

**MEETING MINUTES OF THE BOARD OF DIRECTORS**  
**DUTCH CREEK VILLAGE HOMEOWNERS & RECREATIONAL ASSOCIATION**

July 10, 2007

The Directors of the Dutch Creek Village Homeowners and Recreational Association, a Colorado non-profit corporation, held their regular monthly meeting in a meeting room of the Trinity Christian Center on Coal Mine Ave. The meeting was called to order at 6:37 PM by the President, Marcel Savoie.

A quorum of Directors was present at the opening consisting of Directors: Savoie - President, Melfi – V. Pres., Hannum - Architectural Control, Pillow - Treasurer, and Parker – Secretary. Directors absent: Swoboda and Dowell. Dowell later came in – he'd been locked out, having arrived after 6:30.

Committee Members Present:

Facilities Improvement Committee/Greenbelts and Landscaping committee: Rich Hagan

**OFFICER REPORTS:**

President's Remarks:

In reviewing the Policies and Procedures documents we now have, Marcel plans to conduct meetings with a Homeowner's Forum at the beginning of meetings. We need to have the guests sign in for each meeting and write, briefly, the reason for attending.

In addition, Board members were reminded that as a Director of the Board, one can no longer be perceived as "just a homeowner". Therefore, Director can't take an action regarding the Dutch Creek Village properties as an individual – only as a Director. Thus, all decisions need to be made by the Board at a Board Meeting. Phone calls and e-mails are not proper procedure for determining Board action.

Regarding the Policies and Procedures, it is Marcel's opinion that the members of a committee, e.g. ACC, should consist of no more than one Director from the Board. Otherwise, the appeals process is not effective. A homeowner needs to be able to make an appeal to others not on the committee who has made the decision being appealed.

Agenda items: As officer reports, which should be a summary of actions taken, are given, that Director has the opportunity to add items to the Old Business or New Business. Marcel hopes that we can spend our time more effectively this way.

Secretary: The Minutes of the June 14<sup>th</sup> Board meeting were reviewed. Chris Pillow moved to accept the Minutes as written. Mark Hannum seconded the motion. Minutes were approved as written. Eileen asked that the Board review the policy of taping all meetings and archiving the tapes.

V. President: Karen Melfi reported on the tennis court situation. She met with interested homeowners, including Dee Pape who had recently looked into some options for maintenance of the existing courts. Other homeowners involved are: Kathy Aarnio and Rich Hagan.

Karen reminded us that the estimate for totally replacing the courts was about \$157,000 a year ago. This was for a court surface like the one at Weaver Park which gets slick when wet. The survey conducted by Peige Visser and the original Facilities Improvement committee found that only 3 of 60 respondents didn't want to see the tennis courts maintained, repaired, or replaced.

The easternmost court is in the best shape of the remaining three. However, it could be repaired, thus making it playable and safer, too, for about \$500. The process is one of killing the weeds in the cracks, filling the cracks with sand, grinding it down and resurfacing that area. This would not fix the cracks around the fence line – only the major cracks in the playing court. Also, this probably needs to be done annually.

Handout #1: synopsis of the 2006 survey respondents' response to the tennis court question (Rich Hagan did this)

Clarification of question about yearly Budget: If a budgeted amount is not used during that year, the funds are not continued forward.

Treasurer's Report: Handout #2; Chris Pillow

\*\$3600 short of reaching this year's budgeted income

\* 4 homeowners have received notification that the HOA has started legal proceedings for collection of past dues/assessments (see Handout #2, last page for names –the four exceeding \$1000; except for one who is making payments already.) This will cost us some in legal fees; but should recover most of those in the collections.

\*No major changes in expenditures since last month. There are several expenses to be paid in the next month, probably.

\*Patio Pools contract was questioned. Marcel will ask Debbie for a copy for the Board's perusal.

ACC – Architectural Control Committee: Mark Hannum

\*3 letters, for addressing Covenant violations, will be e-mailed to the Board ASAP. Mark needs a computer copy of the Documents, if possible. Eileen stated that Lou Day does have them on the computer.

\*The specifics of time and penalty assessments need to be clarified in Mark's opinion. Eileen stated that she believes it is in our Policies and Procedures documents.

\*Another issue for which we need to decide policy – a neighbor has painted house a different color than it was and didn't get ACC approval first. Do we fine, tell him it has to be redone in the proper procedure, ignore it, or what?

\*Vehicles parked on the street and not used: how to handle? What is Jeffco's policy? Rich Hagan has been told that the county will take 3 weeks from a call to begin action on this kind of a problem.

Chris Pillow told Mark of a construction trailer on S. Marshall Ct. that has been there, in violation of our Covenants, for over a week, now.

\*Eileen asked if Mark's committee has acted on the trailer parked on a driveway on S. Newland Ct. of which she reported a month ago and again within the month. No action has been taken.

Greens/Landscaping: Dan Dowell – absent

Pools/Tennis Courts: Debbie Swoboda – absent

\*Marcel reported the following from Debbie:

Needs to be done: Glass off the tennis courts, signs at the Pool (action ordered last month), soap dispensers in bathrooms, light bulbs replaced as needed

Done: Showerheads are up

\*Mark offered, free of charge to the HOA, the services of his company as needed at the pool. This offer was made to Debbie after the last meeting. Marcel will follow up.

\*Karen Melfi offered her son and his tall ladder at the June meeting and made the offer again.

\*Decision was made to report the number of Debbie's board meeting absences to Marcel, by Eileen, as this has been an ongoing problem.

\*Issues of ongoing needs at the Pool and inaction of getting them done also needs to be discussed.

Facility Improvement Update: Rich Hagan

\*Goodland Construction's owner, Louie Worland, is the foreman on our job. Unfortunately, that isn't working well as when he is gone, no one takes responsibility. The sprinkler heads were put in at dirt grade, and then the sod was put in. The sprinkler heads don't come up above the sod and we're getting dry spots. Dan, Rich, and Louie Worland are to meet first thing in the morning to get the punch list going, take down the orange fence around the sod, etc. No final payment will be made until all the "punch list" items are done to our satisfaction.

\*Dan Dowell and Jack Clark are working on an irrigation problem in the Filing III.

\*Denver Urban Drainage and Flood Control has contracted for the removal of silt on the creek and under the bridge at Pierce and Dutch Creek – to be done this summer.

### **OLD BUSINESS:**

1) Website: Lou will work on getting the information asked for at the last meeting – as soon as he is well again.

2) Community Fence: Pierce Street is the main issue though there may be other perimeter fences of which we need to be concerned. However, the fence on Coal Mine that is being propped up is at a home that is not a part of the Master Association and thus not under our control.

Chris stated that he believes that we need a definitive decision about ownership of that fence along Pierce. Others were in agreement. ACTION: Mark will, before the next meeting, get the ILC (Improvement Location Certificate) at an approximate cost of \$125. We can decide then if a survey is needed. Mark did not get a cost estimate for repair of concrete/stone posts, as he planned to do before this meeting.

3) Pool Issues: signs, security lights, rest room supplies – ACTION: Marcel will take care of this

4) Tennis Court: MOTION: Eileen moved that we allocate up to \$500 for repair of the east tennis court as described to us by Karen Melfi (and tennis court committee). Karen seconded it. Discussion followed that it might cost up to \$550 depending on a couple of things. Therefore, Eileen amended the motion to “allocate up to \$550...” it was seconded by Karen, and motion was passed unanimously. The work will be done in ASAP.

5) Pool Building Improvements: Marcel reported that we need to discuss, prior to next season’s pool opening, the various levels of improvements we are willing to undertake at the Pool. For example, paint walls, floor, etc. or tile and paint, redo the countertops in the bathrooms with better material or repair, replace toilets with flush sensors, replace faucets with sensors, replace lights with motion detectors, etc. OR start over on the building which Marcel and Rich estimate would cost a minimum of \$20,000.

### **NEW BUSINESS:**

1) Motion Record Program: This is an additional page to the Minutes that will show the Motions and other Actions taken by the Board – without noting the discussion, etc.

2) Pool Card Disabling for lack of '07-08 dues: Chris’ report, last page, listed all the homeowners who are in arrears as of yesterday. The discussion led to MOTION by Dan Dowell, “I move that the pool cards of homeowners in arrears of this year’s dues as of July 31<sup>st</sup>, be deactivated on August 1, 2007. A notification of intention to do so will be made ASAP.” It was seconded by Eileen. The vote was 5 in favor and Chris Pillow abstaining. Eileen will make the phone calls to those on the list for which she has a phone number and letters will be sent to the rest.

3) Pool Cards/Keys: Process whereby the HOA gets notice of new ownership – usually Chris gets a notification after closing. This doesn’t always happen right away. Marcel stated that we need to give a new owner a welcome to the neighborhood by making the process of getting a pool card/key easier. Karen said that one has to show residency at the Post Office with a valid driver’s license and home-closing documentation, we can too. POLICY set by consensus: A new homeowner may obtain a pool gate card and a metal key for the east tennis courts and the pool building bathrooms, by presenting a valid driver’s license and closing documentation to Eileen, who is handing out the cards. A renter cannot get a card or key – only the homeowner can get that and then give it to the renter, if desired.

Metal keys: We need to get more made - in lieu of taking another path such as doing away with the bathroom door locks & the east tennis court gate lock. ACTION: Eileen will get what few remain from Debbie Swoboda and find out where to get more made. Then, more will be made. MOTION: Mark Hannum moved the \$35 charge for card or key or set of both replacement stay at \$35. It was seconded by Karen Melfi and passed unanimously. ACTION by consensus: If someone who has owned a home in the neighborhood for more than a year (time when improvements were undertaken) now wants a metal key, he/she will be charged just the cost of having that key made. Eileen will collect these charges.

4) Volunteer Pool Supervision: As it was 8:30 and we needed to vacate the meeting room, the discussion was short.

Marcel – As this is not a Board made committee with set policies, anyone undertaking the pool supervision should sign a waiver before doing so. It is a good idea, in Marcel's opinion, but not sanctioned by the Board.

Meeting adjourned at 8:40 PM

*Next meeting*: August 14<sup>th</sup> (2<sup>nd</sup> Tues. of the month), meeting room TBA

Respectfully submitted,  
Eileen Parker

**MOTION/ACTION RECORD OF BOARD MEETING  
JULY 10, 2007**

1. Minutes of the June 14<sup>th</sup>, BOD Meeting were approved as written.
2. ACTION: Mark will, before the next meeting, get the ILC (Improvement Location Certificate) at an approximate cost of \$125. We can decide then if a survey is needed to determine ownership of the perimeter fence along Pierce Street.
3. ACTION: Marcel will take care of working with Debbie to get the things done at the pool that need to be done ASAP.
4. MOTION: Eileen moved that we allocate up to \$500 for repair of the east tennis court as described to us by Karen Melfi (and tennis court committee). Karen seconded it. Discussion followed that it might cost up to \$550 depending on a couple of things. Therefore, Eileen changed the motion to “allocate up to \$550...” it was seconded by Karen, and motion was passed unanimously. The work will be done ASAP.
5. MOTION by Dan Dowell, “I move that the pool cards of homeowners in arrears of this year’s dues as of July 31<sup>st</sup>, be deactivated on August 1, 2007. A notification of intention to do so will be made ASAP.” It was seconded by Eileen. The vote was 5 in favor and Chris Pillow abstaining. Eileen will make the phone calls to those on the “in arrears” list for which she has a phone number and letters will be sent to the rest.
6. POLICY set by consensus: A new homeowner may obtain a pool gate card and a metal key for the east tennis courts and the pool building bathrooms, by presenting a valid driver’s license and closing documentation to Eileen, who is handing out the cards. A renter cannot get a card or key – only the homeowner can and then give it to the renter, if desired.
7. ACTION: Eileen will get what few old metal keys for bathrooms and east tennis court gate remain from Debbie Swoboda; find out where to get more made, and more will be made.
8. MOTION: Mark Hannum moved the \$35 charge for card or key or set of both replacement stay at \$35. It was seconded by Karen Melfi and passed unanimously.
9. ACTION by consensus: If someone who has owned a home in the neighborhood for more than a year (time when improvements were undertaken) now wants a metal key, he/she will be charged just the cost of having that key made. Eileen will collect these charges.