

Meadow Hills Estates HOA

4.11..23 Board of Directors Meeting Minutes

Roll Call Board Members in attendance

Jake Zambrano President
present via Google
Meets* (GM)

Stacey Elswick Vice-
President present via GM
Judi Warkentin Treasurer
Present via GM

Claudia Van Buren
Secretary present via GM

Tim Parkhurst Member at
Large excused.

Bobby Schiff Member at
Large present via GM

Tom Miller Director ACC
Chair late arrived @
6:15pm and left early
7:00pm due to work
obligations. via GM

Call to Order Jake Zambrano 6:02 pm

Roll Call / A Quorum is established.

1st order of business:

Review and approval Minutes for the Feb March meetings Motion to approve- JW, 2nd CVB.
All in favor- approved 4-0.

Home Owners Open Forum - No homeowners present.

Old Business

David Ariss of Centennial Property Management notes to be compliant with the recent HOA laws passed by the CO legislature. We will need to pursue a change in By-laws language with the HOA's attorney. This will be articulated as Resolution 16. Motion to adopt recommendations, SE, 2nd by JW. All in favor passed 6-0. Discussion - Resolution 15 is missing and needs to be added to the by-laws.

Action item: SE will provide Resolution 15, the garage resolution for inclusion into the By-Laws on the website to CPM.

The Meadow Hills website through CPM will offer the ability to pay dues online through an app called Cheddar Up.

Now residents can pay dues on the website. Homeowner payment by check will cost .59 cents, or by credit card the homeowner will pay a fee of 3.5 %. Which they pay, if they want to use this convenience feature.

Discussion of Zoom provided by CPM, vs keeping Google Meets. Decision: We will continue with Google Meets.

Discussion of ACC form workflow: Previously the ACC improvements form populated a spreadsheet that the ACC Chair managed. Now the form is filled out online by the homeowner and Barb or Dave will send it on to appropriate board members and file it, as approved or denied, based on the boards' actions. Discussion regarding who should receive the form and when. Final decision it will be forwarded to all Board members. The ACC form on the CPM website will be forwarded to the whole board for review and action. It does not auto-fill on the CPM website into an Excel spreadsheet, CPM will keep these in a file.

MHE HOA must provide 7 years (2016-2022) of minutes for the website. We can pursue canceling our neighborhood directory through Community Box.

The Welcome letter introducing CPS is presented it for review, it includes CPM's address, telephone contact, email. It lists the preferred email addresses of each board member. Errors and changes in wording were identified. Board member addresses were discussed and corrected and will be listed in the Welcome letter.

Action item: JZ will discuss with Tim who is not present, which email address he would like to use and return that information to CPM.

CPM requests read-only access to our bank statements. The Secretary or Treasurer will continue to receive and process all status letters for home sales and the HOA will retain funds for processing these documents.

A Neighborhood tour with Barbara Ariss, planning included discussion of dates of availability.

Action item: CVB will coordinate the availability of board members through an email tonight and communicate to Barbara which dates will work best.

Barbara and David Ariss left the meeting.

2nd Home Owners Open Forum - No homeowners present.

Reports

Secretary - CVB We may wish to discuss which applications we wish to keep such as Community Box, and /or Square Space for a time. It is unknown to me what aspects of our previous website were heavily utilized, or have information we may want to extract. JW notes DA noted he could add a directory of sorts to our website. JZ a spreadsheet with contact info may suffice for only 125 homes. CVB The majority of new homeowners refused to provide their contact information for the directory when contacted.

Action item: CVB will contact Roland our contact for Community Box to determine if we will continue to subscribe or let it go.

Treasurers Report- JW. Would recommend we continue our online Quickbooks for a couple of months. Recommendation: We extend service during our transition to CPM for our current accountant Melissa Haines, for a termination date of May 16th - this would end her service to our board and be her last payment. Our P.O. Box can be canceled. Only 6 residents are delinquent in paying their dues.

Action item: CVB will stop revolving payments for Melissa Haines our bookkeeper after the May payment.

ACC Report - Tom Miller asks that only his Comcast email be used for HOA communication, TomCMiller@comcast.net, and asks Board members to delete the other two from records. ACC requests -Solar request for south-facing garage on S. Dawson was approved, fence request on Eagle St- request more information regarding stated preferred stain, materials, and setback information. Discussion of ACC workflow post institution of Centennial collection of ACC forms. Forms will go to CPM, and CPM will distribute them to ACC committee members. Further discussion regarding labels on website home improvements, suggestions to change the title to Home and Landscape Improvements form, or Residential Property Improvements form or Home and Property Improvements form. JZ More important than what we call it are the Covenants that enforce it.

Side bar regarding non-compliant temporary fabric carport at a home on Elkhart.

JZ offered praise for the work that has gone into the transition by David, Barbara, Judi, and Claudia.

Action item: Each board member is asked to review the website to suggest changes and improvements.

Website MeadowHillsEstates.com

Meeting adjourned at 7:42pm Motion to adjourn SE, 2nd JZ All were in favor, motion carried.