

# **HIGH PINES OWNERS' ASSOCIATION, INC.**

## **BOD MEETING**

**June 4, 2012**

### **I. Call to Order**

- Meeting called to order at 7:31 PM at 20217 Kenneth Lainer Dr.

### **II. Attendees**

- Bob Linza, President
- Joe Berube, Vice President
- Bonnie Sepelak, Secretary
- Carrie Johnson, Business Manager
- Excused: Chris Taylor, Treasurer

### **III. Action Items From 05/21/12 Meeting**

- Bonnie – Verify date of the Filed covenants that she received when home purchased
  - ❖ Bonnie verified covenants dated 08/07/02 at 1:37 PM, Reception # 202130491
  - ❖ Carrie Johnson found that another version Filed 08/07/02 at 1:38PM, Reception # 202130493
- Chris and Joe – find out details of Insurance Policies (General Liability and D&O), which are due for renewal in June 2012.
  - ❖ On May 25, 2012, Joe and Chris spoke to Linda Engle and Kelly Saunders. Review of current policies resulted in the following changes:
    - ❖ General Liability
      - ◇ Coverage for fences/walls decreased to \$50,000
      - ◇ Signs decreased to \$3000
      - ◇ Medical liability remains \$1 million per incident (\$23 million per year)
      - ◇ Cost decreased from \$612 (after adjustments) per year to \$596 per year, down from \$908 last year.
      - ◇ Premium has been paid
    - ❖ HPOA BOD Liability
      - ◇ Currently \$1 million D&O liability with \$1000 deductible. Annual premium is \$1173 up from \$964 last year
      - ◇ Premium has been paid
    - ❖ Umbrella insurance
      - ◇ For \$5 million premium would be \$975
      - ◇ For \$1 million premium would be \$563

- ❖ Workman's Comp
  - ◇ Provided an application for policy
  - ◇ Premium would be \$321
  - ◇ All that is required is to complete the FEIN # at the "\*" on the first page, sign and date page four and return. Policy effective date will be the day after the carrier receives the application and bind order
  - ◇ When hiring contractors, remember to ask for certificates of insurance, obtain Waiver of Subrogation against the Association and request the Association be listed as Additional Insured on their policy.
- ❖ General Discussion
  - ◇ Discussed the possibility of combining the HPOA with the HP Patio Owners Association. The difference in the risk profiles between the two owners' associations was presented. The Patio Homes is a much higher risk association. They also thought that perhaps the patio homes each were insurance as a part of their overall insurance coverage. It seemed fairly clear that it would not be a good idea to merge or consolidate these two owner associations.
- Joe – work with Home Owners Association for Heights on drainage area clean up.
  - ❖ Update on progress of contact with Home Owners Association for The Heights subdivision on drainage area clean up was unavailable. Agreement on clean up of drainage that feeds into us to include pine needles and grass clippings. Action is to follow up.
- Joe – HOA club/coordination with neighboring HOAs – next NEPCO meeting
  - ❖ Joe has information, need to send out to HPOA BOD members
- Bob – contact county about lack of proper crowning on roads and cracks in roads.
  - ❖ The item for the crowning has been tabled.
    - ◇ Follow up with the county indicated that they are only under obligation for the crowning for two years from original date
    - ◇ Further discussion with Carrie uncovered the fact that the affected homeowner of the home at the Southwest corner of Plowman and Kenneth Lainer Drives has previously taken legal action, due to the flooding issue, and the issue has been resolved.
- ❖ Cracks in road are triaged by county
  - ◇ Bob has submitted an application with the county for having the big cracks sealed at the corner of Kenneth Lainer and Plowman Drives. Follow up with entire subdivision needs.
- Bob – Compose letter to homeowners addressing landscaping additions that can affect drainage. It is a homeowner's responsibility to contact Larry Syslo to see if

drainage will be affected. If the owners make alterations and the drainage is adversely affected, it will be their responsibility for corrections.

- ❖ My 23, 2012 Bob submitted a draft of the letter to BOD members for approval.
  - ◇ BOD members have submitted feed back
  - ◇ Agreement was made that the importance of this letter requires this letter to be mailed
- Carrie – Get receipt for HOA improvements to Melanie Ann Ct drainage
  - ❖ Carrie provided treasure report for work
    - ◇ Still need to provide actual receipts
- Carrie - Correspondence with Mr. Roach, previously requested
  - ❖ Carrie mailed a letter to Mr. Roach he no longer has e-mail or phone. Mr. Roach has not responded to the request
  - ❖ Letter needs to be sent certified mail
- Chris – HOA website
  - ❖ Website should be ready to go live ~ end of June
  - ❖ Discussion on having a FAQ section included on our website. This would be based on the information that we have found over the last few months.
- Mowing bids
  - ❖ Carrie has now indicated that she is not interested in putting in a bid
  - ❖ Still no bid from Provost. They came back and said that they would require information before they can provide a bid.
  - ❖ Bob had discussion with Grass Masters owner, Jim (Carrie had previously talked to the son). The father indicated that he would still be interested and would be in touch to submit a bid. He has not contacted Bob
  - ❖ Joe is going to take over and make sure the grass gets mowed
  - ❖ Carrie is taking care of lots 7, 45, 61 & 63
  - ❖ BOD has agreed not to act on mowing lots 55 & 59
- Landscaping
  - ❖ County line approved to be widened between I-25 and Furrow Rd. How will this impact our subdivision landscaping?

- ❖ Joe received two bids for signage. One with ABC Landscaping for \$750 each. The other company bid at \$1500. We would start with two signs and eventually get all 4.
- ❖ Have art contest for signage and motto. Announcement to be included in letter that is being sent to homeowners.

#### IV. **New Business**

- Reserve Study (House Bill 091359 Reserve Law & 12-1237 Record Keeping Law) ([www.cohoalaw.com](http://www.cohoalaw.com) provides general information – hot links to actual laws)
  - ❖ Reserve Study required by all HOA boards.
    - ◇ Do not have to call in an engineer; reserve can be based on reasonable man estimate
    - ◇ Reserve study for HPHOA would probably consist of 20-30 pages. Including information on items that HOA is commonly responsible for, i.e. signage, drainage, irrigation, mowing, etc.
  - ❖ New law requires all board members to have equal access to all records
    - ◇ Carrie is required to submit past HOA records to the current board, including original or electronic versions
    - ◇ Carrie indicated that a lot of original documents may have been destroyed in office fire
    - ◇ Need inventory list of documents that are required to be in the hands of BOD
    - ◇ Should have 1 or 2 external hard drives kept in separate locations as back ups. Website could be used for one means of backup for documents
  - ❖ Committee chair members must have same qualifications as Board members. If not eligible to be a member of the BOD you are not eligible to be on a committee.
- Homeowner brought “hidden fire hydrant” issue to BOD attention.
  - ❖ A flowering bush that the homeowner had planted hid the fire hydrant on the property of Art Behling.
    - ◇ Joe Berube talked to property owner and property owner trimmed bush
    - ◇ Board members believe that is now visible enough but feel like the fire department should make the determination

#### V. **Action Items**

- All – review changes to covenants to determine what changed between the two filings
- Bonnie – compose and send certified letter to Bill Roach
- Joe – grass mowing – grass has been mowed by Little Lynn’s Lawn Care, for \$390
- Joe – follow up on details of insurance policies – completed 05/25/12
- Joe – Contact HOA for the Heights to follow up on drainage clean up
- Joe – send contact information for neighboring HOA Board members
- Joe – Contact PPRT, re County Line widening to ensure what landscaping we should do, when time comes
- Bob – submit additional road maintenance request, to El Paso Transportation Dept., to cover all the big cracks in the subdivision
- Bob – finalize letter to homeowner’s
- Bob – Contact Tri Lakes Fire Dept
- Bob – Create reserve study
- Bob & Bonnie – create list of required records for Record Keeping Law
- Chris – add FAQ section on website
- Carrie – provide past HOA records to Bonnie
- Carrie – provide receipt for HOA work done on Melanie Ann Court & corner of Kenneth Lainer and High Pines Dr.

## **VI. Future Meetings**

- **NEPCO – 07/14/12**
- **BOD meeting – 07/30/12 @ 7:30, 20272 Kenneth Lainer Dr.**
- **General Membership meeting – last Monday in January 2013, per bylaws**

**Bonnie Sepelak**



**HPHOA Secretary**