

The Farm at Creekside HOA Regular Board Meeting of April 21, 2016

Place of meeting: 2251 Blue Bird Drive (home of Vann Hilty)
Time: 7:00 p.m.
Closed: 9:00 p.m.
Minutes Prepared by: Rosalyn Weller, Secretary

Board members in Attendance:

Bilge Birsoy	President
Rosalyn Weller	Secretary
Vann Hilty	Director at Large
Adam Rush	Director at Large
Heather Staples	Director at Large
Sharon Steele	Director at Large
Robert Taylor	Director at Large

Guests: David Weinberg, ex-Treasurer
No other homeowners were in attendance. A board member presented a request for a waiver from a homeowner (see item 11).

Agenda:

1. General information was provided to new board members about the use of our website.
2. Communications between board members. The board agreed that members should respond to emails requesting a response within 72 hours (unless they are out of touch with email).
3. Officer Elections. A new Vice President, replacing the previous VP no longer on the board, was unanimously elected – Sharon Steele. A new Treasurer, replacing the previous Treasurer no longer on the board, was unanimously elected – Vann Hilty. Vann Hilty will replace David Weinberg as Signatory on Capital One account and Bank of the West account. The other officers were re-elected: Bilge Birsoy as President and Rosalyn Weller as Secretary.
4. A member, Heather Staples, was added to the Architectural Committee.
5. Treasurer's report. The 2016 budget (passed out to homeowners at the annual meeting by the previous Treasurer; called "Preliminary 2016 budget") was approved by the board. It will be posted on our website so it is available to all homeowners. The new Treasurer noted that the newly purchased financial software was not useful and was returned for a refund. He will use other software that he already has. The Treasurer had all board members sign new bank forms.
6. The board agreed that a fiscal review of the HOA bank accounts (expenditures/disbursements) should occur on a regular basis. Such meetings of either the entire board or a subgroup of board members will be scheduled about two or three times/year.

7. The number of directors was discussed. A former board member asked whether he could re-join the board. However, that would bring the number of directors to eight, greater than the number dictated in the bylaws (5-7). Although the number of directors could be changed by an amendment approved by a majority of the board, such a newly added director would have to be elected by the homeowners. Thus, the former board member was told “no” re: rejoining the board. The discussion led to the recognition that it would be disadvantageous having an even (e.g., 8) rather than odd (e.g., 7) number of directors. For this reason, the bylaws will be amended to state that the number of board members is 5 or 7, rather than 5-7.
8. HOA insurance. There was a question about whether our HOA liability insurance covers those who do HOA volunteer service but are not board members. A board member had contacted our insurance agency about this and been informed by email that ex-board members and committee members would be covered. The board wondered whether this meant that all volunteers who were not directors would have to be part of a formally named committee, such as the social committee, and whether the Maintenance Manager job title should be changed to Maintenance Committee chair. A board member contacted our insurance agent the next day and was sent our complete insurance policy with relevant sections highlighted. Non-board volunteers doing HOA-related service are covered under the Commercial General Liability Coverage Form. Their job titles do not have to include being part of a “committee.”
9. Enforcement update. The board member serving as the Acting Maintenance Manager summarized Property Guideline enforcement activities of the past year. In addition to the approximately 20 courtesy letters sent to homeowners with HOA perimeter fences that asked them to trim their branches that hung over the fence, there were eight additional infractions pursued. Most had to do with parking trailers or inoperable cars in the driveway for more than 72 consecutive hours. There was also one instance of a homeowner throwing grass clippings over the HOA fence, a basketball hoop support on the sidewalk, a dead front lawn, and an odor complaint related to a home business. All infractions were cleared by homeowner compliance before a fine had to be enacted. The Acting Maintenance Manager also contacted Longmont Code Enforcement about a trailer repeatedly parked along Pintail close to Eagleview Circle for long periods of time. Longmont Code Enforcement tagged the trailer a few times, resulting in its owner moving it to another site (not in our neighborhood).
10. Maintenance Manager Job Description. Although the Acting Maintenance Manager handled Property Guideline enforcement emails and letters over the past year, the board discussed whose job that really was. Although a couple of board members thought that enforcement *was* part of the Maintenance Manager’s job, the majority of the board did not. Another possibility considered was that enforcement was part of the Architectural Committee’s job. It was decided that, following a complaint from a homeowner (who could be a board member), at least two board members from the three on the architectural committee would confirm the infraction, taking pictures if possible, and provide the details to the secretary. This would ideally occur within two days. The secretary would prepare the email or letter and send it to the board for approval or modification, and email or mail the final missive. Another task performed by the Acting Maintenance Manager last year was periodically picking up trash along the perimeter fence. The board did not want to require that task for the position. It was suggested that the neighborhood have group clean-ups, like Creekside does. Such an event could be made social/fun by perhaps linking it to a cook-out or a regularly scheduled event such as the Oktoberfest afterwards.

11. **Property Guideline Revisions.** Property Guideline revisions related to driveway parking of trailers, RVs, boats, and campers; aspens and cottonwoods; basketball backboards attached to homes; required screening of junk or trash items currently stored in front of or beside homes; and setbacks for front and side fences were discussed. As to whether trash cans permanently left in front of homes were acceptable was tabled for homeowner discussion at the next annual meeting. The secretary will send text of the suggested revisions to all board members for approval before they are added to the Property Guidelines. One homeowner (2536 Eagleview Circle) will be granted a waiver for parking a small camper/RV in their driveway because they were mistakenly verbally told by a board member before they purchased the camper top that they would be permitted to park it in their driveway as long as they moved it every 72 hrs. (which they have been doing, to drive it to work twice/week). This would normally not be allowed, as the vehicle is really being parked long-term in their driveway. The homeowner asked for the waiver in writing from the board. The secretary will prepare this letter.
12. The board left it to the Acting Maintenance Manager to select an electrician for the work to be done at the Eagleview Circle island to add outlets.
13. The secretary noted that minor changes will have to be made to our Collection of Unpaid Assessments Policy to reflect changing the annual dues date from May 1 to July 1. The board approved these changes. A revised Collection Policy will be added to our website.
14. Re: the Document Retention and Destruction Policy, the secretary gave board members the annual Document Destruction Certification Letter to sign, stating that they have discarded old (> 6 mos.) HOA-related emails and written documents no longer needed.
15. A board member noted that section 38.33-209.7 of CCIOA (Colorado Common Interest Ownership Act) says that HOA's should educate their members annually. The board decided that the documents on our website would satisfy this education requirement.
16. The President approved a board member as participant in the Longmont Neighborhood Group Leaders Association (NGLA).