

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

September 11, 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 6:38 PM by the President, Marcel Savoie.

A quorum of Directors was present: Directors: Savoie - President, Hannum – Architectural/Covenant Control, Pillow - Treasurer, Swoboda – Pool/Tennis courts, Karen Melfi – Vice President, and Parker – Secretary. Dan Dowell – absent but report sent with Rich Hagan

Committee Members Present:

Facilities Improvement Committee Chairman, Rich Hagan  
Webmaster and pool gate security Chairman, Lou Day.

Homeowners: Kathy Aarnio, Dale Cloud, and Frank McKinney

HOMEOWNERS' FORUM/OPEN FLOOR:

Cloud & McKinney stated that they wanted to address the issue of the status of rebuilding the fence along Pierce which they brought to the Board at the June meeting.

Kathy Aarnio attended as an interested homeowner and member of the Filing III Board of Directors.

**OFFICER/CHAIRMAN REPORTS:**

President: Marcel Savoie

\*Apologies for being locked out once again. He had assurance this morning that the door would be open for us.

\*By-Laws, Article IX, section D: "...The Board shall cause an annual audit ..." Add this to Agenda.

\*By-Laws also states, not verbatim: ... if a Director misses 3 consecutive meetings ... the Board may declare the seat vacant and appoint ...; Add this to Agenda

\*Agenda – Please review and be familiar with our Documents, Policies and Procedures; let Marcel know if you need a hard copy or these can be accessed via the website.

Architectural Control Committee: Mark Hannum

\*Had to leave early; so first up on business docket

\*Handout #1; Common Area Fence Project, Updated bids

#1 Survey Systems, Matt \_\_\_?\_\_\_ - \$2600-2800

#2 Meridian Land Survey, Larry Hagan - \$1800 -2000

Bids to survey perimeter property and locate enough pins to determine HOA or Homeowner ownership of fence along Pierce and Coal Mine – NOT to include Filing III fences

\*Discussion: 1) Question whether or not the HOA can actually make any homeowner fix or replace a fence to HOA Board's specifications anyway; 2) Discussion about potential cost of repairing/replacing fence (general numbers on Handout #1)

\***MOTION:** Mark moved that we accept the bid from Meridian land Survey at \$1800 – 2000 total, to survey/locating pins and determine ownership of fence along Pierce and Coal Mine, excluding Filing III; 4 sections total. Karen seconded. Unanimously passed

Secretary: \*The Minutes of the August 14<sup>th</sup>, 2007 Board meeting were previously distributed by e-mail. Eileen noted one change: Page 2, Section “Grounds/Landscape”, last item should be changed from “...fence damaging ...” to “...being non-conforming with the rest of the fence: ...”

Debbie moved that the **Minutes be accepted as corrected**. Karen seconded. Motion carried.

\*Agenda add-on: Newsletter going out next week

V. President: Karen Melfi

\*Tennis court repair was done. Rich Hagan shared that it appears, to him, to in use more often than recent summers. Karen shared that there had been a couple of negative comments received but many more positive ones.

\*Marcel asked Karen to continue to work on the tennis court/multi-purpose court condition and address possible budgetary concerns when that time comes – probably in January.

Treasurer’s Report: Chris Pillow

\*Balance Sheet as of September 11, 2007 and Profit/Loss Budget vs. Actual report: Handout #1

\*Revenues still above budget

\*Under budget in Administration and some other areas

\*Greenbelts: Water bill of \$3000 just paid; will still have some additional water bills, etc. such as pool closing, gas for heating of pool, additional water use

\*Goodland Construction has been paid as has Arapahoe Security

\*3 homes have received notice of liens on property to date this year

\*1 home is in foreclosure – HOA may or may not receive the past due dues upon dispensation of this

Grounds/Landscape: Rich Hagan for Dan Dowell

\*Replaced controller on sprinkler at Coal Mine/Marshall; replaced head on sprinkler there as well

\*Committee working on entrance landscaping at Caley Pl and Pierce

\*Other work is being done as outlined in previous meetings

Pool/Tennis Courts: Debbie Swoboda

\*Patio Pools said that the filters were installed in the mid 1980’s, both have leaks; they estimate the replacement at \$1750 + tax. They also say that the pool heater has a leak at the flow switch which will be about \$350 to replace. The heater needs, at minimum, to be cleaned and maintained at a cost of \$350 before next year. We will need to make some decisions about these things before next May.

\*Draining of the pool: At the request of a homeowner and Eileen Parker, Marcel contacted John Moody of the Jefferson County Environmental Protection department. John stated that the policy of Jefferson County was the pool water **could not be drained** onto the open land or into the storm drainage system. He stated it had to be drained into the sanitary waste water system to be treated. He did not feel the volume of water would be an issue for the treatment plant. We could have a stiff fine on us if the pool water is drained into the Open Space land. Patio Pools will have to use a pump to pump up to the pool house and empty into the drain in a bathroom. This will probably take longer and will cost the HOA more than in the past, then.

Facility Improvement: Rich Hagan

\*Goodland Construction will be here later this week to repair and replace the sod and irrigation system where there are problems. It needs to be done now because there is a crew available and the sod needs the time, now, to take root.

\*There has been a saturated ground area on the south side of the new picnic area where the double retaining walls are – possible causes: run-off from all the yards to the south (uphill) &/or groundwater drainage into that area. For \$630 we can get Goodland Construction to add a perforated French drain along the lower retaining wall and the picnic pad into the drain on the north side of the picnic pad. This can be done while they are out this week to repair the sod. **MOTION:** Eileen moved that the Board authorize \$630 for

Goodland Construction to put in the French drain described by Rich Hagan. Karen Melfi seconded. Motion carried unanimously.

\*Arapahoe Security told Rich that for \$1900 a camera on the pool house with a 24-36 hr card could be installed which would, at the least, be a deterrent to vandalism and trespassing. Two cameras would give complete coverage to the area including the fences. Debbie stated that there has only been one minor vandalism incident this summer. We know there have been several incidences of unauthorized users crossing fences, or otherwise getting in though. Consensus was to table this discussion at this time. Eileen asked if Marcel and Debbie had looked into installing a "This Facility Under 24 HR Surveillance" sign as discussed in July. Marcel said "No" but he will check the cost.

\*Goodland Construction will move the iron fence extension - on the east end of the northern-most iron fence - west about 8 feet for \$250 while they are doing the other repairs next week. They are the ones who did the install and welding though the fence was purchased from a different company. It is Rich's opinion that it is currently too near the incline slope of the multi-purpose field which is now north of the recreation pool area and too easy to use to swing onto the retaining wall and up onto the upper area and into the pool area. Moving it back where it will be about 2 feet higher off the ground could help the trespass issue here. After discussion **MOTION**: Eileen Parker moved that the Board authorize the expenditure of \$250 to have Goodland Construction move this extension as described by Rich Hagan. Debbie Swoboda seconded. Motion carried.

#### Webmaster and Pool Gate Security Technician: Lou Day

\*Pool Gate event log is extremely lengthy; but if anyone wants to see it, he can e-mail it. It does show that the usage is way down since August 22<sup>nd</sup> (Handout #3). Possible reasons are schools started and the weather has been cooler.

\*Gate will lock out users as of 9 PM, September 16<sup>th</sup>, as directed by the Board at the August meeting.

\*Website domain has been reserved at dutchcreekvillagehoa.com. Lou has not had time to do anything further with it, however.

\*Marcel asked if the Minutes of the meetings have been posted to the website. Lou says he is behind in doing so but will try to get caught up. As far as he knows, no one has asked for them to be posted - or posted sooner.

#### Old Business: All points were covered in Officer/Chairman Reports

#### New Business:

\*Budget Process for '08-09: We'll begin in December.

\*Volunteer Pool Supervision: Spring discussion

\*Board Adopted Policies & Procedures: Reminder to review and familiarize ourselves with these.

\*CCA Enforcement: We probably should have a report at each meeting of actions taken.

\*Still need a discussion for the purpose of defining specific duties of the Pool/Tennis Court Officer and the Grounds/Landscape Officer so as to be clear on who is in charge of specific tasks. Debbie stated that we need to visit this along with the contract with Patio Pools so as to keep them doing the tasks they are now doing.

\*Enforcement of Board Directed Decisions: No discussion

\*Director Attendance: It is at the discretion of the Board to replace a Director if he/she misses three consecutive meetings. Each situation would need to be considered. Example: Nancy Selby missed many meetings while ill prior to her death. The Board chose not to replace her.

\*Yearly Financial Audit: It is a directive in our By-Laws to "cause a yearly audit..." However, there is not a directive about the kind of audit.

In the 23 years of Chris tenure as the Treasurer, there has not been an audit. He told us that he has not recommended an audit because it is costly and he places his whole livelihood as an accountant on his personal integrity which is how he has operated in this position as Treasurer, too. There are many levels of

“audit” in the accountant business. Many accountants, him included, have chosen to get out of the audit business as the liability insurance is very costly. This cost is passed onto the client. A full-blown audit would cost us, roughly, anywhere from \$4000 – 6000. Chris has always made the homeowners aware that the books are open for review.

Rich Hagan spoke to his utmost confidence in Chris’ integrity. Karen Melfi expressed her experience that several homeowners have asked about having an audit done or if there has ever been one. Eileen Parker stated the same. Eileen mentioned that a homeowner review is always a possibility and we, possibly, have a homeowner who is an accountant and would chair such a review if there is enough interest.

Marcel reiterated that the Directors are each responsible for the oversight of the Finances of this HOA. It is not just Chris’ responsibility. We are, essentially, approving the financial statement each month at our meetings. Does anyone take the time to really study and be familiar with these reports? Dan Dowell, who is on a Board of his mountain home community HOA, told Marcel that the company that has done their audit can do a “ cursory review” for about \$1200. This would just give a look-see and tell us if the books are being kept in a standard of the business and make recommendations for changes, if needed. Chris told us that there are various levels of audit: compilation, review (rudimentary procedures), and an actual audit which is much more thorough. He would recommend that we consider the tax season when hiring a company to do any type of audit procedure as there are times when they are less busy and perhaps less costly.

Karen and Eileen expressed a desire to have some kind of a review or audit done this year before the next Annual meeting. This would go a long way to alleviate concerns and show the homeowners that we are trying to be diligent and responsible to the needs of the community.

This will be discussed, again, at the next meeting.

Meeting adjourned at 8:45 PM

Next meeting: October 9<sup>th</sup>; probably at Trinity Christian Center; but Marcel will let us know.

Respectfully submitted,

Eileen P Parker  
Secretary

**MOTION/ACTION RECORD OF BOARD MEETING**  
**September 11, 2007**

1. Go to the website or see Marcel for hard copies, if desired, of the Policies and Procedures and for the HOA documents. Each board member should be familiar with these documents.
2. Minutes of the August 14th, BOD Meeting were approved as corrected.
3. **MOTION**: Mark moved that we accept the bid from Meridian land Survey at \$1800 – 2000 total, to survey/locating pins and determine ownership of fence along Pierce and Coal Mine, excluding Filing III; 4 sections total. This should be done, if possible, before the Oct. BOD meeting.
4. Marcel contacted John Moody of the Jefferson County Environmental Protection department. John stated that the policy of Jefferson County was the pool water **could not be drained** onto the open land or into the storm drainage system from now on.
5. **MOTION**: that the Board authorizes \$630 for Goodland Construction to put in the French drain described by Rich Hagan to remedy the pooling of water on the north side of the picnic area and prevent the pad and retaining wall from being eroded.
6. **MOTION**: that the Board authorizes the expenditure of \$250 to have Goodland Construction move the ornamental iron fence extension west about 8 feet in order to make scaling the fence more difficult (making the drop to the ground much higher).