

DUTCH CREEK VILLAGE HOMEOWNERS & RECREATIONAL ASSOCIATION
MEETING MINUTES OF THE BOARD OF DIRECTORS
September 24, 2013

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 Patt Clark.

Attendance:

Board of Directors: Patt Clark, Dale Cloud, Dan Dowell, Dave Landes, Donna LeNoble, Jason Rogers and Ed Ryer

Other: Eileen Parker, Secretary

Committee Chairman: Frank McKinney, Facilities Improvement

Meeting called to order at 6:34 PM by President, Dave Landes

August Board meeting Minutes:

The August Board meeting minutes, sent previous to this meeting by email, were unanimously approved. They will be posted on the website.

Treasurer's Report: Dale Cloud

*Complete monthly financial report will be posted on the website

***Old Business:**

-The outstanding balance on dues from one homeowner is now in process of payment procedure with 2 payments being made.

-Ed Ryer & Dale Cloud are still looking at options for contracting with a different accountant. They have talked with two potential providers to date; but will continue to investigate options. Theresa Dixon continues to work to do the accounting at this time.

-Our "customer list"/list of homeowners needs to be updated to be sure all owners are current in the database.

***August Financial Report:**

- Profit and Loss:

-Received \$375 more in Status Letters (from home sales) than budgeted

-Insurance will be about \$800 less than budgeted

-Expecting more expenses from pool (invoices not received to date)

-Balance Sheet:

-\$50,000+ in Replacement/Reserve Funds

-Should have all summer expenses invoices by end of October

***New Business**

Dave Landes and Dale Cloud asked everyone to consider the prudence of continuing to pay \$1200-1500/year for a Financial Review that has not been substantially more than a stamp of approval now for a few years. Could that money be better spent elsewhere? Some discussion; decision tabled until next meeting.

Facilities Improvements: Frank McKinney

*Statement of Work from Frank was handed out to all (Addendum 1)

*Frank has met with a couple of electrical contractors about the work that needs to be done at the pool area. It was noted that the gas line is corroded in the Boiler room and should be repaired or replaced. Frank will get at least one more bid.

ACTION: Once the bids are in, the Board can make a decision by email if between meetings.

Tennis Courts: Jason Rogers

*Jason sent a letter to Jim Meese of All Seasons, Inc, who is the sub-contractor who put the surface over-lay on the tennis court which has wrinkled. Frank may have a piece of the material in his files which might prove that this is not a Guardian® product as Mr. Meese represented. There is another HOA or Recreational District who is experiencing the same issues with the surface material that was put down by Jim Meese. Jason will try to find out what they are doing to get this problem resolved.

Jason Rogers had to leave the meeting at this time.

Grounds/Landscaping: Dan Dowell & Patt Clark

*Patt presented a plan for a phased approach to tree trimming in the community since the overall costs will exceed the \$4100 approved at the August meeting. (Addendum 2)

MOTION: Ed Ryer moved, seconded by Dale Cloud, and passed unanimously: Proceed with Patt's proposal & spend \$1300 for the first phase of tree pruning at this time.

Dale believes more will be able to be done later; but need to have all summer expenses paid before committing to a bigger outlay of funds which were not budgeted.

***ACTION:** We need to find someone to shovel the walkway from W. Hoover Ave which runs north to the Open Space along the east side of the Recreational Facility (per agreement with Jeffco Open Space). Donna and Patt will send names to Eileen. If those people can't do it, we will send emails to the homeowners asking for help.

Facilities Improvement: Patt Clark

*Pat showed the group the materials and estimated costs of a possible plan for improvements to the bathrooms at the pool house. She noted, too, that she has found the day to day cleanliness of the bathrooms sorely lacking in the summer. The Board was very positive of the plan so far and would like for her to continue the process.

* Additional Repairs that need to be made at the Recreation area:

Replace the bad boards on the gate to the tractor area **OR** perhaps build a new gate.

Replace broken Plexiglas over signage attached to the pool house.

Architectural Control Committee (ACC): Donna LeNoble

*Donna talked with the residents of the house which backs to Pierce St with the vines on the fence. They will be taking the vine off the fence.

Meeting adjourned: about 9:30 PM

Next Meeting, Planning:

TBD

Eileen P Parker
Secretary

ADDENDUM 1: Pool House electrical work

Statement of Work

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1. Load Center – replace the Federal Pacific Electric load center with a TBD panel, model No. TBD. The Load Center shall have a minimum 60 amp main breakers (TBR) and provision for at least 20 (TBR) circuits of which 10 may be GFCI type.
2. Pool Underwater Lights – The underwater lights are not working and have not worked for some time. The HOA has decided to discontinue the use of the In Pool Underwater Lights. The four underwater light fixtures will remain in place but all supporting electrical circuits will be disabled and or removed. The disabling of the pool underwater lights should include the following:
 - a. Disconnect the two light circuits at the FGCI CBs in the load center. Remove the CBs.
 - b. Disconnect the two pool lights for each of the north and south J-boxes. Identify any wires/circuits not associated with pool underwater lights in each J-box.
 - c. Configure the North J-box to allow it to be placed below ground level.
 - d. Remove the two on/off lights switches from the north wall of pool house and install blank cover.
 - e. Remove wires for the two underwater lights circuits from the on/off switches to the load center. The wires from the on/off switch box to the two pool lights J-boxes can remain in place.
3. Timers – Remove the two electromechanical timers from the east wall of the pool house. These timers were installed to control the pool lights and the external pool house lights. Replace with an electrical J-box meeting the requirements of NEMA type 2, and appropriate for the remaining circuits routed through this location.
4. Area Pole Lights – Bring the three pole light electrical power circuits up to code.
 - a. Re-route or replace all NM (Romex) wiring for the pole lights located inside the pool house in conduit to meet the NEC.
5. Pool House External Lights – Repair pool house external under eaves lights (3 each) such that they function with a daylight and motion sensor.
6. Pool House Power Outlet – Provide GFCI protection for the equipment room power outlet (install FGCI CB or a receptacle.)
7. Gate Alarm System – Bring gate alarm system 120V AC power circuits up to code.
 - a. Remove existing Gate Alarm box AC power system.
 - b. Install new GFCI power outlet receptacle on the north wall and within 2 feet (TBR) of the Gate Alarm box.
 - c. Connect the extension cord to the Gate Alarm box (re-use from item (a) above.)
 - d.
8. Maintenance Shop – Install a GFCI power outlet receptacle such that all power outlets in the work room are ground fault protected.
9. Labeling – Label all key elements of the electrical system (switches, outlets, J-boxes and circuit breakers in the load center) with pertinent information (circuit function, circuit breaker number, etc.)

ADDENDUM 2:

DCV Trees
Estimate of work
Colorado Tree Surgeon -a.k.a Mike Lavan

Colorado Tree Surgeons:
Mike Lavan
303-263-9917
lavanmike@gmail.com

Suggested plan for tree work: Do in 3 phases unless approved as a whole by Board.

Phase	Location	Tree-Type	Description of work	Cost
Phase 1 fall '13 Phase 2 April '14 Phase 3 fall '14	Phase 1 small trees Phase 2 very large trees Phase 3 very large trees			
1	Recreation Area walkway	4 trees- various types	-Raise height of branches interfering with the fence and sidewalk	4 trees \$100
1	W. Side of Coal Mine	3 Lindens, 3 Honey Locust, 2 Norway Maple	-Raise height of branches interfering with the fence and sidewalk -Remove the main lead on half dead Maple Tree	8 trees \$200
			-	
1	Caley Place	12 Ash trees 1 pine at the S side entrance	Limb-up as needed Limb-up Pine, it obstructs the views of exiting traffic.	13 trees \$550
1	Hoover Way/Pierce	6 Plum	-Limb-up, shape	6 trees \$250
1	Marshall St	5 Amur Maples, 4 Ash, 5 Maples, 5 Plums <u>3 Linden</u> 3 Honey Locust 2 Crabapple, 2 dead Plum 3 Ash	Limb-up as needed Crabapple and Plum should wait until Jan. due to dangers of Fire blight	32 trees \$200
TOTAL COST FOR PHASE 1				\$1,300.00
2	Coal Mine (East Side of Coal Mine)	3 Large Maple Trees	Remove Dead Branches -Thin to Prevent Breakage	3 trees \$500
2	Weaver/Pierce both sides of entrance	S. side: 1 Pine, 1 Linden, 1 Maple N. side: 2 Pine, 3 Locust,	-Deadwood all Pine trees Raise Linden (it interferes with the traffic light), limb-up Maple and thin as needed. Branches too low for truck traffic.	8 trees \$2,100

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2	Island at Weaver	2 Ash	Limb-up and remove dead wood, limbs partially covering street sign.	2 trees \$300
TOTAL COST FOR PHASE 2 \$2,900				
3	Open Space	5 Russian Olive Trees	-Remove dead and broken limbs -Thin to prevent damage	5 trees \$450.00
TOTAL COST FOR PHASE 3 \$450				
	TOTAL TREE COUNT	76		\$4,650.00

The bulk of the tree work is at the entrance of Weaver/Pierce. The trees are very mature and need extensive work. Many of these trees have large dead branches that hang over the street and sidewalk. It is priority to take care of these liabilities to avoid property damage and injury.

It is important to prune the trees at an early age. Structure pruning will encourage the trees to grow properly, preventing future problems. When the younger trees are pruned correctly they will grow properly as they mature and will result in minimal breakage and healthier trees. It is much cheaper and effective to trim the trees early, and will minimize potential damage to cars/property/people in the future.