

Meadow Hills Estates

Board Meeting Agenda

Tuesday, May 10th, 2022

6:00 PM 7:30 PM

Agenda

- I. Call to order
- II. Roll Call
- III. Open Forum - Members invited to be heard
- IV. Meet Stuart Foster ESQ.
- V. Reports
 - A. Treasurer, Claudia Van Buren
 - B. ACC, Stacey Elswick
 - C. Communications Sherry Sparks
 - D. Safety, Security Jake
- VI. Old Business
 - A. 2022 Budget Review,
 - B. Safe Deposit box status
 - C. Debit Card status
 - D. Contract for Roll off
 - E. Reserve Study Group
- VII. New business
- VIII. Other business
- IX. Open forum
- X. Meeting Close



Attendees

Jake Zambrano
 Stacey Elswick present
 Claudia Van Buren
 present
 Curt Clifton present
 Sherry Sparks present
 Tim Parkhurst excused

Bobby Schiff present
 Residents
 Marni Armijo present
 6:18-6:29
 Lynn Miller 6:26
 Carl Occhinario 6:25

Guests
 Stuart Foster ESQ
 Melissa Haines CPA

Call to Order 6:07 pm- Jake Zambrano President

Roll Call - A Quorum is present

Open Forum - Members invited to be heard- No new business brought forward

Treasurer's Report Claudia Van Buren

Checking account - \$25,556.49

Savings Account - \$75,600.50

No deficits or overages, previous discrepancies were due to unreported interest income. One check was received today for a status letter to be deposited for \$250.00

Minutes are behind in publishing but completed, Sherry notes she is behind in posting and will post them.

Action item: Sherry will work to get approved minutes posted to the website. Claudia will work with Sherry to get electronic applications such as Square Space, Go Daddy, Google Work Space paid through the HOA debit card, and obtain a tutorial for website posting.

ACC Report Stacey Elswick

In the last two weeks 2 notifications of improvements being made and a request for landscaping rock north of Jefferson PI North towards Hampden, Request for Board review of the property north of Jefferson PI and report back. A conversation w/the homeowner will begin right away. The draft of the Spring letter is complete, an ACC reference is part of the letter, along with Dumpster information and a request for volunteers, JZ will not be able to host a Dumpster due to schedule conflict.

The volunteers will need to be home, to watch over who puts items in, and the types of items they put in. There is a great deal of clean-up that happens. Ideally, people putting items in need to prove they are part of the neighborhood by producing the Spring letter or some proof of residence. In the past landscaping companies have tried to take advantage of these. The letter can be posted on the events tab or go out by Mail Chimp.

Guest Speaker Stuart Foster ESQ

Introduction by JZ- Joining us by phone as he's just finished a meeting with County Commissioners is Stuart Foster Attorney at Law out of Grand Junction with the firm Coleman and Quigley LLC. This firm does a lot of HOA work, CCRs, By-laws, liens etc... An estimate to re-write our bylaws was quoted at \$500.00.

Stuart Foster ESQ a graduate of the University of Wyoming and DU Law school, and Mesa State College.

The firm specializes in the area of Real property, land use, HOA government. More generally commercial litigation matters all within that big bucket I categorize as Real property expertise working on behalf of special districts. Then aside from political special interests quasi judicial sovereignty, as providing Special District courts, I have some experience in that. I have experience with litigation and foreclosure of liens, things of that ilk. I have worked in the office of the Secretary of State, I have a very circular knowledge of political bodies, political boards and obviously now in the private sector, corporate boards and corporate governance. What I would bring to the table would be the re-writing of by-laws, CCRs, For previous boards - What I have done for boards is I worked at an hourly rate, just because an HOA is not a corporate entity or a big developer so I have discounted my rate from \$240/hr to \$200/hr. Sometimes working just a few hours a month, at that discounted rate.

These rates and final billings are amendable based on a reflection of worth.

Some audio difficulty at multiple points made Stuart difficult to impossible to hear. Stuart offered to answer questions by e-mail due to poor audio quality.

Action Item: JZ will send Stuart's biography to board.

Communications Report Sherry Sparks

As part of the Spring letter, the announcement of Sherry's resignation and the request to fill her vacancy by members of the community should be a part of that communication. We want to encourage participation by the community at large.

JZ approached a new home owner in hopes of filling a vacancy but he declined.

Claudia approached her new neighbor regarding participating but she has not decided.

Safety and Security Jake Zambrano

JZ: Spoke with 2 City Council members Danielle Jurinsky and Dustin Zvonek. Discussed the 5 point plan to address crime in Aurora. The Police Chief resignation was a big piece of that along with morale and retention of officers. There is some State and Federal assistance they are counting on to bolster the department. That was all in context of additional patrols through our streets, neighborhoods and Wards. They are admittedly short staffed. So both City Counsel people expressed optimism that the tide is changing.

Old business

Debit Card has been mailed.

The safe Deposit box contained three flash drives and contained no actual papers. Flash drives loaded to GWS will be safe, and backed up. Should the board ever decide to go in another direction these are easily loaded onto a backup drive of some kind. The Safe Deposit box will be released.

The ratified 2022 budget requires a line item change to update the dues collected as \$200 per household with a total intake of \$25,000 vs what is listed. Background per discussion at the January 2022 board meeting we agreed not to change the dues amount without further research into security measures around cameras.

The top line of the budget should read \$25,000 HOA annual dues. Other expense items - Lynn was paid for Community Box and Sherry was reimbursed for Go Daddy and Square Space.


Motion proposed by SE, Update the total annual membership dues line item in the 2022 budget from \$15,625 to \$25,000 to reflect the changes discussed. 2nd by CVB

Motion carries - 5 in favor, 1 opposed, 1 absent. Motion carries.

Introduction of Melissa Haines CPA

Melissa was recommended to replace Susan Honse by Bobby Schiff. She is adept at Quickbooks, and willing to do the duties of our previous bookkeeper along with light administrative duties for \$2400/ annually or \$200 a month.

Hi, I'm Melissa, I'm a CPA, and I live in Aurora CO with my husband and my two dogs. I spent 5.5 years working in Public Accounting as an auditor, and at the beginning of this year, I was hired by Kroenke Sports Entertainment, which you know owns The Colorado Avalanche, The Denver Nuggets, and Ball arena. I keep the books for my



Dad's plumbing business, that's how I learned Quickbooks over the years. I enjoy bookkeeping and I am happy to serve in any way that I can.

Question: How long have you been a CPA.

Answer: 6 years

JZ: Melissa are you comfortable with in addition to bookkeeping duties, responding to title companies, for verification, those types of things, that we get called upon to do since we don't use a management company? We are a 100% volunteer board, so having someone paid who can do those types of things would be helpful.

Melissa: Yes, I can do whatever is required. I think it will be pretty easy.

Conversation closed.

Aspen Reserve Study- We have not started the process of completing the records request. The use of Aspen Reserve Group is agreed upon and the records will be collated to send to them.

New business

CVB: The State website requires that we have a listed registered agent. The agent currently noted is Judi Warkentin. I am not sure if this was updated in 2021, or not.

Question: Who should be our registered agent?

JZ: Typically either your attorney or your accountant should be the Registered Agent with the Secretary of State.

Discussion regarding Melissa Haines CPA as bookkeeper hire and registered agent.

SE: **Motion** to hire Melissa Haines CPA as bookkeeper at the specified salary of \$2400 a year or \$200 a month. 2nd CVB

Motion carries 6 in favor, 0 opposed.


New discussion, payment for services for Suan Honse.

Susan worked on opening Quickbook books from the flash drives and updated the file addresses. She reconciled payments to Curt Clifton through paper files onto our quick books accounts.

We engaged her Feb, March, and April. Recommended that she be paid \$599.00

CC **Motion** to pay Susan Honse \$599.00 for work completed to date. 2nd by SE.

Motion carries 6-0 in favor.



CVB: Travelers Insurance - Quote for 2022-2023 is \$2933 up from \$2800. State Farm has quoted \$2360.00 for the exact same policy. CVB I recommend we obtain quotes for this annually. Two other bids are still being sought.

JZ: I recommend that over the summer months we limit our meeting to once a month for June July and August. Agreed.

In a discussion of the use of the meadowhillsestates.com email addresses, Stacey asks that people use this one exclusively, selswick@meadowhillsestates.com When sending ACC correspondence especially please respond quickly as these are time-sensitive. Claudia Van Buren cvanburen@meadowhillsestates.com and Jake Zambrano [jazambrano@meadowhillsestates.com](mailto:jzambrano@meadowhillsestates.com) also will use their assigned accounts exclusively for board business.

June in-person June 14th meeting canceled. Discussion about locations for July 12th meeting - Mission Viejo and other city libraries are no longer open during our standard meeting times. Discussion: SS The golf club may have availability but at the time of research I did not have the contact information for them. So this was not pursued. CVB: Arapahoe Library district may have both reservable meeting spaces and remain open during standard HOA meeting time hours.

Other business

None.

Open Forum - Members invited to be heard

No members came forward for comments or questions.

Meeting Adjourned 7:10pm

