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

October 26, 2010

The Directors of the Dutch Creek Village Homeowners and Recreational Association, a Colorado non-profit corporation, met to hold their regular monthly meeting at the home of Eileen Parker, 6498 W Weaver Avenue in Dutch Creek Village.

**Attendance:**

Board of Directors: Dale Cloud, Dan Dowell, Kathy Mohrbacher, Larry Money, Eileen Parker, Ed Ryer and Viet Tran.

Committee Chairmen: Lou Day and Eric Friesen

**MOTION:** The Minutes of the September Board meeting were approved unanimously as distributed via email prior to the meeting.

**Treasurer's Report:** Kathy Mohrbacher

\*Balance Sheet: As of October 22, 2010

Checking/Savings:	Vectra Checking	\$ 2,941.60
	Vectra MM Svgs	<u>\$41,403.91</u>
Total Operating Account		\$44,345.51

Reserve Account	<u>\$24,006.23</u>
<u>Total Checking/Savings</u>	\$69,351.74

Accounts Receivable	\$ 433.60
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Liabilities & Equity:	\$20,411.60
(Includes – Income tax, prepaid assessments, current portion of Vectra Bank loan)	

Payroll Liabilities:	\$ 88.56
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Long Term Liabilities:

Vectra Bank Loan, long term portion	<u>\$ 3,890.63</u>
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<u>Total Long-Term Liabilities</u>	\$24,390.79
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\*Summary: \$44,345.51 total operating cash available

\$27,876.25 total estimated cash requirements to 3/31/11

\$16,469.26 estimated cash available 3/31/11

But there are still a few summer-time operating costs invoices to be received.

\*3 outstanding dues debts are in collection; 4 homeowners continue to make payments

**Reserve Plan/Policy:**

\*Kathy, Eileen, and Dale met in late September to discuss and plan for the Reserves. Eileen will continue to work on the written policy for “DCV HOA’s Policy and Procedures” – which will support the Board’s decision to set aside 10% of revenue each year for Reserves, etc. Kathy started a spreadsheet (Dale will continue) which contains assessment of current Association assets, projected life of each, original costs when known, approximate replacement costs), etc. The purpose of developing a

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reserve funds is to have funds for major repairs and replacements of assets to avoid special assessments or sudden increases in annual assessments (dues.)

**Grounds/Landscaping:** Dan Dowell

\**Estimated* square footage of areas which are considered “common areas” and are irrigated:

Filing 1:

- 1) S Marshall Ct entrance – 6,750 sq ft
- 2) Pool – 21,000 sq. ft
- 3) Weaver Ave. entrance – 5,575 sq ft
- 4) Tract F (runs N-S between Weaver Ave and Lilley Gulch between houses on S. Newland Ct. and S. Lamar Ct & is only irrigated on the N side of Weaver) – 18,360 sq ft

Filing 2:

- 1) W Caley St entrance – 14,700 sq ft

Filing 3:

- 1) S Otis Way entrance – 12,150 sq ft
- 2) W Euclid Dr entrance – 12,150 sq ft

Discussion ensued, once again, about moving to xeriscaping and other options for decreasing water use. Ed Ryer reminded us that Denver Water has again sent notice of rate increases for next year. Dan said that the sprinklers have been winterized and there is in the shut-off valve belonging to the homeowner (Wisher) at the S. Marshall Ct area. Dan Dowell advised Howard Wisner of the leak.

**ACTION:** Kathy will get the water bills to Eileen who will match the areas to gallons used at each area and to better make comparisons. Eileen will share that with everyone ASAP.

\*Tennis/Multi-Use Courts: Considerable discussion about the future of this area ensued. The possibility of resuming/forming a Facilities Improvement committee was discussed. It was decided that we need to have a better idea still of what is possible and the amount of money available before we ask people to volunteer such time.

**ACTION:** Dan will arrange, ASAP, for Louis Worland of Goodland Construction to meet with available Directors to go over his bid and to ask questions.

**ACTION:** Eileen will write the next newsletter from the Board which will be mailed to all homeowners by mid-November. The first newsletter, August, was mailed only to those for whom we don't have email addresses – rest were sent email with attachment. Viet and Eileen will work together to have a survey that can be done online as well as written (included in the newsletter) if possible.

Survey letter should include estimated costs for the options we've discussed.

**POOL:** Eric Friesen

\*Eric doesn't have time to do the painting – he got two bids from painters who advertised in the *Courier* and has not made contact with the third one, yet. Eileen will see if the painter recommended by Rich Hagan will bid it, too. These two bids were for the Pool House (all paintable surfaces) and the bathroom floors: \$1150-1180. Once we have a third bid, Eileen will send the information to Directors by email and we can decide whether or not to get it done this fall or not.

\*Questioning who made the recommendation to get venting in the Boiler room since Mike Romero hasn't followed up on giving us a price to do it and Eric's understanding was that it was Romero's claim that this was needed.

\*Directors will look at the tennis screens when there with Louis Worland and get his opinion about saving them. We probably will need to hire someone to take them down as none of us has the time or interest in doing it.

\*Rich Hagan brought the following repair needs to the attention of the Board via a phone call to Eileen:

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1) Cable conduit box at the pool gate is cracked – Ed Ryer will try to repair it.

2) Rubberized cover on the benches at the picnic table have been cut with a sharp object – need to be repaired so as to prevent rusting. Ed Ryer will try to find a manufacturer's logo/name and report back to Board.

\***ACTION:** Lou will send list of pool users to Eric for potential committee members – to assess pool house improvements recommendations.

### ACC Larry Money

\*Roof repairs, painting applications, etc. have slowed down. Have seen a couple of homes where the owner has made changes without making an application. Unless there is a complaint or these are really eyesores, ACC won't contact the owners.

\*Painting needed – **ACTION:** Larry and whoever else wants to help will walk the community, after the Holidays, to assess need for exterior paint. Then, letters will be sent to all homeowners of homes identified.

### Technical support: Lou Day

\*Website updates and such still go through him but he is in the process of getting ready to hand it over to Viet

## **NEW BUSINESS:**

### Treasurer's Responsibilities and Functions:

Due to increased job demands, Kathy will not stand for re-election in April. She put together a detailed list of the responsibilities and functions she has been performing as Treasurer for the HOA. The board discussed various ways of making this job less time consuming for any one person – e.g. a Director is the Treasurer and has the oversight but the HOA might pay for bookkeeping; the other Directors take on many of the tasks now done by the treasurer, etc.

\*Kathy did get bids from two, recommended, Management companies for just the finance area. One, MSI, was \$400/month and the other ACCU was \$800/month. The Board feels that this would be a last resort option due to several concerns.

**ACTION:** This next newsletter will include information about this position.

### Snow-shoveling of sidewalk(s):

Three people responded to the request in Jackie's newsletter for paid snow shoveling. **ACTION:** Eileen will contact the first person who responded and set up a contract (guidelines for when shoveling is done, etc.) at \$25/day and just the one sidewalk on the east side of the recreation area will be shoveled – due to our contractual obligation with the Jeffco Open Space and available money. It was decided that the other two sidewalks to Dutch Creek Open Space need it but we don't want to set a precedent and expectation since the money is always an issue.

\***Board Meetings:** Business between now and January will be conducted via email if needed. Next meeting – second or third week in January as the Community room of Columbine Library is available.

Meeting adjourned 9:10 PM

\*Agenda items for next meeting: Old Business: Action Items in this report; Reserve Study Policy; Continued discussion of Improvement prioritization and bid seeking

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MINUTES APPROVAL SIGN-OFF:

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Vice President (signature)

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Secretary (signature)

\_\_\_\_\_  
Date

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Date