

**THE DUTCH CREEK VILLAGE HOA**

**MINUTES of the MASTER BOARD OF DIRECTORS' MEETING**

September 20, 2022

**SUMMARY of Key Actions Taken:**

- 1) New CO laws went into effect August 1, 2022 and affect HOA Policies & Procedures for Delinquent accounts and Violations Notices and fines for such. Board of Directors will be changing DCV Policies and Procedures in order to be compliant by using the templates advised by the attorney.
- 2) Two outstanding dues/waste collection accounts are still unpaid. Treasurer will update fees per new law and continue the collection process.
- 3) Board will continue to work on either moving the PO Box or getting more keys for easier pick up of mail.
- 4) ACC has approved some and is working on applications for changes such as new roofs, windows, painting, etc. As well, there are 2-3 complaints which are being investigated. REMINDER: There is a complaint form on the website as well as Application forms. We cannot, effectively, act upon anonymous complaints.
- 5) Jim Bruzas has been volunteering his time and talent to the HOA residents for 9 years now as the Landscape and Grounds Manager. He is resigning and hoping to train his replacement before final resignation spring 2023. He will continue to help with other committees, fortunately. Jim will endeavor to get the Grounds and Landscaping procedures, contractors, timelines, plans on Google Docs.

**Director, Craig Pedersen, called the Zoom meeting to order at 7:41 PM**

**Attendance:**

*Board of Directors:* Kendra Conrad, Jason Fish, Eileen Parker, Craig Peterson QUORUM MET

*Absent Directors:* Donna LeNoble, Jason Rogers, John Wilber

*Committee Chairmen and Volunteers:* Jim Bruzas

*Homeowners:* none

**Minutes of the August Board of Directors' Meeting:** Jason Fish moved to accept the Minutes as emailed to the Directors. Kendra Conrad seconded the motion. Passed unanimously.

**Architectural Control Committee (ACC):** Craig Pedersen

\*Usual requests for approval have been handled or are in process. Donna LeNoble is handling these.

\*Latest violation complaint was just received this week and will be investigated.

\*NEW LEGISLATION RE: DELINQUENT ACCOUNTS AND VIOLATION FINES AND COLLECTIONS will require changes to our forms and to Policies and Procedure documents. Therefore, we need to get that in order before any violation forms can be sent.

Craig and Eileen will read the documentation, templates, etc. from Kimberly Porter, Esq, received just this past week. Then, make needed changes to our Documents and forms. Kendra will update the Delinquency form and continue sending late notices with fees, etc., to the two delinquent accounts.

**Financial Reports:** Kendra Conrad

\*The end of month financial reports: Kendra reviewed in relation to Budget and for clarification as available from Directors.

\*\$350 invoice from Kimberly Porter, ESQ. for the updated templates for Delinquent accounts, Violation Procedures, etc. as legislated in the 2022 CO Legislature.

Discussion of what needs to be done to update: Since this is legislated change, there seems to be no need to go through the process for Resident Approval of Policy/Procedures.

\*Communication with Kimberly Porter, Esq. stated that she never received the notarized agreement letters to assume Master Association Membership and responsibilities upon sale of their homes -- from the eight homeowners in Filing 3 who had earlier been declared not a part of the Master Association. Her research showed that no one from our HOA filed them with the County either. Therefore, we need to begin that process once again. Eileen will write the letters to the homeowners asking again for their notarized signatures. --

with homeowner agreement from the eight homeowners in Filing 3 who had earlier been declared not a part of the Master Association

**Grounds and Landscaping:** Jim Bruzas

\*After nine years of being the G & L Manager/Chairman, he is resigning. There is a new resident in Filing 3 who has expressed interest in taking on this job. Jim will be meeting with him and will train him if he is willing.

\*Sprinkler blow outs are scheduled.

\*Since the Power Outage this summer, Tract F sprinkler clocks have stopped working.

**Pool Report:** Jason Fish

\*Company who can do the pool resurface work did not return Jason's phone call. He will keep trying.

\*Jason will get the lounge chairs and other items stored. Pool covers still need to be in place.

\*No update on security issues at the Pool.

**Website and Tennis Courts:** Jason Rogers, absent

*Approved copy October 25, 2022*

**Miscellaneous:** Craig talked to USPS about our mailbox and what is needed to make changes there. Need to have “Official documentation” of Directors’ names in order to allow any one to make any changes. Perhaps the Annual Meeting Minutes will suffice. Marcel Savoie is the last Director name on the USPS account..

Craig will contact UPS Store for cost of a box there; advantage is that it is an address and not just a PO Box #

Kendra will check with the accountant to see if he is ok with moving to UPS Store OR if he prefers the location as is.

**Acting Presidents of the Board schedule:**

October – John Wilber

**Next Board meeting:**

**October 20<sup>th</sup>, 7:30 PM Zoom format**

Respectfully Submitted,

Eileen Parker

Secretary of the HOA Board of Directors