

GRAND VIEW HOA  
BOARD MEETING MINUTES  
September 23, 2020

The meeting was called to order at 8:37 a.m. at the home of Secretary, Penny Wagner. Members present include President Deb Cockroft, Vice President Marcia Rising, ACC Chairman John Silletto, and Secretary Penny Wagner. Also in attendance were Financial Manager Janey Joslin. Dick Mann, Member-at-Large, was absent.

**Old Business.**

1. **Minutes.** The minutes from June 3<sup>rd</sup>, June 23<sup>rd</sup>, and the special meeting on July 3<sup>rd</sup> were approved as written.
2. **Audit.** The audit/review of the books still has not been accomplished. It was decided that we would add this to the agenda for the annual meeting to see if anyone knows someone who might be interested.
3. **Irrigation Signs.** Penny was able to get four (4) 2-sided signs made by Sign Smith and picked them up on July 15<sup>th</sup>. The signs are old real estate signs and heavy duty metal and cost a total of \$260.45 for all four. The signs are magnetic and two of the signs have a space to fill in the date for when the water is on/off, so Penny purchased some magnetic dry-erase markers for this purpose. There are actually 2 sets of two different signs and they have been placed behind the brick facades at each entrance. One sign says "WATER IS OFF FOR REPAIRS" on one side and the other side says "TURN YOUR VALVES OFF BY MARCH 25TH". The other sign says "WATER WILL BE TURNED ON \_\_\_\_\_" and the other side says "WATER WILL BE TURNED OFF \_\_\_\_\_". These signs should last for years.
4. **Dead Tree in Pond Area.** The dead tree next to the gazebo was finally removed by volunteers on June 8<sup>th</sup>. Those who helped are: Carl Zimmerman, Cory Bunge, Deb Cockroft, Penny Wagner, John Silletto, Arie DeGroot, and Dick Mann. John Silletto and Bob Wagner hauled the debris to the compost pile at the dump.
5. **Trees on 28 Road.** Penny received a phone call from a homeowner regarding the trees on 28 Road. The homeowner felt they were a bad reflection on our subdivision and needed to be trimmed. It was explained that the Board had them scheduled for trimming last Fall and the guy never showed up, then the Board decided NOT to trim them. The homeowner was not satisfied with that response, so Penny polled the Board by email and they agreed it was worth revisiting as they were in pretty bad shape with lots of dead branches. Penny Wagner, Deb Cockroft and John Silletto surveyed the trees and determined that 8 trees needed trimming and another 2 trees needed to be removed. John Silletto got several bids. One bid from R&M Tree Service was for \$1000 and the Board agreed that it would be worth it to spend that money. The trees were trimmed on August 10th and it is a dramatic improvement.
6. **Landscaping/Irrigation Contract Bids.** Penny was able to secure two different Landscaping/Irrigation bids. The bid from WD Yards was for \$20,970 but it some items not included in our current contract with Columbine Landscaping. Bookcliff Garden's bid was for

\$26,006 and it also included items not in our current contract. There was some discussion that it would probably require us to raise our annual assessment in order to pay for either of these contracts. The Board has been satisfied for the most part with Columbine Landscaping and decided to stay with Columbine Landscaping for now. It was stressed that the incoming Board needs to prepare his contract before January and be sure to include the current wording that allows the Board to call other companies for repairs on irrigation breaks.

**7. Nominations for Board Members.** We currently have three nominees for the Board (Mike Long, Dave Jagim, and Greg Guth). Penny talked to each of them and they have all accepted the nominations, however, we will keep the nominations open in case other might be interested.

**8. Website Redesign.** Tina Wilson was contracted to redesign our website and did a great job. The Board reviewed all the content before it went live on August 22nd and it is a dramatic improvement over our previous website. We received a full refund of \$179 from IONOS that we had prepaid for our old website. The new website uses Word Press for a content management system (CMS), so whoever updates the content will need to have some knowledge of Word Press. Penny Wagner has agreed to maintain the content on the website even after her term as Secretary has expired, but she would need additional training. The Board agreed to pay for an online course for her which will cost less than \$15. Tina Wilson indicated that quarterly maintenance will also be required to update plug-ins and other programs that operate in the background. She is available for this service and would charge \$50/hour and estimates it would take 1-2 hours per quarter.

**9. Budget.** The current and proposed budgets were reviewed. We are very close to going over budget this year for irrigation repairs so we applied a slight increase in next year's budget for repairs and we approved a \$25/month raise for the Financial Manager. The proposed budget for 2021 was approved and a summary of the budget will be included in the letter to the homeowners announcing the annual meeting. There will be no increase in the Annual Assessment for 2021.

### **New Business.**

**1. HOA Emails & Mail Chimp.** We had problems with our old email address ([grandviewsubhoagj@gmail.com](mailto:grandviewsubhoagj@gmail.com)) and have created a new email address for the HOA and it is [grandviewhoainc@gmail.com](mailto:grandviewhoainc@gmail.com). Janey will monitor the email account for incoming emails and forward emails to the appropriate Board members for action as necessary. One of the problems we experienced was the inability to use the BCC function to hide the email addresses when sending mass emails. So we created an account with Mail Chimp, which is an app that allows us to create the emails and keep the addresses hidden, but we are still able to use our [grandviewhoainc@gmail.com](mailto:grandviewhoainc@gmail.com) address. We have sent several emails using this app and it is working well. It is a little more complicated to use, but Penny will give Janey lessons so that she can send mass emails using this service when needed. Penny has also offered to continue sending mass emails on behalf of the Board after her term has expired.

**2. ACC Variances.** We had requests from two different homeowners this summer for the installation of sheds where the sheds were not able to be built in the rear of the lot as

required by the Architectural *and Landscaping Standards and Guidelines* and they were each granted a variance. The house at 650 E. Pagosa Drive has a pool in the backyard and no room for a shed so they were given permission to build to the left of the house directly behind the front fence and the house at 2817 Hawthorne Ave only has room for a shed to the right of the house near the front fence. They were given permission to build there since the shed will be screened from view by the fence, bushes, and trees. We also had requests regarding two different homeowners whose trash cans are not being stored where they are hidden from view as required. Both cases involved elderly homeowners with health issues who have arrangements in place for someone else to take their garbage cans out to the street on garbage day and then return them to the front or side of the house. A variance was granted in both cases (2821 Hawthorne Ave and 639 W. Pagosa).

3. **Water Shut Off.** We don't yet have a date from Grand Valley Water Users Association for when the water will be shut off, however, when we do get a date, Penny will post an announcement on the website and we will post the WATER OFF signs at the entrances to the subdivision. In addition, Penny will include some notes in the online post about irrigation maintenance that homeowners should be doing during the off-season.

4. **Properties for Sale.** A total of 8 properties in the subdivision were sold this summer. We have an additional four properties on the market and 3 of them have closing dates set for the near future.

5. **Annual Meeting.** Marcia reserved the Nazarene Church at 28 Road and Patterson for Thursday, October 15<sup>th</sup>, from 6:30 – 9:00. She is still trying to find a tech assistant to run the audio/visual equipment during the meeting.

Details about the annual meeting were discussed. The Board reviewed a letter that Penny prepared announcing the meeting to the homeowners and they suggested a few other items be added since we may have reduced attendance at the annual meeting due to the pandemic. A copy of the letter is attached and Janey will send it along with a proxy form to each homeowner by September 28<sup>th</sup>. Penny also prepared flyers for posting on the mailboxes. Janey will make 30 copies and Deb & Marcia will post them on the mailboxes 10 days prior to the meeting (October 5<sup>th</sup>). Penny will send an email announcing the meeting 2 weeks prior to the meeting (October 1<sup>st</sup>) and another reminder email 3 days prior (October 12<sup>th</sup>). Penny has already posted the meeting announcement on the website and is working on the slides for the Power Point presentation.

A proposed agenda was reviewed and approved and is attached. In addition to the election of Board members and approving the 2021 budget, the most important items will be reviewing the changes to the *Architectural and Landscaping Standards & Guidelines* and highlighting the contents of the 8 new governing policies.

6. **Changes to the Architectural and Landscaping Standards & Guidelines.** The Board reviewed and approved the following changes:

**Patio Structures:** Allows the use of metal or vinyl provided they have similar appearance to wood and they blend with or complement the principal dwelling. Prohibits corrugated metal or plastic roofing.

**Fencing:** In addition to cedar pickets, fences may be built using composite material made to resemble wood, such as TREX.

**Landscaping:** Any furniture placed in the front of the property should be maintained by the owner in good condition and free of rust or other obvious signs of wear.

**Motor Vehicles:** Must be in good working condition and bear evidence of a current license and registration for the State of Colorado.

**Recreational Vehicles/Utility Trailers:** Added the words "such as utility trailers" for clarification.

**Signs:** Limits Garage/Yard Sale signs to two and they can be displayed for no more than 3 consecutive days. Political signs are limited to one per political office or ballot issue and they can be displayed no earlier than 45 days before election and must be removed no later than 7 days after an election. Business signs are not allowed and any other signs require HOA approval.

Janey will take the signed document and have it recorded with the County Clerk. Penny will post the revised document on the Association's website and copies will be mailed to the homeowners along with the new governing policies.

**7. Governing Policies.** After our June meeting, it came to our attention that Colorado HOAs are required to have a set of governing policies, which our HOA does not have. The Colorado Legislature passed a bill in 2005 that amended the Colorado Common Interest Ownership Act (CCIOA) to require associations to adopt these 9 policies.

Consequently, baseline policies were drafted and emailed to Board members for input prior to today's meeting. The Board reviewed 8 of these policies today and recommended several changes. Once the recommended changes are made, the revised copies will be emailed to Board members for final approval and they will then be signed by our President and become part of our governing documents. The policies will be posted on the Association's website and mailed to each HOA member along with a letter explaining key points. (The 9th policy on Reserve Studies will need to be completed by the next Board.)

The adoption of these policies also spawned two new forms which have been attached and Penny will post them on the Association's website. The new **Complaint Form** allows for a homeowner to file a complaint about another homeowner whom they believe has violated the covenants. The form gives them an avenue to bring the violation to the attention of the Board so the Board can take action. The other new form is a **Request of Hearing** form. If a homeowner has been cited for a violation and does not feel they are in violation, this form gives them the opportunity to request a hearing with the Board and present evidence in their defense.

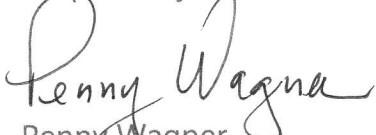
8. **New Annual Assessment Due Date.** The Board moved the due date for Annual Assessments from February 15<sup>th</sup> to March 1<sup>st</sup>. It was felt that a due date on the 1<sup>st</sup> of a month was easier for accounting purposes, particularly as it relates to assessing fines and interest for delinquent accounts.

9. **Board Member Orientation.** Penny put together a Board Member Orientation Book that gives details about our HOA and how it operates, a calendar showing what needs to be done each month, information about our irrigation system, our finances, key points of contacts, resources, and a copy of each of the governing documents. She offered to make six copies of the book so that each Board member would have one and there would be one for Janey also. The Board agreed it would be a good idea and authorized her to purchase the supplies necessary to make the books.

Penny also offered to provide a one or two hour training session with the new Board members prior to their first Board meeting to give them an overview of the HOA.

10. With no further business, the meeting was adjourned at 12:50.

Respectfully submitted,



Penny Wagner  
Secretary, Grand View HOA

Attachments:

Landscaping Bid – WD Yards  
Landscaping Bid – Bookcliff Gardens  
Current Budget as of 9/14/20  
Proposed 2021 Budget  
Annual Meeting Notification Letter  
2020 Annual Meeting Agenda  
Revised Architectural and Landscaping Standards & Guidelines  
8 New Governing Policies  
Letter to Homeowners regarding new policies