

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

February 16, 2011

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 Community Room of the Columbine Library at 6:30 PM.

**Attendance:**

Board of Directors: Dale Cloud, Kathy Mohrbacher, Larry Money, Eileen Parker, Ed Ryer

Absent: Dan Dowell, Viet Tran

Committee Chairmen: Lou Day

Homeowners: Frank McKinney and Jason Rogers

**MOTION:** The Minutes of the January Board meeting were approved unanimously as distributed via email prior to the meeting. Ed Ryer thanked Lou Day for taking the Minutes at that meeting with no advance notice and for distributing them, too.

**Treasurer's Report:** Kathy Mohrbacher

\*Balance Sheet as of February 15, 2011 (complete report available upon request)

CURRENT ASSETS

Vectra Checking:	\$ 4,548.24
Vectra Money Market:	<u>\$27,551.44</u>
Total Operating Acct:	\$32,099.68

Reserve Accounts

Replace/major repair fund	\$23,522.60
Improvement fund	<u>\$ 3,500.40</u>
Total Reserve Acct Balance	\$27,023.00

Total Accounts Receivable: \$ 755.92

Other Current Assets (prepaid expenses e.g. insurance)  
\$ 1,752.18

\*Budget 2011-12 - Kathy presented the "Profit & Loss Budget Overview" as discussed at the January BOD meeting.

Discussion ensued regarding the Board's decision to set aside 10% of revenue each year for Reserves and whether or not we should engage a company to finish the Reserve Analysis which has been started by Kathy and Dale. This analysis is to ascertain the current Association assets, projected life of each, and original costs when known, approximate replacement costs, etc. The purpose of developing Reserve Funds is to have funds for major repairs and replacements of assets to avoid special assessments or sudden increases in annual assessments (dues.)

**ACTION:** Dale Cloud and Larry Money will continue to work on this Reserve analysis with help from others on the Board and in the HOA as needed.

Changes to Proposed Budget:

-Change \$2500 to \$1250 for "Legal Fees – Administrative (Hourly Legal)"

-Deleted \$350 for fence column repair as the fence columns were just repaired this past spring.

**MOTION:** Kathy moved that the 2011-12 Budget be adopted as corrected. It was seconded by Larry Money and approved unanimously.

\*Eliminate Hiring Employees so as to eliminate need for Payroll Tax and withholding and reports

-Kathy recommended that we move toward engaging only independent contractors rather than having employees. This would save the cost of the reports, etc. Since we only have about \$1000 in employee wages paid out, it might be worthwhile dropping this expense (time of the treasurer or the fee of paying another company to do these reports.) Additionally, we could eliminate many of the tools that we now have (sell them, etc.) and the inherent upkeep and expense of these (e.g. tractors, mowers.)

-Before making such a decision, we need to get bids from independent contractors for the work which we currently have employees do. Dan Dowell will need to be asked to do this since that is his area.

-As well, we need to be prepared for the time when our current volunteers no longer are willing or able to do the work being done (mowing, entrance flower beds, etc.)

**ACTION:** Dan will be asked to get bids from the current contractors. Beyond that, we will discuss this more after Dan is consulted further.

\*Financial Review:

**MOTION:** The “Financial Statements with Accountant’s Review Report and Supplementary Information for the Year ended March 31, 2010” by Michele M. Giometti, be accepted as completed. Unanimous approval was given. *(Report to be posted on the website.)*

\*Engagement of Accounting Services

-Kathy, Eileen, Dale, and Ed have met with two representatives from two different companies which work with HOA clients about their Accounting services. Due to only getting the bid back from one of these today and the proposed contract with the other leading to more questions, this decision will be tabled until the March meeting. The bookkeeper spoken of in January is not taking on anymore clients.

-Dale will get the invoices out with help from Kathy prior to her leaving on vacation Saturday.

Report of Homeowner Opinion Survey and status of Court repairs/replacement:

-Viet sent via email a summary of the responses which every Director received earlier.

-Of 192 surveys sent (including 8 Filing 3 only homeowners), 52 responses were received (and 2 of these didn’t include their address). This is a 27% response rate. Alternately, 73% didn’t care enough to voice an opinion.

-30 responses were from Filing 1, 8 were from Filing 2, and 12 were from Filing 3, 2 unknown

- Range of responses from very satisfied and very complimentary to a few that were very dissatisfied and uncomplimentary; some concrete suggestions

- As related to Question #5 related to status of the 2 courts which are currently locked due to bad conditions: # of Respondents

17 - Repaired for multi-use play (with varying ideas of what that means, etc.)

1 - Demolish and replace with irrigated lawn

10 - Demolish and replace with native grasses

3 - Demolish and replace with tennis-court playable surface

2 – Do nothing but keep them closed off and keep weeds down

7 – Demolish and ...other options besides post-tension concrete tennis court quality surface

Jason Rogers, previously, sent via email, information from the United State Tennis Association (USTA): *2011 Guide to USTA's Facility Assistance Program*. He found out that the USTA does help communities with tennis facilities with three categories for grants; and the process once approved must be completed within 12 months.

It is Jason's experience as tennis pro that there are many kinds of court surfaces less expensive than the post-tension concrete (which appears to have the longest life of all surfaces but is also the most expensive.) He knows of several communities with active tennis programs that have constructed tennis courts fairly recently that would be willing to talk about their courts.

**ACTION:** The Board will continue to explore various options, with more specific information and monetary estimates, for this area of the Recreational Facility so as to develop a long-range plan. For 2011-12, the weeds will be kept down on those two courts and the eastern-most court will be repaired as needed to keep it usable.

### **Other Old Business**

\*Still need to get Water Use Agreements in place with four homeowners from whom the HOA gets water for the common areas.

\*Tract F and the Pool are the biggest water users – and these costs seem to be on a continuous rise. Did Dan and his committee get some concrete recommendations for changing Tract F to more “water-wise” grass? This needs to be discussed further.

\*We still need a written policy/plan for how the expenses for water and mowing, etc. are divided between the Master Association and Filing 3 Association.

\*Filing 3 Association's Board which appears to consist of the President and the Treasurer, have not reported back since our meeting last summer about possibilities for more cooperation between the two Association Boards.

### **NEW BUSINESS:**

\***Next Board meeting:** March 15<sup>th</sup>, 7 – 9 PM, Columbine Library Community room. There is another group there until 7 PM.

#### **\*Annual Meeting:**

-We cannot schedule the meeting room prior to 60 days out. Agreement was that we should try for a meeting time after April 15<sup>th</sup> and prior to May 1<sup>st</sup>.

-Eileen stated that the Secretary is the Officer who is supposed to handle the check-in of voters and the election. She, as President, is in charge of the meeting. She is willing to do one or the other but not both. Also, she is willing to prepare a Power Point presentation so that we also have the visual input as has been done for the past 4+ years and is well-received. Jason Rogers volunteered to handle the projector/computer so that Eileen would be free to conduct the meeting. Eileen will work on the election protocol and duties and let other Directors and volunteers help with the meeting duties. Further planning will be done at the March 15<sup>th</sup> Board meeting.

Meeting adjourned about 8:30 PM

Eileen P Parker  
Secretary

MINUTES APPROVAL SIGN-OFF:

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

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Secretary (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date