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

**January 13, 2009**

**ACTION / MOTION RECORD**

1. **MOTION:** Unanimous approval of the minutes of the December Board meeting as written and emailed to Directors prior to this meeting and as corrected (see Secretary Report) was unanimous.
2. **ACTION:** Kathy Mohrbacher will contact the HOA's insurance company about the perceived requirement to have a telephone at the pool for emergency needs.
3. **ACTION:** Pool – Karen Melfi will get bids for pool's roof repair of broken tiles; and estimated costs to add drain cover as required by law now; and work with Rich Hagan to get estimates for fixing fence breaks. Kathy Mohrbacher will contact HOA's insurance company about need for a telephone for emergencies at the pool.
4. **ACTION:** Dan Dowell will get bids for water meters and installation for the other 4 areas for which we pay water bills.
5. **MOTION:** Troy Brown made the motion that the Resolution for "Policy and Procedure for Conduct of Financial Operations of The Association" be adopted by the Board of Directors. Karen Melfi seconded the motion. It passed unanimously. Eileen will finalize the Resolution with numbering and dates for posting on the website as soon as possible
6. **ACTION:** Eileen Parker and Kathy Mohrbacher will draft the By-laws amendment regarding change of fiscal year to match past 20+ years practice to be voted upon at Annual meeting.
7. **ACTION:** Marcel Savoie will get more information about the proposed Commissioner's Deed for Open Space for the next meeting.

**MINUTES APPROVAL SIGN-OFF:**

\_\_\_\_\_  
President (signature)

\_\_\_\_\_  
Secretary (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**DUTCH CREEK VILLAGE HOMEOWNERS & RECREATIONAL ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS MONTHLY MEETING  
January 13, 2009**

The Directors of the Dutch Creek Village Homeowners and Recreational Association, a Colorado non-profit corporation, met to hold the regular January board meeting in the coffee shop meeting room of the Church of Many Nations Littleton campus at 6500 W Coal Mine Ave. at 6:30 PM on this date.

**Attendance:**

Directors: Troy Brown, Dan Dowell, Mark Hannum, Karen Melfi, Kathy Mohrbacher, Eileen Parker and Marcel Savoie

Committee Chairmen: Lou Day

**The meeting was called to order at 6:30 PM by President, Marcel Savoie. The agenda was given to everyone in attendance.**

**DIRECTOR REPORTS**

President Remarks: Marcel Savoie

\*Called attention to specific agenda items in order to bring attention to some new items and importance of getting to particular items.

Secretary: Eileen Parker

\*The Minutes of the December Board meeting were sent via email attachments prior to this meeting to all Directors and to Lou Day and Rich Hagan. Eileen made the motion to accept these Minutes as corrected as follows:

Deletion of the following: Pg. 2: "President Remarks: Marcel Savoie \*Dan Dowell called that he was not able to attend. Troy Brown did not call."

Reworded sentences: Pg 3 (changes in boldface font)

1) Committee Reports: \* Website ....." **Some of the features of Microsoft Front Page are not working on the .com ISP. This may result in a need to relocate the ".com" website to a different provider in the future.**"

2) Old Business \*Financial Review for year ended March 31, 2008: ....

**"Lou Day advised that this can be handled with an Amendment to the By-laws at the Annual Meeting."**

3) New Business, 09-10 Budget:

**"No decision was made on specific amount to pay down loan; though consensus was this would be fiscally responsible management of the HOA funds."**

Kathy Mohrbacher seconded the motion. Motion passed unanimously.

ACC – Architectural Control Committee: Mark Hannum

\*Two possible violations noted in his most recent "drive-around" and he has made contact where needed.

\*There are two applications in process.

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**Treasurer:** Kathy Mohrbacher

\*Report as of Dec. 31, 2008:

**CASH ON HAND**

Checking	\$ -690.00 (but money has been transferred from savings now)
Money Market	\$34,090.62
Reserve Accts	<u>\$ -138.07</u>
Subtotal	<b>\$33,262.15</b>

ACCOUNTS RECEIVABLE \$14,453.05 (These are outstanding dues.)

LONG TERM LIABILITIES: \$57,753.23 (Vectra Bank Loan for improvements made.)

\*Discussion took place about the write-off of delinquent accounts for bookkeeping purposes. Kathy has asked Hindman Sanchez for a status report on uncollected dues.

\*One homeowner is making payments on dues. One home is now under contract to potential buyer. 2 homes are being held by the lenders.

\*She will write down the uncollectable dues (foreclosures, etc.) as the status report from Hindman Sanchez is reconciled with her accounting.

\*Budgets – under budget on most areas; over on the Pool expenses

Karen Melfi thanked Kathy for her in-depth report and explanations given to all of us at each meeting. The other Directors agreed.

**Vice President:** Karen Melfi

Pool:

\*Mike Romero, contractor for pool maintenance, called her to advise her of the “Drain Safety Act” which requires all public pools to have certain types of drain covers in order to protect swimmers from the potentially dangerous effects of strong drainage systems which have been known to cause severe injuries and even death. We have a couple of options and Mike will get the monetary figures and options for the fix to her soon. The other option is to turn the pumps off when the pool is in use.

\*Roof tiles – She will call for some bids to make the repair needed

Tennis Court Fence:

The 2-3 foot section near the pool area which has been used as an entry way into the pool area still needs to be fixed. The maintenance gate area on the west side is another area of entry for trespassers. Rich Hagan was to get estimates to her but she hasn't had any response from him. She will try again to contact him.

Pool Phone:

Troy reported that Qwest only charges \$14.88 + approximately \$10 in taxes/fees each month and \$35 to install a phone and line there. The current charge of \$75/month seems excessive. The concern expressed by some was whether or not that kind of phone would be designed to withstand rough use which is likely to happen there. The current phone box is relatively indestructible. Another concern is whether or not we have to have such a phone or a phone at all. Kathy Mohrbacher will contact the insurance company to check on this.

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### Grounds Maintenance: Dan Dowell

- Reseeded the native grass field on east side of tennis courts
- Working to get a contract for sprinkler maintenance
- Will look into other snow removal companies
- Shared information on the information gained from the water meter installed this past spring to measure usage on Tract F and usage on other water usage. Meters are on homeowners lots and by agreement over the years, the HOA pays the entire water bill – including homeowner's house and yard usage during the outdoor watering period of time each year. Concern is that we really need to address this issue and make some decisions about additional meters and change of agreements with homeowners, if necessary, or xeriscaping, etc.

1) Metered area was being inadequately measured and only half about half the area was being monitored; with that accounted for that area is about 38K gallons of water for a cost of about \$2000

2) Marshall entrance and area along Coal Mine is about 100 sq. ft. of area and the usage was about 150K gallons of water at a cost of about \$1000; concern of a water leak there

3) Caley entrance – about \$100 cost

4) Filing 3, in all common areas – about \$1300

5) Weaver entrance at Pierce St - ??????

### COMMITTEE REPORTS:

\*Website: Lou Day

Asked for information from Directors for data or needs on interactive forms.

### OLD BUSINESS

#### 2009-10 Budget:

1) Legal Retainer contract review – slight rise in amount to \$165/month

2) Each person should look over his/her area of responsibility once more in order to assess any needs for change in Kathy's projected budget.

3) Hindman Sanchez's estimate for writing an Amendment to our HOA Declarations to cover the boundary fence is about \$1200 and that does not include the cost of mailings to homeowners. We have to realize that it probably will take more than one mailing and more than one meeting to get to a required vote on an Amendment to the Declarations.

#### Boundary Fence:

\*Commissioner's Deed dated December 11, 2002 states that Jefferson County deeded all land along S. Pierce St. and W. Coal Mine Ave, between the street and the homeowners' property to the Dutch Creek Village Homeowners and Recreational Association. Therefore, all buildings, fixtures, and improvements outside of utility easements belong to the HOA.

It would seem, therefore, that prior to that date, the HOA did not own that land. Since the HOA had been maintaining it and the county did not want to continue any obligation for that land, it was deeded to the HOA. One can assume, perhaps, that there had been no intention on the part of the developer to own the boundary fences when they were installed. It would seem that the developer probably believed that the fences were installed on the homeowners' property, then.

#### Best Practices Financial Resolutions Policy:

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Everyone received the updated DRAFT of “Policy and Procedure for Conduct of Financial Operations of The Association” via email attachment last week. Copies were handed out as needed. Since this is not a policy that binds the homeowners – just the Board of Directors – no hearing period is needed.

Troy Brown made the motion that this Policy, as written, be adopted by the Board of Directors. Karen Melfi seconded the motion. It passed unanimously. Eileen will finalize the Resolution with numbering and dates for posting on the website as soon as possible.

Bylaw Amendment for Change of Fiscal Year: Kathy and Eileen will work on the Amendment for the vote at the Annual Meeting. It will be presented to the Board prior to that meeting.

Reserve Study: Kathy will write in a 15% of operational expenses for contingency funds in the budget. The Reserve account can be handled by set aside funds, in general, for Reserves rather than for specific items.

### NEW BUSINESS:

#### Commissioner’s Deed for Open Space:

Marcel has received a proposal for a transfer of Jefferson County Open Space ownership (the current greenbelt area between Filing 1, Upper and Lower Dutch Creek, and also the area between Filing 1 Lower Dutch Creek and Filing 2) to our HOA. It would require us to keep all areas open to the public and kept always as a park. The issue seems to be the county commissioner’s wish to divest of areas which could be maintained better by community associations. Marcel understands that it doesn’t include the creeks/drainage.

The questions that arose were liability and insurance needs and ownership of the drainage requirements. Marcel will look into this further. He will send these documents to each of us electronically this week.

Meeting was adjourned at 9:15 PM

Respectfully submitted,

Eileen P Parker