

**Prospect Point Townhomes
Board of Directors Meeting
Oct. 19, 2022
2:00 pm
ZOOM**

Minutes - Draft

- I. Call to order
 - A. The meeting was called to order at 2:00
 - B. Attendees
 - a. David Benson
 - b. Garrett Poulos
 - c. Ron Borchert
 - d. Bill Word
 - e. Jeanne Belli
 - f. Pete Catalano
 - g. Bob Roggow
 - h. Kevin Lovett, SRG
 - i. Steve Wahl, SRG

- II. Owners Forum
 - A. The meeting notice was posted to the website
 - B. Tom Murray 1510A
 - a. Tom asked if the board received the August document that he sent to Kevin/Steve? Yes, they did.
 - b. Tom attended the annual meeting and heard that there were plans for the HOA to do some tree replacement within the neighborhood. Tom thought the HOA was planning to replace, at HOA cost, some trees at one or more properties (owner front yards).
 - c. Tom had an Aspen tree removed in 2019 from his yard.
 - d. Tom planted 3 trees in June 2022 at his personal expense in his yard.
 - e. David Benson commented that the HOA must look back on some history on the HOA tree replacement.
 - f. The HOA has removed Aspen trees by the street in front of entry stairs. It has not been determined if these trees will be replaced or not since there are juniper plantings and rocks where the trees were removed. All of this would have to be removed to plant a new tree.
 - g. Bill Word commented that the trees replaced by Tom are on a private yard rather than community property.
 - h. Kevin Lovett looked at the communication history and sees that Tom had agreed to pay for the tree four years ago. At that time

there is no indication that the HOA had paid for any other trees. There is also concern that this request is four years old.

- i. Tom stated that what he thought he had heard at the annual meeting that one of the owners was discussing tree replacement between 1518 and 1520 in the lawn area. Tom believes that his lawn is similar and this is a similar situation. This is Tom's biggest argument for reimbursement.
- j. Garrett Poulos understands that all of the space is a common element. He believes that Tom should have asked the HOA to do the replacement rather than asking if he could do the replacement himself and at his own cost.
- k. David Benson says that at the property walk in the Spring, the area between 1518 & 1520 was looked at as a neighborhood project rather than benefiting a limited number of owners.
- l. This is the first time in HOA history that trees are actively being replaced.
- m. The requested reimbursement is \$600 for three smaller trees
- n. Additional conversation began with David Benson stating that he recalls owners wanting to do plantings in between buildings but the item in memory was done to help with a drainage problem.
- o. The board wants to be sympathetic to Tom, but since he had sent a message to the board four years ago, the board will not approve this. But a policy needs to be drafted which further addresses owner landscaping. Any future reimbursements need to be approved by the board in advance.
- p. Benson encouraged the BOD to look at the area between 1518 & 1520 so see what they think about a planting here benefits the community or the owners adjacent to the proposed planting.
- q. Bill Word stated that the board does have the option to budget and spend on projects that they deem to be an improvement to the entire HOA.

III. Review and Approve Minutes of Last Meeting

A. August 6, 2022, Board Meeting Minutes

- a. A motion to approve the 8/6/22 minutes was made by Garrett Poulos, seconded by Jeannie Belli and approved unanimously.

IV. Treasurer's / Financial Report

A. September 2022 YE Financials

- B. September 30, 2022 financials report \$32,092 in the operating account, \$29,482 in the General Reserve account, \$125,783 in the siding reserve account (\$155,265 in total reserves).

- C. September 30, 2022 close Profit and Loss statement reports \$178,719 of actual expenditures vs. \$184,785 of budgeted expenditures (3.3% below budget).
 - a. 504 Insurance; \$5,915 over budget
 - b. 508 Repair & Maint; \$1,475 under budget
 - c. 509 Buildings & Grounds; \$500 under budget
 - d. 514 Trash Removal; \$1,736 over budget
 - e. 525 Landscaping; \$3,317 under budget
 - f. 545 Irrigation Water; \$1,603 over budget
 - g. 560 Master Assoc Cont; \$700 over budget
 - h. 574 Snow Removal; \$3,850 under budget
 - i. 575 Contingency; \$7,116 under budget
- D. Reserve Contributions
 - a. Reserve Contributions are 100% paid year-to-date

- V. Managing Agent's Report
 - A. Painting project completed
 - B. Volunteer trees in collection pond area were removed
 - C. Still working on Aspen Trees and 1518-1520 landscaping proposal
 - D. 2022-23 snow contract was approved by the board

- VI. Ratify Board Actions Via Email
 - 8/15/22 1506A Window Replacement Request
 - 8/18/22 Annual Meeting Follow Up Approval
 - 8/30/22 1510A Tree Request
 - 9/1/22 Patio Door Request 1522B
 - 9/1/22 1520C Foyer Repair Responsibility
 - 9/24/22 Window Washing Request Disapproval

A motion was made by David Benson to approve the actions via email, the motion was seconded by Bill Word and approved unanimously.

- VII. Old Business
 - A. Perimeter fire mitigation
 - B. HB 1137 Policy Change Approval
 - a. Collection Policy
 - b. Conduct of Meeting Policy
 - c. Covenant and Rule Enforcement Policy
 - i. How often has PPT go with owners not paying dues
 - ii. One owner has had a collection issue, they are current now
 - iii. Pete Catalano suggested that regarding collections, if a person is delinquent the board should contact the owner
 - iv. Is this something the board should consider?
 - v. The new HB1137 collection policy adds more explicit procedures

- vi. At 30 days past due a courtesy letter is sent, at 60 days past due a collection notice is sent and at 90 days past due SRG comes to the BOD and asks for this to be turned over to collections
 - vii. In this case, an attorney is going to ask for full documentation if an owner is turned over to collections.
 - d. A motion to adopt the policies as drafted by Altitude Law as made by David Benson and he commented that he is familiar with the one owner who has been delinquent and he has been satisfied with the actions taken, Jeanne Belli seconded the motion and there was a unanimous vote to approve the motion.
 - e. Garrett asked how a special assessment is affected by this policy. It was noted that a special assessment is just a part of the dues once approved by the board.
- C. David Benson requested that the updated siding special assessment discussion be started soon
 - a. Bob Roggow spoke to an owner at another HOA and they did not have a one size fits all payment plan. The board is open to this.
 - b. Bill word will start the process of looking at multiple special assessment plans
 - c. Kevin Lovett reminded the board that a spreadsheet regarding a special assessment plan was sent prior to the annual meeting, Kevin will send this again.
 - d. Pete Catalano if there an opinion on the condition of the different buildings compared to each other. Do we know which buildings would need to be resided first?
 - e. The board is trying to get ahead of the eventual expenditures to come up with a plan about how much of the total siding replacement cost will the HOA prefund and how much will the ultimate final special assessment be?
 - f. Kevin has concerns about an owner not being able to pay which would cause the project to be delayed. The new collection policy allows owners to extend payment plans compared to the current collection policy. SRG would ensure a lean was put on a home so if an owner sells SRG can collect upon the home sale.
 - g. A motion was made by Bill Word to hold a special assessment meeting in January, the motion was seconded by David Benson and approved unanimously.
- D. Landscaping Update
 - a. 1518-1520 Planting, Bobby Cat has been out twice to look at this space and is supposed to be presenting Steve with a plan and estimate for Spring 2023.
 - b. Aspen tree planting, Bobby Cat has two left over Aspen trees which have been approved for planting by the collection pond fire hydrant this Fall.

- c. Bobby Cat previously removed the volunteer trees from the collection pond, David Benson has also been helping with this removal.
- E. Painting postmortem
 - a. Steve and Kevin did three different painting inspections. Steve has sent the painter another request to complete some unfinished work.
 - b. David Benson stated that Summit Color Services did not provide the service levels that past painting contractors have supplied. He was unhappy with the lack of supervision
 - c. Garret Poulos agreed that he was not pleased with the performance Summit Color Services on the work that was done this summer and was not pleased with the lack of supervision of the crew.

VIII. Next Meeting Date

The board will meet in January to review siding special assessment scenarios
SRG will send some suggested dates to the board

IX. Adjournment

- A. A motion to adjourn the meeting was made by Bob Roggow, the motion was seconded by Pete Catalano and the motion was approved unanimously.
- B. The meeting adjourned at 3:39.