

**TOWNHOMES AT LAKEHURST VILLAGE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS
MINUTES OF MEETING
September 19, 2013**

A regular meeting of the Board of Directors for the Townhomes at Lakehurst Village Homeowners Association, Inc. was held on Thursday, September 19, 2013, at the office of KC & Associates, LLC, located at 10106 W. San Juan Way, Suite 210, Littleton, Colorado.

- I. Call to Order** – President Mendez called the meeting to order at 7:02 PM. Directors present: Bill Mendez, Bob Mansanares, Sue Cooperman, Sandi Canuel and Jannette Hamlett and James Kelley. Directors absent and excused: All Present. Others present: Homeowners per the sign-in sheet, and Kathy Christensen, CMCA, AMS, PCAM and Alisa Nixon, CMCA, AMS of KC & Associates, Community Association Managers.

President Mendez noted that a quorum was present necessary to conduct the business of the Board and the Association.

- II. Guest – Shad Parrish of Valley Crest** – Shad Parrish of Valley Crest was present at the meeting for the Board to interview them for the 2013/14 Snow Removal Contract. Some of the items that were discussed with Mr. Parrish are as follows: 1) Snow storage map and equipment to be used on the property; 2) Communication with the Management company and the Board before, during and after each snow storm; and 3) Ice melt for sidewalks and roadways. The Board thanked Mr. Parrish for his time.

- III. Open Forum** – Nothing to come before the Board.

- IV. Review of Minutes** – The Regular Meeting Minutes of August 15, 2013 were reviewed and approved without objection as submitted.

V. Old Business

A. Snow Removal Contract – Following review and discussion, a motion was made by Director Hamlett and seconded by Director Cooperman to approve the snow removal contract presented by Valley Crest. The motion passed unanimously, without objection.

B. Financial Advisor/Quarterly Report – Following review and discussion, a motion was made by Director Kelley and seconded by Director Hamlett to cancel the contract with Terri Kurtenbach of Financial Solution Advisor Corp. The Board opened the topic up for discussion with a homeowner present. Following further discussion, the Board unanimously approved to have Ms. Kurtenbach attend the next meeting. The Board would like Ms. Kurtenbach to present a three year summary on the performance of the Association's Reserve Fund and what potential there is for the future. The Board would like to request a lower fee.

C. Xeriscaping – Arrowhead Landscaping stated they will have the xeriscaping project completed 9/20/13.

- D. **Xcel Reimbursement** – Management informed the Board that the claim form has been filed with Xcel Energy; however, there has not been any communication received from Xcel Energy on the reimbursement for the damage that was done to the low voltage wires. Management will continue to monitor.
- E. **Xcel Rebate** – Management informed the Board the Association will not be able to obtain the rebate for the upgrade to the LED lights for the tall light pole project. After reviewing the rebate stipulations it was discovered that in order to be qualified for the rebate the project needed to be preapproved.
- F. **Revised Tree Proposal** – The Board unanimously approved the proposal for supplemental watering for the five new trees to be completed on a monthly basis at a cost \$82.45/month through December 2014.

VI. **New Business**

- A. **2014 Budget Items** – Management reviewed with the Board the preliminary budget for 2014. Director Hamlett and Malia Hanula will finalize the 2014 Budget and present at the next Board meeting for Board approval.
- B. **2014 Swingle Recommendations** – Following review and discussion, the Board unanimously approved the 2014 Swingle recommendations for tree care. It is requested that Swingle request prior approval for the supplemental watering of all of the trees in the planters.
- C. **Seeding Proposals** – Following review and discussion, the Board denied the proposal presented by Arrowhead Landscaping and will review the areas again next spring.
- D. **Insurance** - Following review and discussion, the Board unanimously approved the renewal of the insurance policy presented by Cobiz Insurance starting November 1, 2013. The total Hazard package premium is \$47,455 with a \$2,500 deductible with 2% deductible for wind and hail, the Directors and Officers Liability premium is \$1,204, the Umbrella premium is \$2,807, Workmans' Comp is \$288 for a total cost for insurance of \$51,754.
- E. **Collection Policy Review** – Following review and discussion, the Board unanimously approved the new collection policy with revisions that will go into effect January 2014 as revised. Management will make the final revisions and have it signed at the October meeting. The Board requested information regarding the new policy to be sent to homeowners in the next newsletter, posted on the website and discussed at the Annual Meeting in January.
- F. **Light Post Repair** – The decision that was made via email to approve to have Bill Mendez repair the light pole sockets at \$20/hour was ratified.
- G. **Marron Service Proposal** – Following review and discussion, the Board approved to have Marron Services repair the inside wall at 4377 S. Quail Street caused by a water a leak at an estimated cost of \$600.
- H. **Homeowner Concerns** – Management discussed the following homeowner concerns: 1) A homeowner has mice in their unit and they believe they are coming from the outside. I explained the Association does not handle mice; however, emailed the Board since there could be an issue with the hole on the outside of the unit. 2) A homeowner has asked to have her front sidewalk painted when entering her patio as there is a tiny step up and has had a friend trip and fall in this area. I have issued a work order for this to be completed. 3) The same homeowner asked if there could be an article in the next newsletter regarding loud music and to be considerate to your neighbors. 4) There has been a dog tied up a few times to the patio outside of 11348 W. Radcliffe Drive. This was reported by Doody Calls. If anyone notices this please contact Animal Control.

- I. **Pet Station Trash Cans** – Following review and discussion, as the concern on the pet station trash cans is the missing lids, the Board will research other options to repair the lids instead of replacing the whole trash can.

- VII. **Financial Report and Presentation of Accounts Payable** – The Board next reviewed the unaudited financial report setting forth the cash deposits, investments and budget analysis through the period ending August 31, 2013. Accounts payable totaling \$74,045.15 were reviewed and signed. The Board requested that an email be sent to PLM prior to releasing their check regarding the dissatisfaction of their services and the expense of the extra asphalt when it was discussed prior the Board wanted to have additional road base added. Management will send the email.

- VIII. **Managers' Report** – Maintenance, Violations and Collections were reviewed, updated and discussed.

- IX. **Miscellaneous Items**
 - A. Director Mendez and Director Mansanares found the plans for the community development in the pool house. The Board requested Management have these plans made into an electronic copy and placed on the Associations website. Management will check on cost to have this completed.
 - B. The next meeting will be held on Thursday, October 17, 2013 beginning at 7:00 PM at the office of KC & Associates, located at 10106 W. San Juan Way, Suite 210, Littleton, Colorado.

- X. **Executive Session** – The Board went into Executive Session at 9:50 PM. The regular meeting reconvened at 9:55 PM

- XI. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 10:00 PM.

Submitted by,
Alisa Nixon, CMCA, AMS
Community Association Manager

THE FOREGOING ARE THE TRUE AND CORRECT MINUTES OF THE MEETING HELD ON THE DATE STATED ABOVE AND WERE APPROVED BY THE BOARD ON THIS 17th DAY OF OCTOBER, 2013.

ATTEST:

_____ Secretary