G discussion with lawyer
 His balance is 328.70; are we going to prorate letter?
 Who should be the contact for the letter if we send?
Reimbursement Purchased bin; folders; files; 1099 and envelopes
Annual fee Registration for HOA - annually
Tax Forms Preparing - I need W9 for current board members
Files for Audit Files for the accountant almost ready
 waiting for bank statements from January
 Who should take them? Me or treasurer?
Extend Do you want me to stay on for 2 more weeks
 to finish training either treasurer or bookkeeper
Concrete Bidding Should have a bid soon
Update on court for 5260#9
5220#3 Paid in full; there may be more legal fees;
 Should they be applied to the ledger or since she is
 up-to-date and paid a lot of fees we do not have to
 enter them
W9 for board members
There are typically 4 owners that pay all their dues for the whole
 year; I'd recommend taking 80% of it and putting it into the
 reserve fund; it will help preserve the \$ for the whole year and fill
 the reserve fund

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Bills still to come are reimbursement for Sarah and water bill

FYI: typically bills come a little late at the first of the year; later meeting

Email to account about the 1099-NEC- new form

Correspondence to Treasurer:

none

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

Additional Correspondence:

- President –
 - 5230 #8 asked for help getting into his home
 - Recommend to put in the newsletter the role of HOA
- Vice President –
 - 5250 #5 NYE noise issue complaint
 - 5270 #2 complained about dog poop issue
 - 5270 #1, 5230 #6 tend to not pick up after their dogs
 - 5250 #10 wants to know if he can get larger address numbers for his unit; Joan said yes
- Member at Large –
 - Gutter bid (details under old business)

President motions to accept additional correspondence; Vice President seconds; all accept.

Old Business

- 2 new policies –
 - President to investigate signing digitally; Secretary to print and deliver with newsletter on Monday 1/18; Member-at-Large to post to website
- Website –
 - Sarah has been trained and received handover from Brenna; Sarah is completely in charge of website now going forward
- Concrete –
 - Brenna got one bid and will send to board
- Gutter repairs –
 - \$1,860 Denver Gutter quote – extend gutters
 - Gutters maybe under warranty from Armour Roofing – contact them first
- Bookkeeper –
 - Stevie received 3 bids:
 - Jeff Fernandez – don't recommend we go with him
 - **Gary Shultz** – HOA experience, \$50-75 per hour, 15 min installments, \$375-500 monthly rate

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- Vote first position; set up call with current bookkeeper, Treasurer and President
 - Bookkeeping by Kelly Eisenhower – work from home bookkeeper, \$30 per hour, 15 min installments
 - Voted as second choice
 - Brenna current workload – working 15 hours per month right now, 5 hours is work she doesn't think the bookkeeper should be doing
 - Record keeping – 8 boxes of files to handover
 - Typically 4 owners pay their annual dues all at once in beginning of the year; Brenna recommends putting large sums received into the reserve fund
- Poop clean up –
 - All companies would walk all paths; trial period then sign contract; all companies have insurance
 - Put in newsletter – still homeowners responsibility to clean up after their pets
 - Poop 911 - \$65/wk for 1 cleaning per week
 - **Duty free pets** - \$25/wk for 1 cleaning per week – ask him how he would like to be paid, we would prefer monthly vs. weekly
 - 1st choice, vote to have a one month trial then discuss at next meeting
 - Pet Scoop Commercial - \$60/month for 1 cleaning per week, \$96/month for every other week cleaning
- Grounds keeping –
 - Stevie and Sonia got 3 acceptable bids:
 - Hills (current contract)
 - **Shorty's**
 - All voted as first choice
 - Emerald Isle
 - Rocky Mountain Snow Removal (not acceptable)
 - ALAZ (not acceptable)
 - Need to review Hills term of contract; get ball rolling on Shorty's ASAP
- Altitude Contract –
 - Stevie to sign ASAP; Joan to get link
- 2021 Budget – need to vote on it –
 - Voted to not raise dues in November, keep \$173 not to increase dues
 - All vote to accept new budget (with \$173 dues + interpreter)
 - Post new budget on website
- Move-in and move-out policy – already posted and approved; all board members should review

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

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New Business

- January To Do
 - HOA registration – needs to be done in January
 - 1099s by end of January; need W9 from current President, Member-at-Large, and Treasurer
- Send letter to 5230 #8 alerting him of boundaries and process of proxy; Treasurer will draft letter for board to review
- Insurance –
 - Touch base with Reilly to see if new bookkeeper needs to go under our bond
 - When we re-bid insurance, State Farm does not have wind & hail which is what we want

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

Open Forum

- 5260 #8 Erin Lennon –
 - Got broken into on 12/26, feels 5260 #9 is making her home feel unsafe
 - Have sent multiple letters
 - 5260 #9 denied restraining order extension, said he is planning to fix up the property and sell
 - Will we be able to send mail from our cluster mailbox?
 - Our outgoing mailbox has been broken into many times; recommend going to closest blue mailbox
 - Ongoing issue of cars parking in easement and she cant get through
 - Put in newsletter to not park in easement; pull up
- 5260 #7 Brenna Krier – brick work (studs out) is a mess; this is her formal request to get her brick work fixed

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

Meeting adjourned at 8:08pm: Motioned, seconded and passed.