

Meeting of Greens HOA Board
January 8, 2018
4065 Reserve Point
3:30 pm

Present: Howard Wilson (president), Dave Forbes, Art Hagan, Mike Parkinson, Rex Peteet (Board members); Darren Burns, Ren Gall and Shalah Zimmerman (From Z&R Management)

Approved minutes of Dec, 2017 meeting

Budget Discussion led by Darren

On motion made and seconded, decided to move \$35,000 from excess cash at end of year to reserves.

Decided to save cost of producing color board meeting packets and distribute packets electronically.

Discussed and tabled decision on reserve study.

Dave questioned consistency of times indicated in report – Darren noted inconsistency in program used and will add note or correction in the future

Entwhistle deck request – report by Rex

Accepted recommendation from ACC to limit extension of deck to the west (toward the adjacent home) but to permit extension to north (toward the golf course). Also accepted from the ACC was recommendation to require that the entire deck surface be the same material and color.

Discussed complexity and cost of required land transfer and on motion made and seconded (Howard & Art), decided to write Entwhistles explaining process and costs. Further decided to require payment of \$10,000 for land plus all costs from homeowner requesting variance and land use.

Darren agreed to write letter and to ask about status of required door replacement on this residence.

Window repair at 3756 Hill Circle

On motion made and seconded (Mike & Dave), decided unanimously to accept bid from MCC Limited.

Gate replacement at 3786 Hill Circle.

Approved replacement with maximum cost of \$675 as long as new shop drawings match Greens approved standard shop drawings

Web page status – report by Rex

Will add specific dues comparisons – documentation to show it is less expensive to pay Greens dues than to maintain similar private home in KCPOA.

Decided to include financial information except any that may violate privacy of homeowners.

Decided against including preferred vendor list or advertising. Justification based on appearance of endorsement or preference.

Agreed to release payment for Web development when page completed. This is consistent with our contract.

New Business

Our landscaper recommends watering and insect treatment because of dry and warm weather. On motion made and seconded (Art & Mike), approved \$4300 for water and insect treatment.

February meeting will be Monday, February 12 at 3:30 pm. Change in date is to ensure financial report is completed in time for meeting.

Adjourned at 4:10 pm

Executive session opened at 4:10 pm

Discussed pending litigation

Adjourned at 4:45 pm

Approved at Board meeting on February 12, 2018

Meeting of Greens HOA Board

February 12, 2018

4065 Reserve Point

3:30 pm

NOTE: Meeting date postponed to ensure financial report was completed before meeting.

Present: Howard Wilson (president), Art Hagan, Mike Parkinson, Rex Peteet (Board members); Chris Schade (From Z&R Management); Aileen Chung (Homeowner)

Aileen Chung presented concerns regarding insurance settlement related to hail storm in summer of 2015. Chris agreed to seek records including list of actual repairs, payments and contractor bills. Mike agreed to provide Chris with contact information for insurance adjustor.

Approved minutes of January 2018 Board meeting.

Discussed "draft" minutes of 2017 annual meeting and noted they must be approved at 2018 annual meeting of all homeowners. Agreed to post those minutes as "draft minutes" for now.

Z&R action items from January meeting

- Gate replacement at 3786 Hill Circle – requested shop drawing. Rex will review prior to final approval
- Window repair at 3756 Hill Circle – completed
- Winter watering – decision put on hold
- Payment for Web page development – approved, requested payment ASAP

Financial Report – led by Chris

- \$65k deposit made to reserves. Future monthly deposits of \$2k approved with additional deposits to be considered after review of annual budget.
- Have \$30k in operating budget
- All dues current
- Discussion of status of Patterson Real Estate contribution to Web page development.

Landscape

- Request to landscape but not build on lot west of 3786 Hill Circle.
 - Will secure estimate of landscape maintenance costs
 - Z&R will explore options for billing or dues for that cost
 - Will postpone securing attorney opinion until sure it is needed.
- Proposal for plantings at intersection of Reserve Point and Hill Circle
 - Will seek bids before making decisions.
- Suggestion that we also add plantings on island in Reserve Point cul de sac and planting bed on south side of Reserve Point.
 - Will seek bids before making any decision

Web page development

- Approved payment under Z&R action items
- Training will begin after payment. Training to include how to up-date minutes, financials etc.
- Discussed additional retainer for future training and Web modification. No decision at this time.

Window well cleaning

- Proposal to clean window wells – will seek bid before making decision

Repair Requests –

These included:

- Securing deck railing at 4210 RP
- Warped window at 4210 RP
- Cracked concrete at 4250 RP
- Loose stones on deck columns at 4250 RP
- Asked Z&R to secure evaluation and bids for above repairs AND also
 - All loose stones in Greens
 - Any other deck railings in Greens

Open Discussion

Discussed road repair and possible asphalt resurfacing of Reserve Point.
Status of request for deck expansion at 3826 Hill Circle
KCPOA-ACC has asked to approve any change in landscaping.
ACC recommended rejection of proposed expansion toward adjacent home and “two-tone” deck surface
Board accepted ACC recommendation and offered some compromises that included:
Deck to extend no more than 20 inches toward adjacent home
ACC must approve color, material and style of all deck surface material
Board will use same formula used in past to calculate cost of required land sale.
As in the past, homeowner not HOA will bear all cost of any required land transfer.
Mike Parkinson, as board secretary, will write homeowner explaining decision and requirements to move forward.

At 4:55 pm began Executive Session to discuss possible arbitration matter.

Adjourned at 5:10 pm

Approved at meeting of March 5, 2018

Submitted by
Mike Parkinson, Secretary

Greens HOA – Board Meeting March 5, 2018 – 3:30 pm 4065 Reserve Point

Present: Howard Wilson (Chair), Art Hagan (Board Mbr), Dave Forbes (Board Mbr), Mike Parkinson (Board Mbr), Rex Peteet (Board Mbr), Chris Schade (Z&R) Property Mgt., Larry McCants (Finance Committee), Kevin Patterson (Guest)

Kevin Patterson briefed the group on real estate sales patterns in El Paso County, Kissing Camels and the Greens. Based on this information and a discussion the Board decided to recommend the ACC review a proposal to add a fourth “preapproved” building plan that is 200-300 square feet smaller than the existing three preapproved plans.

On motion made and seconded the minutes of the February meeting were approved.

Z&R Action Items

Quest for additional information and material on the 2015 hail claim has proven fruitless.

Z&R recommended and the Board approved an audit of HOA finances for 2016 & 2017. The estimated cost for this audit is \$2200.

Budget Discussion

After review of budget it was noted that \$1332 was deposited into reserve while the Board had approved \$2,000. This will be corrected.

Web site is up and running. Rex Peteet is attending training for continued maintenance of the site.

New Business

The Board briefly reviewed a new proposal for deck modification at 3826 Hill Circle. After noting the new proposal included an extension of the deck toward the adjacent property that is four inches greater than approved and that the proposal did not include a sample of the new decking material, the matter was referred to the ACC.

Board noted that they had approved a second "winter watering" but that it had not been done because of a snow. Given dry conditions, Howard Wilson was authorized to check with BrightView to see if we still need watering. Estimated cost was \$4200.

Next Meeting

Because Howard Wilson will be out of town, the next meeting will be Monday, April 2nd at 4050 Reserve Point. NOTE this was later changed to April 9th at 4065 Reserve Point.

Executive Session began at 4:40 pm

Update on status of pending arbitration request.

Meeting was adjourned at 4:50 pm

Minutes approved April 9, 2018

Respectfully submitted

Michael Parkinson, Secretary

Greens Board Meeting Minutes
Monday, April 9, 2018 3:30 pm
4065 Reserve Point

Present: Howard Wilson (President), Dave Forbes (Brd Mbr), Art Hagan (Brd Mbr), Mike Parkinson (Brd Mbr) Rex Peteet (Brd Mbr), Larry McCants (finance Cmte), Chris Schade (Z&R)

Reviewed letter from Larry Entwistle who had been scheduled to speak.

Letter appears to reject decision of ACC and Board regarding application for deck expansion at 3826 Hill Circle

After discussion decided to consult HOA attorney to ensure response is appropriate.

On motion made and seconded, approved minutes of March meeting.

Mike will forward minutes to Web master for addition to HOA Web site.

Budget Discussion

Clarified reserve use rules and deposits

\$2000 per month to be deposited into reserves

As policy will spend from operating budgets before any money taken from reserves

Reserves currently over \$67,000

Noted need to merge separate categories for landscaping and gardening into one budget line

Road Maintenance

Noted KCPOA Infrastructure chair said they will fill any crack over ¼ inch at last Town Hall. Many cracks in Reserve Point are over one inch.

Mike will write asking for repair and a status report

Mulch and Landscaping issues

We need new automatic clock/controller estimated cost \$4 to \$6,000

Chris will get firm bid before we make decision

Flowers at main Reserve Point and Hill Circle and dead trees on HC and RP

Larry McCants will get bids for flowers, tree removal/replacement and mulch.

Howard Wilson will get bids for mulch, Flowers (with maintenance), tree removal/replacement, and irrigation clock

Current landscaping status

Sprinkler system repaired by Brightview (multiple leaks were found).

System is operational

Fertilizer and pre emergent herbicide will be applied soon.

Brightview believes grass will "come back" with water.

Z&R Action Items

Z&R will get bid for updating records and collections policies

2016 & 2017 audits are underway

New Business

MOVED ALL FUTURE MEETINGS TO SECOND MONDAY OF MONTH – move needed to ensure budget is prepared in time for meeting.

Web page – Rob Ross is updating to include Board meeting minutes. These will be updated quarterly. Requirement is to post last 6 months of minutes – Mike will forward minutes to Rob.

Executive Session began 4:45 pm

Status report on possible arbitration

Adjourned 4:47

Submitted by

Mike Parkinson (Secretary)

Approved June 11, 2018

Greens Board Meeting Minutes
Monday, June 11, 2018 3:30 pm
4065 Reserve Point

Present: Howard Wilson (President), Dave Forbes (Brd Mbr), Art Hagan (Brd Mbr), Mike Parkinson (Brd Mbr) Rex Peteet (Brd Mbr), Darren Burns (Z&R), Ren Gall (Z&R), Larry McCants (finance Cmte), Ray McElhaney (guest), Alan Steiner (guest)

1. On motion made by Art Hagan and seconded by Dave Forbes, minutes of April meeting approved. Note – **the Board did not meet in May.**

2. Board approved action taken by written meeting in May to purchase mulch and landscaping improvements.

3. Budget Discussion

Report shows \$67000 in reserves and deposit of \$10200 in reserves this year. There are \$18,000 available.

Also noted that new controller approved in writing has been installed but not invoiced so that cost does not show in financial report this month.

4. Annual meeting date

Tentatively set for September 27 at 3 pm at Mesa Center.

Date change is to facilitate better budget preparation.

Recommended notice far in advance because of new date.

Mike and/or Darren will check covenants and meeting policy to ensure date change is permitted. (NOTE – Meeting Policy adopted in 2007 says annual meeting will typically be in third quarter. It appears a meeting in September is permitted).

5. Mike Parkinson asked that he be replaced as treasurer. No current board members volunteered and Howard Wilson is recruiting replacement.

6. Discussion about increasing reserves and/or revenue

Noted reserves up dramatically since dues changes in 2015

Decided to create a budget committee and an assessment committee to explore reserve needs and how to increase reserves.

7. Homeowner requests

Agreed to seek bids (CHECK ME HERE – DID WE APPROVE BIDS AND WORK?) for deck repair at 4250 Reserve Point (leaning and unsupported stone pillar) and 4140 Reserve Point (loose or warped deck boards)

Agreed to seek bids for raising metal edging but not to take action until costs are known.

8. Payment approval process – Darren agreed to check why treasurer approval appears blocked. He asked Mike for a “screen shot” of the appropriate Web page.

9. Mulch shortage

Purchased 200 cubic yards of mulch apparently did not complete all homes. Agreed to purchase and apply an additional 35 yards.

Ray agreed to contact Aztec Landscaping for the mulch and application

Agreed, in the future to either mulch all homes or none in any given year rather than attempting to mulch up to the budget limit.

10. Garage Lights

Noted burned out lights are not being replaced.

Darren will check BrightView contract to see if they are obligated to do work, if they are not he will check with Z&R’s lighting specialist.

11. Executive Session – Began 5 pm

Discussed possible or pending arbitration

Adjourned at 5:07 pm

Respectfully submitted
Michael Parkinson, Board Secretary

Approved at July Meeting