

Grand View HOA

Board of Directors Meeting, June 13, 2019

The meeting was called to order at 3:07 pm. at Penny Wagner's house. All board members were present (President Sue King, Vice President Patricia Miller, ACC Chairman John Silletto, Secretary Penny Wagner, Dick Mann) as well as our Financial Manager, Janey Joslin.

Old Business.

1. The minutes from the last board meeting on March 28, 2019, were approved as written.
2. **Status of Delinquent Annual Assessments.** Janey reported that all assessments for 2019 have now been paid. She had to file two liens (2805 Hawthorne and 644 West Pagosa) but the assessments have since been paid and the liens have been released.
3. **Landscaper Contract Addendum.** It was pointed out in the March meeting that the contract was abbreviated this year from three pages last year to a single page this year. An addendum to the contract was reviewed and after discussion, it was decided to let the contract stand as is for 2019 since we are halfway through this year's contract and Todd Coffin has lived in the neighborhood for 15 years and has always been hard-working and reliable. However, it was agreed that we revert to the previous three-page contract next year, letting Todd know that we consider the abbreviated version too vague. Penny will type up a new contract for 2020 based on the 2018 contract. It will be reviewed by the board at the September 12th Board Meeting and presented to Todd Coffin at the annual community meeting in October.
4. **Financial Manager Contract.** Board members were able to review the contract prior to today's meeting and all agreed there were no problems and it was fine the way it was written.
5. **Silt Pond Update.** Sorter Construction was scheduled to measure the pond before it filled this year. However, the pond never fully drained, so they were not able to take the measurements to determine if the pond needs to be dredged. The board will contact Sorter Construction once the pond has dried up next Winter/Spring and have them take measurements at that time.
6. **Painting of the Gazebo Top.** The top of the gazebo still needs painting, however, it is a difficult task given the height, the angle of the roof, and the proximity to the pond. John also pointed out that several shingles (above the area to be painted) need to be nailed down before painting. It was decided we table this item for the next meeting. In the meantime, board members will continue to explore methods to accomplish the painting, to include inquiring around the neighborhood to see if anyone has access to a cherry-picker or similar piece of equipment.
7. **"No Swimming" Sign.** Lonnie Miller made the sign, Patricia Miller stained it and purchased the post, and Carl Zimmerman dug the hole and installed it near the entrance to the pond area. Board members commented on how nice the sign looks. When asked for the cost and receipts, Patricia indicated we should consider it a donation from the Millers. The board thanked her and Janey will send thank you notes to the Millers and to Carl Zimmerman to formally express our thanks for their efforts.
8. **Planters on Hawthorne.** John and Sandy spruced up the planters at both entrances to Grand View and they look very nice. John also installed another solar light to illuminate the subdivision sign after the previous lights were stolen. He has not yet submitted the receipts for reimbursement but will do so. The board thanked John for his efforts. Janey will send a thank you letter from the board to both John and Sandy to show our appreciation.

9. **Architectural and Landscaping Guidelines.** The existing guidelines are posted on our website and are dated December 8th, 2016. The board discussed three changes to that document - the height of fences, rules regarding trash containers, and the elimination of ash trees from the recommended list of allowable trees.

Fencing. The current guidelines require a six (6) foot fence surrounding the rear yards of all properties. There are numerous homes that back up to Matchett Park and the pond area that have lower fences, which afford the residents a view of the park or the pond. Furthermore, the Covenants, Conditions, and Restrictions (CCRs) dated October 23, 2014, and recorded with the county states "no fences shall exceed six (6) feet in height". With that in mind, the board decided to eliminate the wording that requires a six (6) foot fence.

Landscaping. Ash trees were removed from the list of allowable trees and additional wording was added that requires residents to keep trash receptacles be kept behind a six-foot fence or in the garage.

Penny will make the agreed upon changes to the document. The board recommended the changes either be italicized or in bold print, to make it easy to see what changes were made. There will also be verbiage added to make it clear the new guidelines supersede those of December 8th, 2016. The goal is to have the new guidelines completed and signed by the end of June 2019. Janey will record the signed document with the county clerk and recorder and upload it to the website and delete the previous version from the website. Sue will visit new residents and provide them copies of this document.

10. **Website Information.** Janey trained Penny on how to upload documents to the website and Penny has added all the minutes from board meetings and community meetings from the last two years, as well as all budgets for the last two years. Janey removed the information about "Water On" from the home page.

New Business

1. **Financial Report.** Janey passed out the budget and explained each line item. We have spent \$19,416 to date for 2019. We have \$39,107 remaining in the operating budget and projected expenses through the end of the year are \$30,084. We also have \$29,411 in our Reserve Account.

Given the healthy nature of our accounts, the board agreed there is no need to raise the amount of our annual assessment for 2020.

2. **New Residents.** Janey provided information new residents since the last board meeting. They include Robert & Donna Crawford at 2805 Hawthorne, Anita Sheetz at 2804 Hawthorne, and Dewayne & Elizabeth Meek at 645 W. Pagosa. Sue will contact them and welcome them to the neighborhood.

Janey also provided updated contact information for several residents.

3. **Expansion Tank.** The Landscaper, Todd Coffin, contacted the board in April and indicated the expansion tank in the pump house was rusty and leaking and needed to be replaced. John Silletto approved the purchase and installation of a new expansion tank, which cost \$980, labor was \$440, and parts-transducers were \$475 for a total of \$1895. According to Patricia, the pump was 15 years old and was inside the system, which allows the whole system to be pressurized, so it was necessary to replace it.

Penny expressed concern about the process involved in approving this rather costly expense and discussion ensued. It was agreed that in the future, the entire board will take part in approving large expenses such as this one.

4. **Trees on 28 Road and In Pond Area.** It was pointed out that many of the trees in the Common Areas are in desperate need of trimming, and some are dead. John Silletto and Carl Zimmerman trimmed five trees on 28 Road yesterday, which resulted in a truckload of debris they had to haul to the compost yard. The board thanked John for his efforts and Janey will send a thank you to both John and Carl to express our appreciation for their efforts.

There are still many trees needing trimming and it is a large job. It was decided to make this part of a community work day on September 14th, when it is cooler, and there are still leaves on the trees, making it easier to determine the dead portions that need to be trimmed. John also pointed out that it would be nice to have access to electric as he has an electric pole saw that would be beneficial to use in the pond area. We will check with Garrett Heyns, who lives next to the pond, to determine if we could use his electric outlet to accomplish this. In an effort to recruit volunteers for the community work day, Board members will spread the word as the time draws nearer and signs will be posted on the community mailboxes asking for volunteers.

5. **Documenting Architectural & Landscaping Modifications by Address.** Penny brought up the need for maintaining records of approved/denied modifications by address and provided a sample document. Since there are new board members each year, a document which tracks these modifications would allow for continuity for board members to refer to. All board members agreed this would be a beneficial document. Starting today, the ACC chairman will provide information to Janey Joslin about any property modification requests received from residents as well as the disposition (approved/denied). Janey will update and maintain the records and provide copies to board members at the quarterly meetings. The document will contain the following information.

ID#, Street Address, Homeowner requesting the modification, Date of Request, Modification Requested, Notes (reason for disapproval or other necessary information), Date approved or Date denied. (The ID # will correspond with the Master list of residents, which corresponds to the address.)

6. **Forms for non-compliance of ACCs.** Penny passed out a sample form that could be used as a template to send to residents who are in violation of the CCRs or Architectural and Landscaping Guidelines. The form would list the violation, refer to the appropriate document and paragraph that covers that specific violation, and request compliance. Board members thought the form would be a good idea. It was decided that Janey would type up violation letters after receiving information from the ACC Chairman stating what the violation is, the address, and what document/paragraph has been violated. John will sign the letters before they are mailed or he can hand deliver them. (It was not decided how these records will be maintained, but perhaps a binder could be created with a copy of each violation letter sent. To facilitate easy reference, the ID# for that property could be added to the letters and then file them by ID#.)

Several existing violations were brought up and John will verify the information and pass on to Janey to type up non-compliance forms. Once typed and printed, John will sign as the ACC chairman and Janey will mail the forms or John can present them in person.

7. **Nomination Committee for New Board Members.** Two of our board members (Sue King and Patricia Miller) are nearing the end of their two-year terms. All board members will ask around for volunteers willing to replace them. We will talk about any potential volunteers at the next board meeting.

8. **Next Board Meeting.** The next Board meeting will be held Thursday, September 12th at 9:00 am. Location to be determined. We will discuss the agenda for the annual community meeting, which was decided would be held on October 24th. Patricia said she would reserve the church for our meeting. As a reminder, a couple things to be covered will be all the accomplishments by the board and the necessity of residents/homeowners to submit request for approval BEFORE making changes to existing landscaping/architecture.

The board agreed the last community meeting went very well and we would like to conduct the next meeting in a similar fashion, keeping it as brief as possible. The previous President, Bill Rash, used a Power Point presentation using the church's equipment, however, no one seemed to know if he used a thumb drive or some other means. Penny will check with Bill to determine what method he used to produce the Power Point presentation.

With no other new business, the meeting was adjourned at 5:30 pm.

Respectfully submitted,

Penny Wagner
HOA Secretary