

MEETING MINUTES

AGHA BOARD MEETING

WEDNESDAY OCTOBER 18, 2023, 7PM

V-ESPIRIT, 5240 SHALOM PARK CIRCLE, AURORA, COLORADO 80015

- I. **CALL TO ORDER:** Pro Tempore, President, Fred Freeh called the meeting to order at 7:06 p.m.
- II. **ROLL CALL**
Board Members present: Norm Arlt, Duane Bredel, Dave Estes, Fred Freeh, Matt Lenhart, Sandy Peoples, Randy Simpson, Jennifer Vaughan, Mike Zabinski
Board member term Expirations: 2024, Matt Lennart, Dave Estes, Duane Bredel, and Jennifer Vaughan; 2025, Fred Freeh, Norm Arlt, Randy Simpson, Sandy Peoples, and Mike Zabinski.
Homeowners present: Jan Guerra, Derrick Laughlin, and Kami Bredel
- III. **APPROVAL OF MINUTES:** August 16th minutes and September 18th Annual Homeowner's meeting minutes were not approved due to an oversight on my part. This will have to be done by the board members at the November 15th meeting.
- IV. **INTRODUCTION OF BOARD MEMBERS:** All board members were in attendance and introduced.
- V. **ELECTION OF OFFICERS:**
 - A. **Candidates for Officers of the Board**
President: Fred Freeh
Vice President: Norm Arlt
Treasurer: Matt Lenhart
Co-Secretaries: Randy Simpson and Sandy Peoples
 - B. Discussion by the candidates
 - C. The vote was taken, and the Officers were unanimously approved.
- VI. **BOARD FUNCTION ASSIGNMENTS:**
 - A. **Candidates for the assignments**
Grounds: Norm Arlt
Architectural Change Request: Dave Estes
Welcoming: Jennifer Vaughan
Social: Mike Zabinski
Neighborhood Watch: Jennifer Vaughan, Sandy Peoples, Fred Freeh
Communications: Duane Bredel
 - B. Discussion by candidates
 - C. The vote was taken, and the candidates were unanimously approved.
- VII. **UNFINISHED BUSINESS**
 - A. **Authorization of bill payments**
 - Matt requested a cover memo on Andover Letterhead with authorized Officer signatures of Fred Freeh, Randy Simpson, and Sandy Peoples. Fred will request of Anne. Matt determined in talking with Bellco that they need the names to be removed and names to be added for the Bellco checking and savings accounts. We will remove Lynn Walton, Kathy Johnson, Charlotte, (Anne) Stellmon from the Bellco

checking and saving accounts. We will add Fred Freeh, Randy Simpson, and Sandy Peoples to the Bellco checking and saving accounts.

- Payments will be made within a week.

B. Current financials

- They were not covered and will be covered at the next meeting.

C. Grounds Contracts

- Norm is working with Land Tech on some end of the year pruning and cleanup projects.
- Norm will send out requests for quotes in December or January for the 2024 grounds and irrigation work.
- The board approved the \$1000 quote for Land Tech to prune the 8 honeysuckles.

D. Dumpster Days

- Will be November 4th and 5th, changed to these dates because of bad weather.
- Mike will send emails out to the neighborhood residents to notify them.

E. Tennis court resurfacing

- Dave reported that the work has been done.
- It was suggested a tennis court reserve account be set up of \$3000 per year to cover the cost of maintaining the tennis courts.

F. Fence repair projects, completed.

- Wind/damage along W. side of shop creek, \$2775, The Fence Guy.
- Removal of downed and nearby Russian Olive tree sat NW corner of fence and pre-emptive removal of 4 trees along the N fence, \$5760, Monster Tree. There are 5 Russian olives left.

G. Insurance Claim

- Claim for fence repair of vandalism/wind damage was rejected.
- Claim for corner fence wind damage, tree removal, fence repair not covered.

H. Capital Improvement Plan and Reserves, tabled.

I. Board term limits, tabled.

J. Right of Way

- The Board requested the city to pay for the maintenance of the right of way which was rejected.
- CDOT to pay up to the curb. AG to pay for the rest.

IX: New business

A. Board Position Descriptions: Board members to write a "job description" of major functions of their position to be done in January with contingency plans. To be determined is where this information will be kept. Duane will do an annual update.

B. Bylaw and Covenants: Board members requested to read the bylaws and covenants

C. Training: Board members requested to take applicable HOA training.

D. Referrals of Non-conformance: Referral for address 14329E. Layton Drive has been completed. AGHA Grounds Referral will be discussed further at the November 15th meeting.

E. Code of Conduct: Mike, Dave and Randy requested to read, turn in the Code of Conduct to Anne.

F. Insurance Policies: Matt to investigate the insurance policies in the portal.

G. ZOOM/In Person Meetings: Duane and Randy to investigate the cost of equipment needed, Zoom license, dedicated laptop, microphone TV, for hybrid meeting both in person and on Zoom. This was passed unanimously.

H. Non-Compliance person- Randy as Secretary

I. Bill Payment Process: Set up bill payment process to avoid scams. See AG website, Resources, Covenants and Policies, bottom of the page AGHA Policies & Procedures.

J. Insurance review

- Point of contact is Matt
- Matt to review policy coverages, add new tennis court shack when it is completed.
- Matt to report on insurance coverage of the officers, and board members.
- Duane to update coverages in the website.

K. Communication: Homeowners that do not have email will be mailed the information.

- **Transparency to Homeowners:** The board will be transparent with the draft minutes, website, and newsletter.
- **Homeowners Directory:** Location numbers on Alphabetic Sort to be corrected. Randy to work with Anne.
- **Solid Waste Fee:** A mandatory Solid Waste Fee of 1% by Waste Connections starting on 1/1/2024 will be added to our contract.
- **V-Espirit:** A donation will be made to V-Espirit for the annual use of their facility.
- **Dues Increase:** Dues increase tabled until April

X. AGHA Forum: Noise attenuation along Parker Road was raised by Kami Bredel

XI. Board Reports

- A. President, Fred Freeh:** He stated that the Board was elected to enforce the Bylaws and Covenants and that all residents were made aware of them when they purchased their home.
- B. Vice President, Norm Arlt:** *See October notes below.
- C. Secretaries, Randy Simpson & Sandy Peoples:** Non potable water may be used to water our grass. More to come on this.
- D. Treasurer, Matt Lenhart:** Annual dues are now paid for 14314 E. Saratoga.
- E. ACC, Dave Estes:** previously covered
- F. Communications, Duane Bredel:** A calendar of events was suggested for the neighborhood.
- G. Neighborhood Watch, Jennifer Vaughan, Sandy Peoples, Fred Freeh:** They will contact a Par Officer to get ideas on how to organize a neighborhood watch using residents as the eyes and ears of our community.
- H. Welcoming, Jennifer Vaughan:** Jennifer continues to welcome new residents to the neighborhood.
- I. Newsletter, Cindy Wagner:** Cindy has volunteered to do this.

XII. Next Board Meeting I: November 15th, 2023, at 7:00pm at V-Espirit

XIII. ADJOURNMENT: The meeting was adjourned at 9:16 p.m.

- *AGHA Grounds Coordinator Activities - Norm Arlt, 2023-October
 - 1) Grounds – Norm and Quink
 - a) Worked with grounds and irrigation contractors on scheduled tasks and repairs
 - b) Identified 12 fence posts to be replaced as annual maintenance (scheduled 11/10/23)
 - c) Pruned various grounds shrubs
 - d) Emptied trash can full of dog poop by tennis courts and repaired holder (hazmat pay requested)
 - e) Replaced 7 brick wall entrance bulbs

- f) Replaced 5 up light bulbs, and transplanted one up light fixture
- g) Picked up trash along Parker Rd several times
- h) Cut and sprayed weeds by cyclone fence above creek underpass
- i) Spot-sprayed weeds in north creek area
- j) Removed trees/perennials from creek bed
- k) Sprayed weeds in to-be-mulched areas before the mulch was spread by tennis courts
- l) Set up spreadsheet for irrigation zone times and days
- m) Documented irrigation zone locations
- n) Repaired backflow picket covers, replaced trash can insert
- o) Winterized all three faucets after blow out
- p) Turned off power to irrigation clocks and removed backup batteries
- q) Verified plants and locations on Parker Sidewalk Gap project plan
- r) Uncovered drip lines and marked plant locations in Parker Sidewalk Gap area
- s) Reinstalled tennis court ball tray and wastebasket
- t) Cleared pine needles from tennis/pickleball courts
- 2) Grounds – LandTech
 - a) Mowed creek sides
 - b) Fertilized and aerated turf
 - c) Pruned all junipers
- 3) Grounds - Other
 - a) Norm, Quink, and Fred did walk-throughs of grounds to plan future steps, pull weed, pick up trash, etc
 - b) Irrigation system was shut down and blown out on 10/2/23 by Sprinkler Man
 - c) Ron Adams spread mulch piles by tennis courts
 - d) Braylon removed and sprayed weeds along Parker Road right-of-way
 - e) Braylon resigned as grounds contractor due to insurance issues