

HIGH PINES OWNERS' ASSOCIATION, INC.

BOD MEETING

April 9, 2012

I. Call to Order

- Meeting called to order at 7:30 PM at 20220 High Pines Drive.

II. Attendees

- Bob Linza, President
- Joe Berube, Vice President
- Chris Taylor, Treasurer
- Bonnie Sepelak, Secretary
- Carrie Johnson, Business Manager
- Jim Hadley, form HPOA President

III. Agenda

- April 9, 2012 meeting
 - ❖ HOA maintenance responsibilities – where to find in writing
 - ❖ Mr. Roach landscaping approvals and correspondence
 - ❖ Bids for entrance landscaping
 - ❖ Monument-style entrance
 - ❖ Construction materials on lots 61 & 63
 - ❖ Revised by-law filing
 - ❖ Liens
 - ❖ Website
 - ❖ Transferring responsibilities to new board
 - ❖ NEPCO membership
 - ❖ Treasurer update
 - ❖ Written rules for drainage requirements
 - ❖ Review of specific tasks Carrie Johnson currently executes
 - ❖ Architectural Control Committee SOPs, rules, processes
 - ❖ Telecon with Regional building and county zoning

IV. Discussion By Topic

- Meeting was held for the purpose of acquainting the new board members with the maintenance practices and contacts that have been utilized by previous board.
 - ❖ Copies of the High Pines Plat were distributed to board members – the areas of maintenance for HOA responsibility are included on the Plat

- ◇ Carrie Johnson provided extensive and comprehensive information on history of 2 plat filings for the HPOA. Copies of Filing #10672, 1st High Pines Plat Filing, filed 09/15/2000 and Filing # 11949, 2nd High Pines Plat Filing, filed 03/16/2005, were provided to each new board member.
- ◇ Carrie also provided copies of the Private Detention Maintenance Agreement, Dated 12/22/2000, for new board members. Discussion centered on the HPOA draining challenges, responsibilities as noted on the filings and drainage agreement. Specific focus was on Tracks A, B and C. Interchange was extremely helpful and valuable.
- ◇ Carrie shared extensive experience with the county drainage systems manager, Larry Syslo. Carrie stated that original county design on subdivision drainage was incorrect. She worked with the developer's lawyer, Dave Cook, and got the county to fix drainage in some locations.
- ❖ Carrie informed board that the revised by-laws needed to be filed with the county. Joe volunteered to file by-laws with the County.
- ❖ Carrie was asked to provide approvals and correspondence with Mr. Roach on landscaping agreements.
- ❖ Much discussion on drainage requirements
 - ◇ BOD was informed that Larry Syslo, Supervisor of Water and Drainage with El Paso County has been the main contact for issues with roads and drainage.
 - ◇ The name of Lance with Woodmoor Water was also provided. Last name not known.
 - ◇ Larry Syslo provided e-mail with requirements, concerns & comments on drainage areas and problems on the southeast corner of Melanie Ann Ct. Drainage problems created by owner landscaping changes.
 - Requisitions are filed with the county when roads require maintenance.
- ❖ Mowing and landscaping requirements were discussed.
 - ◇ The board clarified that there have been mowing costs incurred that were not the HOA's responsibility.
 - ◇ The board recommended walking the area to get a better understanding for what is the HOA responsibility.
 - After reviewing the plat filings, Joe, Chris and Bonnie met on April 12 and walked along the County Line, High Pines & Kenneth Lainer area to familiarize us with the HOA responsibilities in person. Clarification was obtained regarding HOA responsibilities. The group also conducted an informal survey regarding options to complete landscaping and extension of the wall along the

west side of the southwest corner of County Line and High Pines Dr. at the entrance.

➤ **Bids on mowing, entrance and signage**

- ❖ Joe Berube has received 2 bids for entrance completion – both were ~\$17,000 to complete wall, and landscape including 8 trees.
- ❖ The board agreed that the HOA has been paying ~\$1200 a year for mowing that is the county's responsibility. This practice was supported by previous HPOA board members to keep the neighborhood presentable. No known approval of HOA members allowing this action. The board will get three bids for mowing excluding the area along County Line road that is El Paso County responsibility.
 - ◇ Carrie will submit a bid that she indicated would be half of what she's been charging the HOA
 - ◇ Carrie will get bid from "Grass Masters"
 - ◇ Joe will get third bid

➤ **Revised By-Law Filing**

- ❖ By-Laws were registered with the county on 04/11/12.

➤ **Vacated Properties & HOA Dues**

- ❖ Why have lots 53 & 59 not had liens filed on them?
 - ◇ The board determined that these lots should and will have liens filed against them.

➤ **Website**

- ❖ Bob Linza spoke with Tony McKenzie as follow up voiced during the general membership meeting in January 2012. Tony stated there was no need for a Website Committee.
- ❖ Chris Taylor was given the go ahead to start developing a site.
 - ◇ Chris found that NEPCO has a website that would fit our needs.

➤ **Transfer of responsibilities to new BOD**

- ❖ The new BOD has requested that Carrie include them on decisions/meetings that are High Pines subdivision related. For example, Carrie indicated that she had met with Larry Syslo a couple of times this year and the current BOD was unaware of these meetings.
- ❖ The current board agreed that undocumented decisions were made in the past. The current board wants to ensure that HOA activities are documented in writing.

➤ **Filing Liens**

- ❖ Chris has filed liens on lots 53 & 59
- ❖ April 23 meeting, liens have been filed. Current liens consist of lots 3, 53, 55 and 59.

➤ **Construction Materials**

- ❖ Construction materials on vacant lots 61 & 63 have been cleaned up, with the exception of window well. The owner used some of

the items to close the hole in the fence along County Line Rd.
behind lot 62.

V. Action Items

- Carrie work with Kelly McCurley to get liens filed on lots 53 & 59.
- Bonnie draft BOD minutes

VI. Future Meeting

- BOD meeting April, 23, 2012 at 7:30 PM (at Bob Linza's house)
- NEPCO – May 12, 2012 at 10 AM
- General Membership meeting – Last Monday in January 2012, per by-laws

Bonnie Sepelak