
Meadow Hills Estates

Board Meeting Agenda

Tuesday, April 12th, 2022

6:00 PM 7:30 PM

Agenda

- I. Call to order
 - II. Roll Call
 - III. Reports
 - A. Treasurer, Curt Clifton
 - B. ACC, Stacey Elswick
 - C. Communications, Sherry Sparks
 - IV. Old Business
 - A. 2022 Budget Review, additions, alterations, based on review
 - B. Stacey Elswick GWS progress
 - C. Insurance Coverage, Insurance Quotes, Residential address confirmation
 - D. Safe Deposit box, update
 - E. Future Management Company Research considerations
 - V. New business
 - A. Updating payments for annual expenses - debit card
 - B. Roll off considerations
 - C. Reserve Study Groups
 - D. Tax return 2021
 - E. Posting of election results
 - VI. Other business
 - VII. Open forum
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VIII. Meeting Close - please note a short executive meeting will follow the monthly meeting. **Postponed due to time constraints.**

Attendees

Jake Zambrano	Sherry Sparks present	Jeff and Sharon Waldman
Stacey Elswick present	Bobby Schiff present	(Residents) present
Claudia Van Buren present	Bill and Judi Warkentin (Residents) present	
Curt Clifton late 6:30, present	Galen Miller (Resident) present	
Tim Parkhurst late 6: 40		

Call to Order 6:09 pm- Jake Zambrano President

Roll Call - A Quorum is present

Speaker Marsha Miller Colorado Property Management Unable to attend due to conflict

Google Work Space (GWS) Presentation/Demonstration by Stacey Elswick

Screen share View of all Meadow Hills Estates addresses, history of ACC requests by address, use of forms, attachment of pictures of paint swatches, photos of the current area of improvement, and blueprints as captured in My Drive.

The system chronicles the improvements over time, by address, by category, and by a percentage of the neighborhood as a whole. The input by the homeowner transforms into an excel style list with time sensitivity. It allows for the accurate and complete documentation to be stored in one place for our required three-year time period.

Experimenting with automatic approval or rejection letter generation (automation.)

GWS System shows the percentage of type of requests in pie chart format., Types of attachments such as fence types, Paint chips, Blue Prints

Question: Bill Warkentin Who will load this data in? SE: Home Owner will note the date of the project start, notes of discussion with the homeowner will be added by the ACC.

Question: Bill Warkentin Who would enter that into the computer?

SE The homeowner entering the information into the form will generate the ACC list of home improvement requests. The form filled out by the homeowner auto-populates the list.

Question: Bill Warkentin How will variances are handled?

SE (Example on-screen) - Variance responses to the homeowners' portion will need to be built out. Further work is needed.

Suggestions:

SS Drop down list

SE Perhaps a first letter type in prompt.

CVB Owners may not live at the address they are seeking an improvement approval for (the form should reflect the communication avenue best suited for out-of-address correspondence.

SS Create unique identifier labels for each request.

SE Violation submission. Current workflow- violations notifications come from neighbor phone calls, and emails, someone stops us in the street and gives us information about the violation. There will be categories of complaints. I.e. noise violations, and residence over occupancy violations. There will be an accommodation for pictures, it would also populate a spreadsheet. Then there will be automated letter generation. If homeowners are reluctant to use it, ACC or board members will be able to use it.

Example Multiple complaints were generated about the Assisted living home, related to trash cans out over an extended time. SE approached the Attendants. The issue was addressed.

SS CVB wording suggests a change from a violation form to a complaint form

CVB Complaint- it may not be a violation, it may just be a complaint.

SE Habitual violators, take the majority of the work.

SS Concerns around guidelines. Currently, our CCRs note 15 days to contact them. What do our Resolutions and CCRs say? What will our process look like? We may potentially write a resolution to improve the process.

Discussion: Bill Warkentin If I might interject 18 mo ago I redid Resolution 2 with our legal counsel Mark Payne. I would direct people to Resolution 2. It is in complete compliance with CCIRA (?) and the State of Colorado. It is very detailed. It still leaves some room for maneuvering, whatever the HOA wants to do with that, I would direct everyone to Resolution 2.

SE Recommendation to adopt resolution into our ACC process, especially for the committee for consistency around processes for 1st, notification, and 2nd notices on legitimate violations.

CC Are we soliciting complaints? Are the complaints kept anonymous?

SE Complaints come voluntarily without any solicitation. Complaints are submitted by residents and sources of complaints are not shared with the violators.

SS Google Work Space Concerns. Concern for vendor reliability.

SE Matt Vendor No anticipation of a dependent relationship once GWS is running. Control will be through MHE HOA BOARD.

SS Concerns: Loading resident's emails in Mail Chimp. The duplicate emails were created with meadowhills-estates.com. Potential for fees associated with a second domain name.

SE A workaround solution was created when we could not access GoDaddy . We will reach out to the vendor to fix the issue. Some confusion occurs just in the name of reorganization. I will send his email and phone number over to you. Some of our expenses will resolve due to the duplication in GWS. Zoom that account will be dissolved, because we have GWS. There will be other duplications as well that will allow us to retire current expenses.


SS We can dissolve the Zoom account after tonight's successful meeting on Google Meets. Annual costs are \$146. It renews annually.

SE Are we ready to adopt the GWS functionality of Google Meets?

JZ Yes. Praise to Stacey for the work that has been done on GWS.

Treasurer's Report Curt Clifton

120 of 125 dues assessments have been collected. Discussion regarding the assessment of fines for the uncollected assessments. Review of budget files sent to Sherry. Total Assets \$101,000 The file was created from the bank statements. Budgeted vs actual expenditures display discussion. 2022 profit and loss discussion. Anticipated higher expenses than what we have captured. Quick Books does this automatically. Quarterly reports should satisfy homeowners. P & L is a gap term, it is how these are generated. It is what we agreed to as a Board. Bank statements are mailed and then received 10 days after the 1st of the month. Not all of our expenses are accurately reflected. By the end of April, we need to complete the actual P & L of the 1st and 2nd quarters. Clarification: We are an HOA, which is a nonprofit. Screen share of reports. QuickBooks reports only go through August. These were produced through Dec. (not displayed on the website.)



Clarification of all recurrent charges should be paid through the debit card. The previous Treasurer has an outstanding reimbursement concern, a check will be delivered.

SE Motion For Treasurer (or designee) to create from Quick Books Budget Profit and Loss statements quarterly.

Seconded: CVB. Aye 6 Nays 0

Action item: Automatic expenses need to be researched and set up through the debit card. SS will address these. CC will get the debit card information to SS

Communications Report Sherry Sparks

Screen share of new icon link for Announcements. Hover on the picture and click or hover on word announcements and click. Discussion: Board agreement this is a pleasing improvement.

Further presentation, Financials, Contracts. Minutes. Blog vs PDFs. When posted in a word vs PDF style. The PDFs are not searchable. The blog-style wraps poorly, the advantage is it is, it is searchable. This may be a style difference between residents.

Discussion: Searchable documents are of high value from the perspective of the previous communications director. Rationale: It is searchable. The Square space system does not allow documents to be copied and pasted into the system. It loses all formatting.

ACC Report Stacey Elswick

We need to review two requests and vote on these in the Executive session. A letter has been drafted that reminds homeowners to follow CCRs, updates on the roll-off will be included in the letter. Now scheduled for June 3-4.

JZ Report on Spring Roll offs - Our company Spartan - a typical order is two 40-yard dumpsters. They arrive Friday and if they fill overnight, they will switch them out and provide new ones for Saturday. We host two of these events annually, one in Spring and one in Fall. The company will extend a discount to any homeowner of 10% by virtue of our relationship.

Discussion: Dumpsters arriving at noon were filled by the time people arrived home for work that afternoon. Hosting the dumpster has benefits.

Recommendation: Two dumpsters a day, four dumpsters. June 3-4.

BW: Off-topic discussion /interruption: Conduct of meetings, Resolution #4. No mention of the bylaws committee. There was no transition meeting between the old

and new board. It may need to be dissolved. Please consider dissolving the By-laws committee or reinstating it.

JZ Point of Order We as a board try to adhere to our agenda and the current topic is Detached garages. We will return to the topic in discussion.

SE Detached Garages Con't. Screen share. Resolution for detached garages has been modified to be titled Accessory Structures. This resolution is designed to increase vehicle storage, storage for pool and hot tub equipment, and increase entertainment areas. It does not address additional dwelling unit structures (ADU.) These guidelines are here from our covenants dated 12.16.1991. History- Doug Webb did the research s to what we currently have in the MHE. Freestanding, Breezeway connected, This is the resolution.

Prior to any construction of a permanent structure excluding sheds. The homeowner must submit a site plan, including floor plan elevation, site plan landscape, and materials list, the structure must be in a design to maintain the integrity of the original dwelling so that the view from any street is that each structure is a component of the overall design and that the proposed structure is subordinate to the original structure. To achieve that integrity of design, the proposed structure as outlined may not be closer to the street than the primary structure, and for corner lots, it may not be closer to the front street than the primary structure. As outlined in Article IV section H, of the Covenants, it must be built with compatible materials, the roof must match that of the primary dwelling. The proposed structure will have a maximum height not greater than the original structure as measured from the front line curb. The roof design must be of the same type.


See Proposed resolution.

Discussion: You can see the calculator on the Arapahoe County Web site. Calculated by building total area of 50%. Consensus on target. Roof pitch, related to RV storage. Permitting is through the City and County of Aurora. Plotlines will be determined in the city's assessment. Concrete sq footage will determine your tax base. If you finish sq footage and did it without a building permit, then County records will determine the allowance. Baseline information obtained from the County's tax site will determine permissions.

We currently have homeowners that are seeking a variance to build a detached garage. Up to 15 houses already have sought a variance.

- SE Plan to confer with the Attorney to bring the resolution to the Annual meeting to modify the Bylaws.

SE Motion to pass this resolution, CVB seconded. Ayes 6- Nays 0



ACC - Homeowner recognized to speak regarding a letter from said homeowner regarding homes out of compliance with the CCRs. In our CCR we note 15 days to respond, so the board is out of compliance. Unsure if activities of the ACC will be supported if response was not there. JZ Response: Some of these violations are 4-5 years old. There is a plan to address these concerns, we have had to take some time to organize and restructure the committee. We are prepared to take legal action if necessary. Your concerns are duly noted, we will support the ACC in all of its efforts to maintain the value and the attractiveness of our neighborhood.

Old Business

Judi Warkentin Curt Clifton and Claudia Van Buren are scheduled to turn authority over to new board designees for safe Deposit Box access on 3/23/2022.

(Completed.)

Any designee of the board working on board business such as the ACC is covered under our current policy.

Jake and Stacey have both been approached by other outside management companies, they were out of price range.


The company Colorado Management Company (CMC) sent a proposal, which included a price sheet. Marsha Miller of CMC later confirmed she would not do a la carte services.

Carrie Ezell's company would not divulge pricing information in our meeting. Her presentation was very vague, perhaps intentionally, as if she considered her management knowledge proprietary. She did send references which were passed on to members of the board. Her presentation was lacking visual presentation slides, anecdotal stories, of ways she was able to help neighborhoods through her service.

Further discussion: JZ Request reach out to The Vistas to determine who their management company is and a re-exploration of the previous proposal by Churchills' management company at \$57 per household per year seems reasonable and could be examined. SS I believe the value of our homes warrants the expense of a management company. I believe (non-compliant) offenders feel they can ignore a volunteer board, whereas a management company is going to put more teeth into those (violation notification) letters.

While we are transitioning to other vendors we will want to take a look at other attorneys to be sure we have good Counsel when attempting to enforce these.

SE Screen share. Plans for detached garage Home at 3898 S Eagle. Consistent roofline. Two double garage doors. Faces neighbors back yard. He is having the brick



painted to match his existing home. The planned new garage is 24 x 44 and meets the criteria of the resolution passed for detached garages.

SE Motion for a variance on detached garage, SS 2nd motion. Ayes 6, Nays 0. Next is a request from the homeowner for a Landscape refresh with a pink landscape stone. Picture of stone provided. Approved by board.

Did you know we do not have any duplicate house numbers in the neighborhood?

New Business

Taxes -filed.

Other Business

Aspen Reserves and two other companies have been approached to provide bids on a Reserve Study

SE moved to adjourn SS seconded the Motion to Adjourn

Meeting Adjourned at 9:03 PM