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# Meadow Hills Estates

Board Meeting Agenda

Tuesday March 22nd, 2022

**6:00 PM 7:30 PM**

## Agenda

- I. Call to order
  - II. Roll Call
  - III. Guest Speaker Marsha Miller Colorado Property Management (canceled due to conflict)
  - IV. Old Business
    - Stacey Elswick Google Work Space - tutorial, report
    - Bookkeeper -
    - Association dues, second letter
  - V. New business: Insurance bids, Confirmation of ownership, addresses of record
  - VI. Other business
  - VII. Open forum
  - VIII. Meeting Close
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## Attendees

Jake Zambrano

Stacey Elswick present

Claudia Van Buren  
present

Curt Clifton late 6:30,  
present

Tim Parkhurst late 6: 40

Sherry Sparks present

Bobby Schiff present

Bill and Judi Warkentin  
(Residents) present

Galen Miller (Resident)  
present

Jeff and Sharon Waldman  
(Residents) present

### 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.

We have dedicated mailboxes. One for each board member so as to not cross-pollinate our personal email accounts. Mail can be accessed by other board members so if out of town, ACC requests can be addressed. We have our calendar.

Google has a feature called forms - this is where the ACC forms are built.

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. We have had three requests this month, you can see that 67% are for painting projects.

**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 Another area that we are working on is violation submission. Current workflow-violations notifications come from 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.

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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.

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 (ADUs) These guidelines are here from our covenants dated 12.16.1991. History- Doug Webb did the research as to what we currently have in the MHE. Freestanding, Breezeway connected, connecting roof.

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 CCRs.

SE brings 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. Variance is approved by the board.

Trivia: 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 8:45 PM