

THE DUTCH CREEK VILLAGE HOA

MINUTES of the MASTER BOARD OF DIRECTORS' MEETING

February 22, 2022

SUMMARY of Key Actions Taken:

Probable date of the next Board meeting March 29th; 7:30 PM via Zoom

- 1) Budget preparation process is progressing.
- 2) One ACC violation letter was sent; no response, so Policy in place will be followed with fines to be levied as in the Policy. Raina Powell is handling ACC right now while Donna is recovering health.
- 3) Service Agreement with Waste Connections of CO is in place for next 5 years and is now on same annual basis as our due's payments. Website Trash and Recycling information is updated.
- 4) Approved the trial use of a new HOA management software that will help make Treasurer's job easier, in the long run, if it works as advertised.
- 5) Three Directors terms end with the Annual meeting. Raina Powell does not plan to continue on the Board. Jason Rogers will send/post the Dues'/Assessment letter, Annual meeting date (via Zoom) and ask homeowners to consider running for the Board of Directors as well as volunteering to help Directors with tasks.
- 6) If anyone wants to help with "DCV Welcome" committee, please let Eileen Parker know. Eileenpparker52@comcast.net

ACTIONS TAKEN by Directors between meetings: Due to time pressure of having the Annual Dues & Trash/Recycling mailing ready to go by March 1st, and inability to find a meeting time for all, some business was conducted by email and phone calls. All Directors voted except for Donna LeNoble who was unable due to ill health.

Majority approval was given by Directors for Kendra to start the trial of *PayHOA* Management Software. She shared the trial with the Directors for perusal. PayHOA allows for homeowners to pay online with ACH payments as well as the fee for this service, too. Checks can still be mailed. Kendra will get it set up for the March Dues/Trash Assessment letter and invoice.

Majority Approval was given for Eileen Parker to sign the Service Agreement with Waste Connections of CO for 5-years that begins with the January billing but will thereafter be April 1

– March 31st. This Agreement guarantees no more than a 4% annual increase in years 2-5 and any additional new government mandated fees. The homeowners may continue using their own trash/recycling containers OR Waste Connections can provide the company preferred one upon request at no additional charge. In addition to one 64-gallon or 96-gallon receptacle, 4 extra bags or bundles of yard waste per week is allowed for no charge. Bulk item pickup must be prearranged with Waste Connections and will incur a prepaid charge. Additional container can be arranged for homeowner charge of \$4 per month billed directly to the homeowner. Particulars of the contract can be obtained upon request at the dutchcreekhoa.com - "Contact Us," The specifics are also posted on the HOA website now.

After much discussion, majority approval was given to set the 2022-23 Dues and Trash and Recycling to include the 7% CPI increase and new Service Agreement with Waste Connections of CO.

Majority approval was given, after discussion, to include a payment option for 2022-23 Dues and Trash/Recycling assessment as in keeping with the Collection of Unpaid Assessments Procedures Policy (Resolution 002-06; available on the dutchcreekhoa.com site.)

President, Raina Powell, called the Zoom meeting to order at 7:35 PM

Attendance:

Board of Directors: Raina Powell, Kendra Conrad, Jason Rogers, John Wilber, Eileen Parker

Absent: Donna LeNoble and Jason Fish

Chair of Grounds and Landscaping Maintenance & homeowner: Jim Bruzas

Minutes of the January Board of Directors' Meeting: Motion to accept as written by Eileen Parker, seconded by Kendra Conrad. Unanimous acceptance.

Homeowners' Forum: no homeowners attended

Treasurer's Report: Kendra Conrad

The End of the Month report was shared. It will be posted on the website.

Outstanding dues: Last payment received. Kendra will see that the fines, if assessed, were also paid.

Discussion of Budget for 2022-23:

Still need input on Pool Contract, pool resurfacing IF can even be done this year prior to opening or after, any other pool needs

Snow removal concerns: Eileen will contact another company which does some removal for some homeowners on Weaver to see if they will give a bid for snow removal with sections noted individually. Jim will contact the Jefferson County streets and sidewalks to find out if they will do the

sidewalk along Pierce to the Leawood section (which is often shoveled) whereas our section doesn't get done.

Approximate cost to fix the gates at the Courts which aren't currently working well.

Insurance increases likely – if so, how much and when?

Any outstanding Landscape needs?

Plan for increased electrical and water bills

Kendra Conrad: MOTION to Approve PayHOA Management Software trial monthly expense to get through the Dues process in order to assess its functionality - \$179/month. It will include much of the past costs of mailings. Seconded and passed unanimously.

Pool Report: Jason Fish Absent

Tennis and All-Purpose Courts & Website: Jason Rogers

Jason will follow up on issue of a problem with the springs on the tennis/multi-use court gates.

Grounds/Landscaping: Jim Bruzas

Jim will get any remaining Budget information to Kendra ASAP and they will discuss entry area flowers and having a set budget for those areas.

Architectural Control Committee (ACC): Raina handling for Donna while she recovers

*Violation letter sent to one homeowner due to flatbed trailers there. No response. So will follow up with a certified letter and the fine assessment process.

Miscellaneous:

ANNUAL MEETING: Thursday evening, April 21st, 7:30 PM **By Zoom** due to cost and lead time needed to reserve meeting place, Proxy forms will be available online; Directors will decide week prior if more proxy forms will be needed in order to elect Directors.

Board Term Expirations: Donna LeNoble's, Raina Powell's, and Kendra Conrad's terms expire at the next Annual meeting. Raina will not stand for election. Kendra will stand for re-election. Jason Rogers will send an email letting homeowners know that we will need volunteers to step up once again.

Need for a "Welcome Letter" e.g., with explanation of website, etc. for new homeowners: Most of what Eileen proposes will actually be in the Dues letter; but will try to get the Welcome letter to at least the 6 or so new in past year homeowners anyway (mailed or dropped off at their homes.) Going forward will work with Kendra to contact new owners within a few weeks of sale/move-in. All directors can help by advising when they see a SOLD sign.

Property Management Companies information: Please keep looking and asking around so we can gather information in case needed. Ideally, piece meal services could help.

Next Board meeting: Tentatively set for March 29th, 7:30 PM ZOOM format.

Respectfully Submitted,

Eileen Parker

Secretary of the HOA Board of Directors