

Meeting of the Greens Board
Thursday, January 17, 2019 – 4:30 pm
4050 Reserve Point, Colorado Springs

Present: Art Hagan, Rex Peteet, Randy Reynolds and Mike Parkinson all board members

The meeting was called at an unusual time because board member illnesses and other obligations prevented the meeting normally scheduled for January 8, 2019.

1. Minutes of December 2018, on motion by Randy and second by Art were approved with modifications correcting movement of construction deposits to operating funds rather than reserve and correcting the time of the January 2019 meeting.

2. Financial Report by Randy Reynolds
Year-end report from Z&R – shows
 \$47880 in reserves –
 Noted reserves in Nov were higher than on Dec – reason was a 1200 expense being taken from reserves – without board action. Mike will contact Z&R to remind them that such financial transfers require board approval.
 Year-end budget “on track” with predicted balances
 Total operating expenses were about 16000 over prediction but there were equal savings from other categories
 Insurance, in particular is lower than predicted by about 8200
 During 2019 we expect significant saving from landscaping, insurance and deck repair and reserve study
 Currently have 55000 in operating account and receivables of 5380
 MOTION by Art, second by Rex to move \$10000 from operating (this includes the money that was originally in construction deposits) to reserves. Motion passed
 On or about March one we may move more into reserves possibly including any remaining owner receivables

3. Review of September 2018 minutes for possible correction to include approval of deck rail painting at 4085 RP. Noted repair has been completed and payment made. Reaffirmed policy requiring president and treasurer approval for payments. Will remind Z&R of requirement.

4. At request of a homeowner board reviewed obligations for repairs. Specific question dealt with obligation to repair alarm system. Based on a review of covenants and past budgets noted Association is responsible for repairs from external surface of home out. This does not include internal systems such as plumbing, wiring or alarms. The board also noted that the association is not obligated to repair windows or external lights but noted the past practice of replacing bulbs in external garage lights that are not under homeowner control. The Association will continue to replace the bulbs in these garage lights.

5. Update of Association Resolutions. The board reviewed resolutions prepared by our attorney. These resolutions update existing Association policies and address changes in CCIOA. The resolutions include:

- Board member conduct
- Adoption of Policies
- Inspection of Records
- Document Retention
- Investment of Reserves
- Covenant Enforcement
- Conduct of Meetings
- Alternate Dispute Resolution
- Collection of Assessments
- Conflict of Interest
- Reserve Study Policy (This resolution was not approved, pending further review)

After review the board decided to seek additional information about the Reserve Study Policy resolution and not to approve it at this time. The board also made a minor change to the resolution regarding covenant enforcement. The change was to clarify that the association had the option to impose fines for continuing covenant obligations but was not required to do so.

MOTION to approve all proposed resolutions EXCEPT the policy on reserves by Randy, second by Rex approved by board.

6. Status Reports

Still awaiting bid from Hermann Concrete regarding curbs on Reserve Point
Robertsons Landscaping agreed to correct drain installation between 4065 and 4085 RP

7. New Business

- a. Mike will remind Z&R that contract with BrightView has terminated and advise them not to make any additional payments
- b. Noted that costs associated with home sales are the responsibility of the seller, not the association. Mike will write most recent buyer explaining repair schedule and Association responsibilities.
- c. Association will increase the frequency of roof inspections and Mike agreed to contact roofer to ask for inspection as soon as schedule and weather permit.
- d. Noted all payments must be approved by both President and Treasurer. Mike will remind Z&R.
- e. Winter watering. Mike will ask Robertsons for recommendation and bid but will not approve any expenditure without board approval
- f. Board noted that KCPOA is having trees inspected by Tall Trees Arborist. Mike will ask KCPOA if Greens may be included in that inspection or treatment. He will report back to board before approving any action or authorizing any expenditure.

Adjourned at 6:15 pm

Approved February 12, 2019

Respectfully submitted

Mike Parkinson

**Meeting of the Greens Board
Tuesday, February 12, 2019 – 3:30 pm
4050 Reserve Point, Colorado Springs**

Present: Art Hagan, Rex Peteet, Randy Reynolds, Mike Parkinson (Board); Michelle Williams & Larry Gilland (LGA design firm), seven members/homeowners including: Mary Berry, Dave Forbes, Steve Gassman, Larry McCants, Arlyene Reynolds & Lori Taloumis (Members); Chris Schade (Z&R property management).

1. ACC matters

A. Michelle Williams and Larry Gilland presented preliminary drawings of a proposed home at 4095 Reserve Point. After discussion, the ACC agreed to meet for further review and will have a response to the LGA (design firm) about Monday.

B. Confirm appointment of new ACC members & Summary of duties

On motion by Art, second by Mike, Board appointed the following members to the Architectural Control Committee.

Mary Berry
Dave Forbes
Steve Gassman
Larry McCants
Rex Peteet
Randy Reynolds

Mike provided some notes on past ACC matters and summary of duties.

C. Review of application for construction at 3790 Hill Circle.

Application is for home smaller than described in covenants. Mike agreed to contact Greens attorney for recommendation on how to proceed given apparent conflict with section 7.20 of covenants. Mike agreed to seek ACC input for questions to attorney.

D. West lot line at 4175 Reserve Point.

Board noted the extreme proximity of the building lot just east of the Gassman home at 4215 Reserve Point and the existing home at 4215 RP. Decided to explore options to ensure adequate space between new construction and existing home, to include setting a maximum size or “set back” requirement. Mike will add this to questions to attorney.

2. Board member – resignation of Howard Wilson and replacement

On February 5, Howard Wilson resigned from HOA Board. Board discussed possible candidates to fill position and agreed to seek new volunteer.

3. Approval of January 2019 Minutes

On Motion by Randy, Second by Rex, minutes of January 2019 meeting approved.

4. Financial Report

A. Report by Randy

Noted that the \$10,000 board asked to be moved from operating to reserves in January meeting have not been moved. Chris of Z&R agreed to arrange the transfer.

Randy noted budget is in good shape with \$53,000 in cash operating. He also noted there were only \$2600 in bills in January.

B. Discussion of Audit.

After discussing cost of approximately \$1400 and the fact that we did an audit for 2016 & 2017 decided NOT to request an annual audit. The board will review this policy again and consider an audit for 2019.

Mike will notify Z&R of this decision.

5. Status Reports

A. Letter to Z&R re payment policies

Discussed and confirmed contracting approval process. Chris agreed to check on what costs are associated with sales of homes.

B. Reserve Point Paving

Mike summarized status of paving agreement and noted we are still awaiting bid for curb repair. KCPOA will mill and overlay half of RP closest to Hill Circle and will repair and seal the other half all during summer of 2019.

C. Storage Locker Keys.

We now have two of the three keys located. Chris agreed to see if other key was held by Z&R or roofing company.

6. Web page up-dates for new resolutions

A. While working on index for new resolutions, Mike found questions regarding obligation to maintain decks and roofs. He will add a question on this to his conversation with Greens attorney.

B. Review of information for new owners etc

Randy provided the board with a list of information and documents that must be provided, upon transfer, to new owners.

Reviewing this list we found that most are already on public portion of Greens Web page. Items that were missing were:

List of insurance policies – Chris will assist in gathering this information to be posted.

Assessment information and financial statements – this is in homeowner portion of Web page and board felt that it should not be in public portion of page to protect homeowner privacy.

List of fees charged for transfer of property – Board felt this should be provided to individual owners, not listed on Web page

Notice of construction defect action – there are no such notices.

7. Review of Reserve Study Policy Resolution

After discussion postponed any decision or vote for more information

Mike, Steve and Larry agreed to work on internal reserve study

8. Approval of Resolution Repealing Obsolete Resolutions

On motion by Randy and second by Art, approved motion repealing all resolutions made obsolete by adoption of new resolutions on January 17, 2019.

9. Snow Removal Decision Procedure

After discussion decided to keep policy of plowing snow over three inches with following “caveats”

Will ask Robertsons to plow when there are significant drifts over three inches.

Will ask Robertsons to begin plowing where drifts are deepest (usually on west end of Reserve Point)

We may revisit this policy if it does not provide adequate snow removal.

10. Garage door painting question

Chris agreed to seek bids for garage door painting and repair and will specifically include Caroll painting in the request.

After noting that all door materials have problems, we agreed to consider alternative garage door material but did not reach any decision

11. Winter watering

Decided against contracting for winter watering. Mike will look for way to recommend homeowners consider individual watering.

12. NEW BUSINESS

Board noted they had approved both the turf and bed maintenance contracts with Robertsons. Mike agreed to explore way to notify all homeowners of terms of landscaping contracts.

Chris requested a copy of the recently approved collections policy

Adjourned at 6:10 pm

Approved: March 12, 2019

Respectfully submitted

Mike Parkinson

Minutes
Meeting of the Greens Board
Tuesday, March 12, 2019 – 3:30 pm
4050 Reserve Point, Colorado Springs

Present: Board members: Art Hagan, Rex Peteet, Randy Reynolds, Mike Parkinson (chair), Larry McCants (who was appointed during this meeting); ACC members, Dave Forbes, Steve Gassman; two homeowners. Z&R representatives are ill and could not attend.

1. Minutes of the February meeting approved

Motion by Randy, Second by Art – passed

2. Appointment to fill position vacated by resignation of Howard Wilson.

On motion by Rex, Second by Art, passed to appoint Larry McCants to the board.

3. Financial Report by Randy

Noted low expenses for January through March

Addition of Storm Water Fee of \$286 per month was not in budget but not a major impact

Noted there is no indication of deposits to reserves that were requested earlier this year.

On Motion by Art, second by Larry, voted to move a total of \$14500 from operating to reserves.

After this action will have total reserves of \$61400

Estimate we will have an additional \$12000 available to deposit in reserves by end of year.

Discussed system for appointing an alternate to approve payments in the event the Treasurer and President are not available. Delayed decision on procedure until Z&R is available to provide input.

4. ACC Report

A. Preliminary Construction Application for 4195 Reserve Point

Mike described set back rules from conversation with Greens Atty

Proposed size seems to fit requirements but ACC continues negotiation and is awaiting final plan. ACC has requested added stone, information on foundation under deck, roof lines and window wells.

Final plan will be reviewed by building consultant to ensure meets Greens standards and all legal or government requirements.

B. Construction application for 3790 Hill Circle (which includes request for variance)

ACC has received plans and plan review deposit

ACC has requested changes in plans that include additional stone, window modifications and landscape plan.

Regarding the variance (to permit 2400 square feet of living space on the main level) – Noted one of the remaining undeveloped lots is smaller than others and is very close to adjacent home. Variance can be granted in discretion of ACC for “undue hardship” or “practical necessity”

ACC Recommended variance as follows:

Permit homes with 2400 square feet of living space on main level but with permission to build larger homes with the following caveats:

The home at 4175 RP must have no more than 2400 square feet of living space on the main level.

All 2400 square foot homes must have basement of 2400 square feet

All homes must meet construction quality standards and be architecturally consistent with existing homes in the Greens

All homes must have attached three car garages

All driveway locations and garage orientations must facilitate access without interfering with other homes and their access.

On Motion by Larry, Second by Rex, the Board accepted the recommendation of the ACC. Mike will draft a variance agreement and share it with ACC and Board for review.

5. Reserve Study – Mike summarized status thus far. Larry and Steve will review. Larry, Steve and Mike will continue work to identify reserve needs.

6. Loss assessment insurance – Mike noted possible requirements for individual insurance to cover deductibles since HOA insurance coverage for wind and hail could have very large deductible and result in significant special assessments or direct assessments. Board decided to notify individual homeowners to check their insurance.

7. Z&R action items from February – postponed to April.

Noted we do have two bids for garage door painting. \$12240 and \$8700.

Delayed decision to April because a third bid has been requested

Randy agreed to seek a fourth bid from a painter he has worked with

8. Status Reports

A. Reserve Point paving (Mike)

Hermann Concrete Bid of \$2170

On Motion by Larry and second by Art, approved.

Concrete work to be completed early summer so KCPOA may complete asphalt work on Reserve Point.

B. Web page update (Mike & Rex)

Insurance certificate to be added

New Resolutions and index to be added.

MAJOR THANKS to Rex for work on this project.

C. Roof inspection and repair. Mike took roofer from JJ Wilcox to storage building. They should complete all repairs identified in November soon. Board earlier agreed to schedule

two inspections per year. Mike will ask Wilcox to begin second inspection as soon as the current repairs are completed.

9. E-mail or text notice system – Mike asked if there was a simple and quick way to notify residents of things like snow removal schedule. Decided to ask Z&R if they have everyone's e-mail and then ask residents if they want to be on such a notification list.

10. New Business

Adjourned at 5:10 pm

Approved: April 9, 2019

Respectfully submitted

Michael Parkinson

Minutes
Meeting of the Greens Board
Tuesday, April 9, 2019 – 3:30 pm
4050 Reserve Point, Colorado Springs

Present: Board Members Art Hagan, Rex Peteet, Randy Reynolds, Mike Parkinson (chair); Z&R Property Management rep Chris Schade.

1. On motion by Art, second by Rex, Minutes of the March meeting approved
2. Z&R action items from February and March
 - a. Transfer of \$14500 to Reserves – additional \$3000 described in financial report
 - b. Storage building key – Not located. Z&R will reimburse HOA for any lost deposit or replacement – Discussed closing storage building – see note under New Business
 - c. Roof repair at 4215 Reserve Point completed
 - d. Chris will give Rex and Mike contact list they have for Homeowners. This list to be used for notices like snow removal or unit painting.
3. Financial Report by Randy
 - a. Operating cash at \$50k but do not have all dues yet so the total should be higher
 - b. Transfers to reserves include \$14500 approved in March and an additional \$3000. We should be able to transfer more at the end of this year.
 - c. We have received a bill for snow removal but it is not in the financial report for this month. Should have snow removal costs by next meeting.
 - d. We are being billed a monthly minimum for utilities of \$205 per month. Noted we do not use utilities at all when irrigation system deactivated (approximately November to April). Agreed to explore savings for deactivating utilities during winter. Chris will identify cost for deactivation/activation and Mike will ask Robertson's for recommendations regarding having no utilities for winter watering.
 - e. Garage door painting costs. Not currently in budget (except possibly reserves). Randy felt he could get money from other underused budget lines.
 - f. Randy has asked Z&R to ensure all deposits associated with construction applications are held in separate accounts so any money not used may be refunded.
4. Garage door painting bids

Accepted Jones painting bid, which was lowest of those, we received. This bid required access to the garage and power washing. Therefore, bid was accepted with caveat that painter knows they may not be able to access garages and that they are aware of past problems with power washing. On motion by Art, second by Mike, approved.
5. Construction Consultant

The board confirmed that, based on ACC recommendation and e-mail exchange, they have contracted for construction plan review and inspection with Stritzel Construction Management. All fees for this service will be paid from plan review and construction deposits.
6. ACC Report

a. All future communications with contractors of designers will be copied to the home or lot owner.

b. Noted the HOA cannot contract for external plan review until have received deposits from building applicant.

c. Status of current building applications and approvals

Hill Circle/JAITT application – suggested modifications have been delivered to designer. Neighbors had no input.

Reserve Point/Taloumis application – suggested modifications have been delivered to designer. Randy agreed to contact homeowner to determine status and offer HOA help.

7. Reserve Study

No additional input since last meeting

8. Status Reports

a. Reserve Point paving (Mike)

Concrete contract approved in March, estimated completion in early May. Asphalt work included in KCPOA Town Hall report.

b. Web page update (Mike & Rex)

New Resolutions are on Web page. Thank you to Rex

Mike will get insurance certificate to Rex and Rex will post on Web page.

Mike will update welcome message and get it to Rex.

c. Sprinkler activation, inspection and repair. – Mike will ask Robertson's for suggestions regarding schedule for activation, fertilization schedule and irrigation system inspection.

9. New Business

a. Board noted storage building is costing the HOA about \$1000 per year and shingles may be stored more efficiently in individual homes or garages. On Motion by Art, second by Rex board approved motion to explore how to close storage building and distribute contents.

b. Tree Service – Mike agreed to give Chris contact information for Tall Timbers (company doing tree service for KCPOA). Chris will secure bids from Tall Timbers and at least one other arborist for recommended treatment to prevent pine beetles etc.

c. Stone Mulch – Two homeowners have requested permission to replace bark mulch with stone. Board noted ACC has authority to approve stone mulch and noted size and color requirements that have been used in the past.

Adjourned at 4:50 pm

Approved: May 14, 2019

Respectfully submitted

Michael Parkinson

Minutes
Meeting of the Greens Board
Tuesday, May 14, 2019 – 3:30 pm
4050 Reserve Point, Colorado Springs

Present: Art Hagan, Larry McCants & Mike Parkinson, Board Members; Chris Schade, Z&R

1. Approval of April Minutes – Mo by Art, Second Larry, Approved
2. Approved earlier e-mail discussion approving
 - \$365 each for two irrigation controller cards and
 - \$375 to ground the Rainbird controllerMo Larry, Second Art. Approved
3. Approved policy permitting Mike to spend up to \$1000 on repairs if needed immediately between board meetings. Mo Larry, Second Art – approved
4. Z&R Action Items
 - Storage Key – *still not located, Z&R will pay for replacement if required*
 - Garage door painting – *Painter told not to power wash doors*
 - Arborist Bids – still do not have bid from Tall Timbers
 - No letter written re logo above garage door at 3826 HC
5. Financial Report – Treasurer not present – financial status summarized by Chris. Basically good shape but anticipate increased expenses with spring maintenance and landscaping.
6. ACC status report – Tabled project to adopt procedures to expedite ACC reviews.
7. Status Reports & Questions
 - A. Confirmed approval for items on decks or patios:
 - Sandbox at Fentons 4170 RP
 - “Location pole” at 4210 RP
 - Flag at McMahan ADDRESS – with caveat that stucco surface should be protected.
 - B. Reserve Point Paving
 - Curb on or about May 15
 - Asphalt – June 15 to July 15
 - C. Roof Tiles & stone veneer – Chris will get bid for roof inspection and repair from JJ Wilcox. We’ll ask Wilcox to identify which roof sizes go with which home to eventually store tiles at homes so we can cancel storage building. Also he will seek bid for replacement/repair of missing or loose stones.
 - D. Chris will send letter regarding:
 - Individual landscape modifications
 - Tree inspection and treatment

Requirement for ACC approvals
Parking and dumpsters on private lots and on corporate property
Roof inspection and repair and loose stone replacement

Mike will prepare initial draft to share with board and Chris.

E. Web page modifications – including building application – tabled until Rex is available.

F. Discussed possible covenant modifications to change deck maintenance obligation. It is possible but expensive. Tabled.

G. Confirmed mulching decisions. None in 2019

H. Discussed rabbit damage to vegetation – Chris will seek bids for rabbit repellent.

I. Landscaping requests for – 4010 RP, 4170 RP and 3786 RP – Will seek bids and/or landscape committee recommendations. -

8. New Business

Art requested report on status of Hill Circle building application – to include what was recommended vs. what was required.

Adjourned at 4:40 pm

Approved: June 11, 2019

Respectfully submitted
Michael Parkinson

Minutes
Meeting of the Greens Board
Tuesday, June 11, 2019 – 3:30 pm
4050 Reserve Point, Colorado Springs

Present

Board members: Art Hagan, Larry McCants, Mike Parkinson, Rex Peteet, Randy Reynolds.

ACC Members: Larry McCants, Rex Peteet, Randy Reynolds, Steve Gassman (by proxy)

Guests – Mark Long (Vanguard Homes) Michelle Williams & Dawn Streb of LGA Design Studios – Guests departed after review of 3790 HC building application

I. Review of building application for 3790 Hill Circle.

After reviewing modified application, making some design suggestions and offering some options the ACC voted (On motion by L. McCants and second by R. Peteet) to approve with some suggestions to be reviewed by R. Peteet in time for LGA and Vanguard to submit plans to the next KCPOA ACC meeting.

II. Approval of May minutes.

On motion by R. Reynolds and second by R. Peteet, minutes approved

III. Financial Report – R. Reynolds

Budget is in good shape but costs will increase soon due to landscape, water, spraying, pruning and painting.

Randy will add about \$3400 to budget to cover storm water runoff fees. These are new and were not in the current budget.

Currently \$70k in cash and \$67k in reserves. We should be able to add more to reserves at end of year.

IV. Review of e-mail exchanges and discussion of approved expenses

On motion by A. Hagan and Second by L. McCants the following expenditures were approved:

Aztec Landscaping for clearing storm damage (\$200)

Tall Timbers for treatment of pine beetles (July) and Lilac Ash (ASAP). Beetle treatment (\$1540), ash treatment (\$140)

V. Z&R Action Items

Letter re self-help landscape modification. Postponed action until July to give homeowner an opportunity to respond.

Roof tile and stone veneer bids

One existing repair of \$147.50 approved

Chris is seeking another veneer bid

Mike will contact Wilcox roofing for bid

Rapid Repellent – investigation suggests no effective control probable.

Bid on deck repair – noted additional request. Chris authorized to pursue repair of loose rail but to postpone other deck issue until:

Board determines if repair is cosmetic

Board determines if repair will require a special assessment or justify a direct assessment. These will depend on how many decks are involved, the total cost and the status of the repair budget later this year.

Bid for repair of driveway at 4210 RP – no bid received. Mike will call Hermann Concrete.

VI. Garage Door Painting

Expect to begin work on Monday, June 17 at 4035 RP.

R. Peteet and R. Reynolds will coordinate/approve stain or color selection

VII. Garage Door Options

Board confirmed willingness to approve alternative door (a door that is not the current heavy wooden type).

A. Hagan agreed to contact Overhead Door to make presentation at July meeting.

VIII. Control of parking, dumpster placement and toilet placement

Mike reported several complaints from homeowners regarding trash, parking and contractor equipment in the Greens. Board adopted policy to control these matters based on similar policy in KCE.

In the future, all construction items (to include dumpsters, toilets, equipment parking and refuse) must be kept on the lot or in the driveway of the homeowner who is having work done. If these items will not fit on the homeowners lot or driveway the homeowner must secure permission from the land owner where the items are to be placed. Z&R will assist homeowners in identifying exact location of lot lines and lot owners. Private property owners will be permitted to, and the Greens will, charge a fee of \$500 plus the cost of any required clean up for the use of their property.

IX. ACC status report

KCPOA's ACC has approved construction at 4095 RP.

The Greens ACC Building application will be modified to include a three week turn around for building applications.

X. New Business

Board reaffirmed its policy that any replacement of trees (including the size of the tree will be in the discretion of the board, subject to budget restrictions.

Adjourned at: 5:15 pm

Approved: July 9, 2019

Respectfully submitted
Michael Parkinson