

WOODY CREEK HOMEOWNERS ASSOCIATION

Meeting Minutes of November 16, 2021

Attendees:

1. **President**
2. **Vice President**
3. **Treasurer**
4. **Member at Large**
5. **Kyle Beck 5260 #12**
6. **Julia Culvia-Ferguson**

Called to order @ 6:31pm

Secretary's Report:

- October Minutes are approved
- Correspondence - none
- Newsletter

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

Treasurer Report:

Treasurer report from 10/31/21

Profit & Loss review

Net income \$3,870.43

Deposit Detail \$0.69

Checking: Ending Balance as of 10/31/21 \$13,376.86

Money Market: Ending Balance as of 10/31/21 \$72,168.15

Regular Monthly Bills:

Altitude Community Law \$0	City of Arvada \$ 0
Waste Management \$839.17	Excel Energy \$0
Bookkeeping-1 st week of the month Virtue LLC 10/1/21 \$500.00	State Farm Insurance \$3,262.00
Alpine Winds Landscape & Maintenance, Inc. \$0	Rocky Mountain Snow removal and Landscaping \$0
Ground Maintenance \$462.00 10/1/21 \$296.25 10/15/21	Duty Free Pets \$0
Colorado Pest Management \$0	Denver Gutter \$0
Morrison Backflow \$	

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Checks written and approved since last meeting:

Checks to be signed:

Water bill:

Property for Sale:

5260 #12 sold \$350,000

5250 #9 still accepting offers at \$329,900-may be under contract still

Owners in Arrears:

5210 #1

5230 #1 [first notice sent out]

5220 #8

5230 #4 [second notice sent out to those not in collections]

5260 #9

5220 #3

Rental Percentage is at 17%

Correspondence:

None

President makes motion to accept the treasurer's report; Vice President seconds; all accept.

Additional Correspondence:

- President –
 - Treasurer training
 - Keith
 - Increase in Soliciting

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- Alpine Winds asking about invoices
- Complaint about an off-leash dog
- Vice President –
 - 5260 #11 August minutes incorrect & who oversees ground maintenance - that is now Michael, Member at Large
- Secretary
 - None
- Member at Large
 - 5260 #11 about website up to date, website has been updated
 - Denver Gutters, scheduled for as soon as they have availability (January 2022)

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

Old Business

- Groundskeeping –
 - Spoke with Keith about bringing him back to take care of leaves, he is handling those tonight.
 - Total 16 hours per month (4 hours per week) with an outline of exact duties each week, and if there is ever a case where more work is needed, board permission is needed
- Concrete –
 - Reach out to vendor to get specifics on when this could start and payment arrangements
- Hit & Run at 5220
 - Owner said she would contact the President when the next phase of work is ready to start once asbestos abatement had finished, but we haven't heard anything
- Treasurer training - due to all duties that had lapsed, we've engaged in training for new board members and are now catching up on all files, records, and standardizing processes
 - Two sessions with Brenna to bring Kristin up to speed
 - One session with Gary to align on processes moving forward
 - We will be updating Quickbooks weekly with a file from Gary to keep records more consistent
 - Would like Vice President to file DORA report and State of Colorado report (this report has been outlined in our contract in the past with Altitude that they can file it for us, we need to confirm this, and do it ourselves if not)
 - We need a new safe since we cannot find the old one, Joan will reach out to David to see about pursuing tracking down the old one
- Alpine Winds Snow Contract
 - We will reach out to update/confirm snow contract

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

New Business

- Dues Increase for 2022
 - Increase to either \$180 or \$181 per month which are both within the 5% maximum
 - President motions to increase Dues to \$181 per month for January 1, 2022, Vice President seconds, all accept, motion passes
- 2022 Budget
 - Kristin provided line item summaries to Gary for 2022 budget, Gary is working on it
 - Need concrete project payment information, based on printed estimate that Michael has, we'll calculate an estimate (\$46,000 was verbally communicated), but if we budget around \$42,000, there are not specifics in the quote
 - How and when was Outlook (email) set up? - Office 365 through Godaddy, which we believe was paid out for two years. Web-builder is good through July 2022, Website is good thru 2023, Microsoft 365 Email+ is good through 2024
- Increase in Soliciting in the Complex
 - We can put "no Soliciting" signs at each entrance to the complex, without the signs law allows anyone to solicit. Once the signs are in place, anyone soliciting will need a peddler's license which includes a badge that has their name and photo on it as well as the physical license, without it they can be considered trespassing and police could be called
 - President will purchase signs and see about getting it installed
- Vendor Lenders
 - Kristin will check Quickbooks for if Vendors were updated or not before we send out letters
- Trash dumping fee for 5270 #3 - letter will be sent

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

Open Forum

- Inquiry about the new development behind 5260 from new owner, encouraged to attend City meetings

Next meeting is set for Tuesday, December 14, 2021 at 6:30pm

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Meeting adjourned at 7:47pm: Motioned, seconded and passed.