

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

## **BOD MEETING**

**May 21, 2012**

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

- Meeting called to order at 7:42 PM at 20434 Kenneth Lainer Dr.

### **II. Attendees**

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

### **III. Action Items From 04/23/12 Meeting**

- Chris - get current "filed covenants". Carrie indicated there was an amendment in 2007, which is not in the current copy the BOD, has.
  - ❖ Chris did not get an update on "filed covenants". Carrie followed up on 05/22/12 stating that her copy was dated 08/07/02. Contact with the El Paso County Zoning staff indicated that the clerk's website is searchable and that driving to the county office is no longer required.
- Chris and Joe – find out details of Insurance Policies (Commercial Package and DNO), which are due for renewal in June 2012.
  - ❖ Chris and Joe did not get an opportunity to follow up on details of Insurance Policies (HOA umbrella liability policy and Directors and Officers policy), which are renewable in June 2012. Based on last year's numbers, Chris is authorized to pay for updated policies as long as they are not materially different in costs from approximately \$1500-\$1700 (last year combined costs)
- 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
  - ❖ Meet other HOA board members. No follow up with other HOAs at the NEPCO meeting based upon the political nature of the meeting. Follow up is still required.
- Bob – contact county about lack of proper crowning on roads.
  - ❖ No follow up with the El Paso Transportation Department regarding road maintenance and the lack of proper crowning on roads. (Note: Jim Hadley and Carrie Johnson contacted the county last fall on this issue).
    - ◇ The identified issue is flood risk at the house at the southwest corner of Plowman and Kenneth Lainer Dr. Due to improper crowning the water doesn't drain properly to the east side of the road.
    - ◇ The cracks on Plowman Dr are now at about 3-4 inches deep and several inches wide.
- 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.
  - ❖ Joe asked to address parking cars on the street and trailers parked next to homes is not allowed IAW the covenants.
  - ❖ The decision was made, in discussions from previous meetings, that it's a homeowner's responsibility for corrections if they make alterations and the drainage is adversely affected. Draft letter to homeowners addressing drainage and general property owner responsibilities was provided for review. Follow up on the letter will be accomplished electronically.
  - ❖ Carrie Johnson provided copies of the Colorado Springs Standard Operating Procedures for Maintenance and Inspection of Extended Draining Basis, dated May 2008, which will be made available to all homeowners.
- Carrie – Get receipt for HOA improvements to Melanie Ann Ct drainage
  - ❖ No receipts were provided. Follow up is required.
- Carrie - Correspondence with Mr. Roach, previously requested
  - ❖ Unable to locate information from Bill Roach on approval for the HOA to make improvements to the corner of High Pines Dr. and County Line Road. Follow up required.
  - ❖ Carrie recalls that there was a recorded easement required in order to put the HOA fence on Lot 61 (Mr. Roach's property) before it was done. She is unaware of the paperwork available on the specifics.
  - ❖ Based on Carrie's recollection, there is a potential issue with a new buyer requiring a "variance" for site plan approval and construction due to the lot being smaller than the county required ½ acre. Need to follow up on the reference to the ½ acre constraint.



- ❖ Any further action on landscaping will be delayed until clarity is provided on liability or advice from legal counsel on additional work.
- Chris – HOA website
  - ❖ Chris showed the board a draft website for the HPOA at [www.myhpoa.org](http://www.myhpoa.org) for review. Going public with the site will occur after it's more fully populated with basic HOA documentation and contact information. Links to the [www.nepco.org](http://www.nepco.org) site will be included.
- Carrie – Landscaping bids
  - ❖ Carrie obtained no additional landscaping bids. She is expecting a bid from Provost by end of week. She stated that Grass Masters is no longer interested in taking business this far north of Colorado Springs and those previous agreements were made as favors. Bob Linza called to follow up after seeing the Grass Masters landscaping crew working on the Patio Homes common areas and no additional work as Carrie indicated. The work was very professionally completed.

#### IV. New Business

- Bob learned informally from a colleague at work that there is a Colorado statute, dated 06/15/09, that requires financial reserves to be established due to our status as an HOA. Rick McKittrick (Bob's colleague at Schriever AFB) suggested following up to identify specifics. Informally, he suggested the HOA has responsibility to perform a risk assessment regarding general liability and to establish a reserve to avoid an assessment that could be a problem with the membership in the future based upon foreseeable circumstances.

#### V. Action Items

- Bonnie - verify the date of the Filed covenants that she received
- Chris & Joe – follow up on details of insurance policies & renew
- Joe – Contact HOA for the Heights to follow up on drainage clean up
- Joe – Contact of other HOA board members at NEPCO mtg
- Bob – contact El Paso Transportation Dept. on crowning and road maintenance
- Bob – finalize letter to homeowner's and distribute to board members electronically
- Carrie – provide bid from Provost
- Carrie – contact Bill Roach for written approval to land approvals
- Carrie – provide receipt for HOA work done on Melanie Ann Court
- Bob – follow up with HOA attorney re: subdivision entrance improvements at High Pines

## **VI. Future Meetings**

- **NEPCO – July 14, 2012 10am – 12pm**
- **BOD meeting – June 4, 2012 at 7:30 PM (Joe Berube's house)**
- **General Membership meeting – last Monday in January 2013, per bylaws**

**Bonnie Sepelak**

*Bonnie Sepelak*

**HPHOA Secretary**