

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

November 13, 2007

The Directors of the Dutch Creek Village Homeowners and Recreational Association, a Colorado non-profit corporation, met to hold their regular monthly meeting in the “coffee shop” meeting room of the Trinity Christian Center at 6500 W Coal Mine Ave. at 6:30 p.m., November 13, 2007. At the scheduled meeting time, there were four Directors present: Marcel Savoie, Karen Melfi, Chris Pillow and Dan Dowell. Directors Eileen Parker, Mark Hannum and Debra Swoboda were not present. Since Director/Secretary Eileen Parker was expected to be out of town, owner Lucius (“Lou”) Day (not a member of the board) was present to record minutes. .

Owner Rich Hagan was present to observe the meeting and provide comments regarding recreational area improvements.

President Marcel Savoie determined the four Directors present constituted the quorum necessary to conduct business. The meeting came to order at 6:37 p.m.

President Savoie then asked if there were corrections to the minutes previously distributed by email. He also requested a change of “his” to “our” in the last line of the fifth paragraph of the most recent draft. The minutes were approved as corrected.

Vice President. Director Karen Melfi reported she is monitoring tennis court repairs to “see how they weather” in order to determine whether to recommend soliciting further bids for repair work.

Treasurer. Director Pillow handed out copies of the most recent financial report, discussed points of interest, answered questions regarding finances, and added two items to the agenda for later discussion.

Grounds Maintenance. Director Dowell reported irrigations systems all winterized. Fertilizer and weed control are prepaid. Water to the pool house has been turned off at the curb stop.

Pool Management. Director Swoboda was not present. However, Director Dowell brought up the fact that several reports have been received concerning lights in and around the pool being left on at inappropriate times. Hagan, Dowell and Savoie discussed what was known about this. Savoie indicated he would take responsibility for getting the lights turned off.

## **Committee Reports**

Pool Improvement. Rich Hagan reported additional drainage repairs, moving the “wing-wall” fence feature and the replacement of defective grass in the pool area are now complete.

## **Old Business**

Audit. Marcel Savoie reported his results in contacting four accounting firms that do business primarily with homeowners associations. This led to a lengthy discussion of issues related to auditing and internal financial controls. Chris Pillow reported the results of calls he made in this regard. Savoie indicated he wanted to investigate further before making recommendations to the board.

Budget Planning. Marcel Savoie asked several questions of Chris Pillow regarding past budgeting and reserve funding practices. This initiated another lengthy discussion. At one point Chris Pillow raised an objection to use of the word “reserves” and explained he always reported we have no reserves when title companies inquire for transfer information to avoid computing sellers equity in the reserves.

Additional Loan Funding. Dan Dowell described his contact with a US Bank branch in which he explored the possibility of obtaining a new loan for our association which would produce cash to fund a number of expenditures. Specifically, he discussed borrowing \$100,000 to pay off our current loan with as much as \$40,000 cash left over to fund “finishing up phase one” and other things. When asked for his list of specific items to be funded he deferred to Rich Hagan.

Hagan began by reminding the board members that approximately two years ago a master plan for improvement of the recreational facilities was presented to the homeowners. He described the plan as “approved” by the membership. (Later in the meeting, owner Lou Day objected to describing the plan as approved since the members were never asked to express approval or disapproval in the form of a vote.) Hagan explained: the plan was broken down into phases for accomplishment and that when we went to build the first phase; the money available was insufficient to fund all the proposed components. Consequently, a number of items had to be “dropped” from the work funded. He further urged the board to “keep their eyes on the marker” and remember the commitment to follow the master plan in accomplishing improvements. Then he listed and discussed the components “left off of phase one”.

3 Metal pole lights -----	\$6,000
Bike rack -----	\$1,350
Irrigation system -----	\$7,000
4' retaining wall -----	\$3,000
Soil prep & seeding -----	\$2,000
Picnic Table -----	\$1,500
2nd shelter -----	\$16,000
Tables -----	\$2,500
Trash receptacle -----	\$900
	<hr/>
	\$40,250

Hagan summed up by emphasizing these were all “components of what was originally phase one” and he added “obviously you do not have to any or all of these things. They are on the table for you (the board) to think about”.

In commenting upon the items listed above, President Savoie began to express a thought with the words “if that’s what the homeowners did vote for and approved and if we have the funds for it .... Before he could finish speaking, Lou Day interrupted with the assertion “the homeowners did not ever vote for any part of this. It was entirely a board action.”

President Savoie wrapped up this discussion up by requesting Dowell to bring a presentation regarding his loan proposal to the next meeting.

Pool Gate Codes. Day passed out envelopes containing cards bearing keypad codes for administrative pool gate entry. He summarized the information incorporated here as attachment 2. In response to an earlier

request, he presented a chart showing approximately how many recreational users entered the pool in the 14 day period following Labor Day. This is included as attachment 3.

Harrison House. Chris Pillow advised the board the Harrison house (6376 South Newland Court) has been claimed by the bank in foreclosure. We have an opportunity to bid to buy the property. It was agreed by mutual consent for Chris Pillow to advise the attorney we are not interested in buying the house.

Auto accident. Chris Pillow also informed the group that a motorist drove down Marshall Court, hit the left end of the landscape bed surrounding the pool sign and came to rest against the pool fence. There was damage to the berm, a tree and several fences sections. The sign was not damaged. Our insurance does not cover the damage. The driver's insurance company has sent an adjuster, has accepted liability and has paid \$6477.00 to fund the Goodland Construction Co. proposal for repair. During the discussion of this incident the question was raised of increasing our own insurance to cover a situation such as this in which the other party might be uninsured. No conclusion was reached.. It was moved, seconded and approved unanimously to authorize Goodland to do the repair. The bid is shown here as attachment 4.

December Meeting. President Savoie recalled that our By Laws specify monthly meetings. After some discussion, the conclusion was reached to request all Directors to report their ability to attend a meeting on December 11 (to the President). In the event a sufficient number of Directors are unavailable, a cancellation may be announced.

Web Site. Lou Day passed out a report on web site progress. Email options and possibilities were discussed and explained. See attachment 5 for more details. Further action was tabled for the time being. Marcel Savoie requested Day investigate buying a multi-year registration of the domain name.

Water Policy. There was a brief discussion of sub-metering of the irrigation water obtained from four residential taps. Dan Dowell was asked to investigate further and report back to the board.

The meeting was adjourned by mutual consent at 8:46 p.m.

Respectfully submitted,

Lucius Day  
Acting Recorder

Attachments:

1. Motion/Action Summary
2. Pool Gate Lock Report (11-13-07)
3. Pool Usage Labor Day until Closing
4. Goodland construction Co. Bid dated November 2, 2007
5. Web Site Report

Attachment 1

Motion/Action summary of November 13, 2007 Minutes

1. Marcel Savoie accepted responsibility for getting pool lights turned off.
2. Marcel will further investigate the audits issue before making recommendations.
3. Dan Dowell will provide a presentation regarding his loan proposal to the next meeting.
4. Chris Pillow will advise our attorney we have no interest in buying the "Harrison" house.
5. It was moved, seconded and approved unanimously to approve and fund the Goodland bid for pool area landscape repairs (auto accident).
- 6. All Directors are requested to report their availability for a December 11th meeting to the President.**
7. Lou Day will investigate the advantages of purchasing a multi-year registration of the new internet domain (address name)
8. Dan Dowell will investigate further into sub-metering water in the cases of water supplied from owners taps and report back to the board.

## Pool Gate Lock Report (11-13-07)

1. A revision of the lock software is ready for downloading to the gate lock as soon as the proposed changes have been fully coordinated with Eileen Parker and new keypad codes distributed to all administrative users. When this download to the lock is completed:

a. All current keypad codes for administrative users (except the master code) will have been removed.

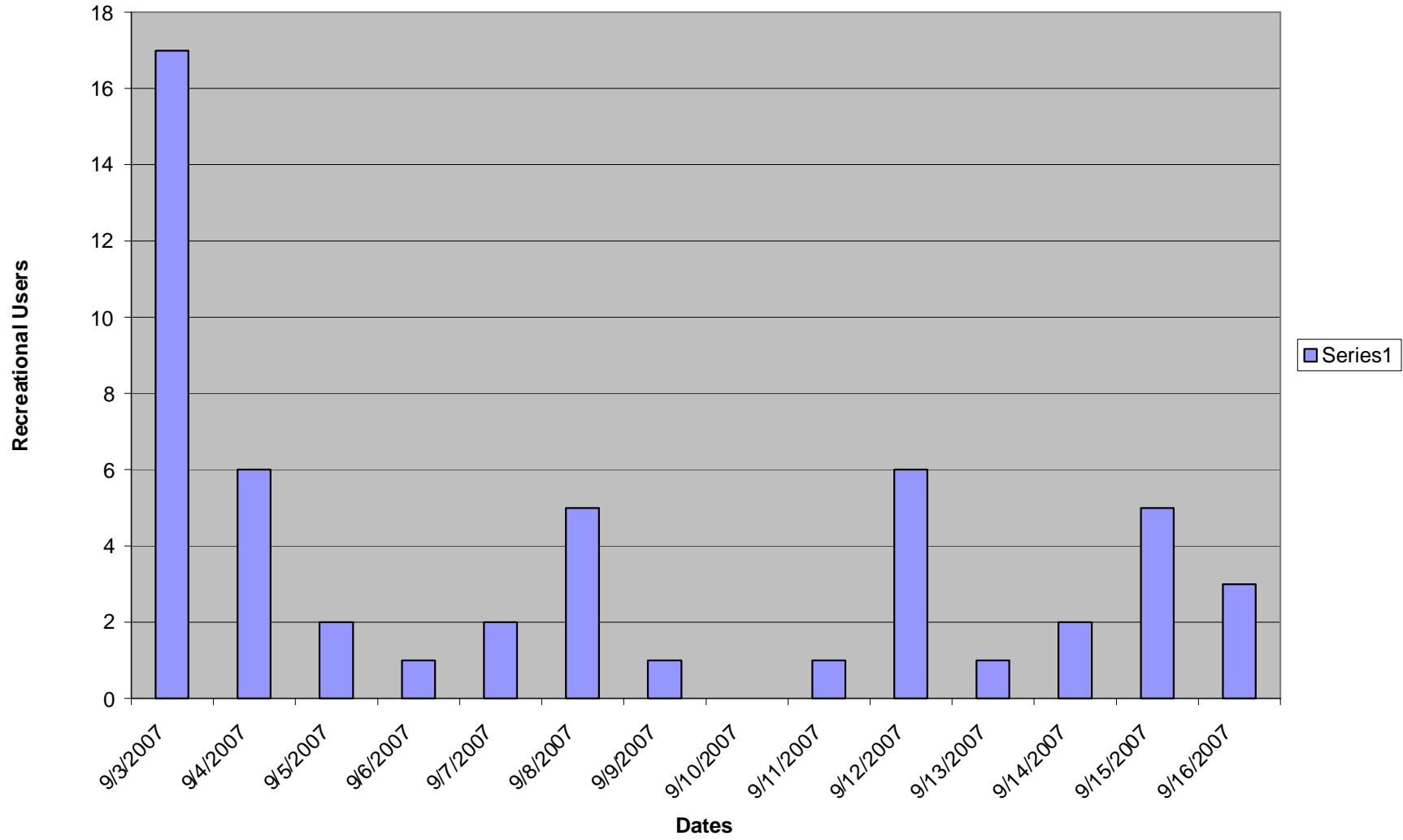
b. 13 new codes generated by the software program for administrative users will be installed. These codes will have been printed on blank business cards and distributed to administrative users.

c. The scheduling module will have been reprogrammed to enable (recreational user) proximity card access to begin on Saturday, May 24, 2008 (Saturday before Memorial Day) and end with closing of the pool on Monday, September 1, 2008 (Labor Day).

d. Provisions will be in place in the programming to facilitate access beginning as early as May 11 and ending as late as September 14. (If directed by the Board.) Activation of these provisions for any dates in this range will amount to "resetting switches" in the program and will not require any significant rewriting of the scheduling program.

2. A **chart of pool usage** by recreational users from Labor Day 2007 to the last day of operation September 16 has been prepared from access data downloaded after September 16 and a copy is attached.

### Pool Usage Labor Day until Closing





November 2, 2007

TO: Rich Hagan  
Dutch Creek Homeowners Assoc.  
6355 S. Lamar Court  
Littleton, CO. 80123

FROM: Louis Worland  
GoodLand Construction, Inc.

RE: Dutch Creek Village Landscape Improvements

Dear Rich:

The following is the cost to repair the fence, landscape, and irrigation damage caused by a truck running through the entrance earlier this month:

1 ea	3" Imperial Locust includes removal and disposal of damaged Imperial Locust	@ \$ 825.00ea	\$ 825.00
6 ea	5 gal. Arcadia juniper	@ \$40.00 ea	\$ 240.00
4 ea	5 gal. Coralberry Cotoneaster	@ \$40.00 ea	\$ 160.00
20 lf	Steel edger	@ \$ 6.00/lf	\$ 120.00
1 ea	Leisure Craft #B62 sm. Bench	@ \$ 950.00 ea	\$ 950.00
8 lf	Curb & Gutter removal & repl.	@ Lump Sum	\$ 320.00
16 mhr.	Repair irrigation, regrade, remulch	@ \$ 40.00/mhr.	\$ 640.00
	Remove and replace 4 ea 2 1/2 fence posts and Three damaged 6' "Classic Mortgage Plus" fence panels		<u>\$ 3,222.00</u>
	Total		\$ 6,477.00

- Based on site visit on 10/16/07.
- Price valid for 45 days
- All work to be completed Fall 2007, except planting. Plants will be installed Spring 2008.

If you have any questions please do not hesitate to call.

Sincerely:

Louis Worland

## Website Report (11-13-07)

The Dutch Creek website formerly located on a personal Comcast account belonging to Lou Day has now been relocated to a commercial account in the name of the association hosted by Net Firms. The registered web address is ....

<http://www.dutchcreekhoa.com/>

Registration of the domain cost \$4.95 and expires (if not renewed) 8/14/2008. The "Hosting Package" cost \$59.40 and is paid up through 11/06/2008.

At no additional cost we have the ability to create up to eleven email accounts within our web space each with an address in the form of

[somename@dutchcreekhoa.com](mailto:somename@dutchcreekhoa.com)

One of these has been created for [info@dutchcreekhoa.com](mailto:info@dutchcreekhoa.com) to replace the [dutchcreekinfo@att.net](mailto:dutchcreekinfo@att.net) address which has been used previously for "email blasts" to the membership. There may be other ways to make good use of this capability.

In addition to the "real" email accounts, we also have the ability to create number of "Forwarding Accounts" which amount to virtual addresses that forward mail to some **other** existing address without being an actual "stand-alone" account.

The email account capabilities came with the package. They are not add-on options. They do not cost extra.

In the process of relocating the web site, a **Site Map** page has been added for a more convenient overview of the resources available and quicker access. It provides quick direct access to copies of governing documents (Declaration, By Laws, and Articles of Inc.), Policies and Procedures Documents, a collection of useful references, and a number of clickable links to outside HOA resources.