

PRELIMINARY MINUTES

SUBJECT TO NEXT BOARD MEETING APPROVAL

BOARD OF DIRECTORS MEETING

Thursday, July 18, 2024

Location: 3rd Floor Conference Room of Parker Station

Attendees: President – Ty Pippin -- Present

Vice President – Patricia Ross -- Present

Treasurer – Lowell Willock -- Present

Secretary – Susan Caudill -- Present

Member at Large – Fred McCarthy -- Present

Community Manager – Laura Williams – Present

I. CALL TO ORDER

6:05 pm

II. GENERAL SESSION (BOARD Q & A)

III. APPROVAL OF MINUTES

A motion was made by Fred to accept the minutes as presented from the June 20, 2024 meeting. Patricia seconded and the motion was unanimously approved.

IV. FINANCIAL REPORT given by Lowell Willock

- Balance Sheet
- Profit & Loss Budget vs. Actual
- Income/Expense Summary (as of June 2024)

- Several questions arose:

Patricia asked when and how the insurance premium was paid. The payment is not shown on the income statement for June. Lowell explained that since the report is based on a cash basis, the payment will only show when the insurance company cashes the check. Patricia requested that all insurance premiums be reported by insurance type (property, workers compensation, office rental insurance, etc.). Lowell advised that per our CC&R, insurance needs to be paid ten (10) days prior to the due date. Patricia reminded the Board that we do not know the cost until 1-2 days prior to the due date.

Susan asked why \$23,750 in June was not transferred into the insurance savings account. Laura responded that due to a fraud issue the auto transfer could not take place. Laura will do both June and July transfers this month.

V. HOMEOWNER COMMUNICATION

- a. Duane Tinnes, a homeowner in Town & Country Village, attended the meeting to discuss a late fee he was assessed. It was determined that due to a double dues payment in April 2024, he was not late in May 2024. The confusion arose due to Mr. Tinnes historically having a monthly dues amount credited to his account in the event of an illness, lost check, etc. The check he mailed in May was lost in the mail. In the event that the check is delivered to the HOA, Laura will contact Mr. Tinnes. Fred made a motion to reverse the late fee. Patricia seconded and the motion was unanimously approved.
- b. Homeowner Leo Winner asked if we were able to divide the number of units (501) in Town & Country Village and place them under two (2) LLCs, thus giving us lower insurance premiums. Patricia will look into that idea. Patricia also expressed that per our governing documents, we use linear feet for insurance purposes. The insurance industry uses square footage. Could we as the Board change our CC&R? It was determined that as a Board we could. An email discussion will take place to determine how to proceed

VI. COMMITTEE REPORTS

- a. **ARC** – Lowell advised the Board that the ARC has 45 days to respond to a request, per the State of Colorado. Lowell made the following motion to set procedures for Architectural Review Committee (ARC), received by Town & Country HOA:

When a Homeowner sends a formal request to Town & Country HOA for any modification to their property requiring an ARC request and approval, the HOA Manager shall first review the request and see if the request is allowed under current Town & Country HOA rules, regulations and/or covenants.

If the request, if granted, meets all requirements currently in effect for the Town & Country HOA, the Manager shall forward the request to the ARC committee.

Should the request fall outside the current allowed modifications to a property within Town & Country HOA, the HOA Manager shall send by the proper method a response denying the request, citing the violation(s) of HOA rules and policies. The denial shall contain information on the option of the Homeowner, to ask for a review by the Town & Country Board of Directors.

The motion was seconded by Susan and the motion was unanimously approved.

Lowell reported that the ARC walked Briarwood and Rosewood and weeds need to be attended by Homeowners in the areas they are responsible for. Also noted that many private trees need to be trimmed and that trucks larger than $\frac{3}{4}$ ton, whether private or business, are prohibited.

A sunshade request will be discussed via email and the decision will be entered into next month's minutes.

- b. **Water** – Susan reported on a visit with Laura and Joe regarding xeriscaping possibilities in the future.

Fred advised that the committee still needs to confirm with our water bills, that the water meters that are being tested are corresponding with the usage being reported and billed by Parker Water.

VII. MANAGER'S REPORT was presented by Laura Williams

Laura advised that the painters have discovered a wasp nest, that will be removed before the painters can continue with the building in question.

VIII. OLD BUSINESS

- a. **Paint Project** – Update given under Committee Reports.
- b. **Confluence Builders** – We will meet with Confluence Builders tomorrow morning at 9 am. The Town of Parker will be sending a member of the Planning Department to respond to any questions or concerns.
- c. **SimpleSub Meters** - Update given under Committee Reports.
- d. **Roof Inspection** – Two (2) independent roofers inspected several buildings for hail damage. Laura reported that the roofer she consulted with did not find enough hail damage that would warrant an insurance claim. The roofer that Patricia met with did find hail damage. Patricia will check with our insurance regarding the timeline to report a claim. We will also need to check if the warranty for the roofs is still in effect.

IX. NEW BUSINESS

- a. **Curbs** – It was advised that we will need 3 quotes to move forward with the curb painting project. Currently, we only have a quote from MCC & Associates, Inc. It was also discussed that MCC & Associates was previously owned by Board member, Fred McCarthy and currently owned by his sons.
- b. **Trash** – Laura will do research to see if we can locate and employ a dumpster service that will do a same day drop off and pick up,
- c. **Transfer Fees** -- Susan advised that she had a conversation with a new homeowner on Summerset Court regarding the transfer fees paid at her May 2024 closing. She was charged a June dues rate, as well as the new dues rate starting in July. Our governing document clearly states that the transfer fee is two (2) times the then current monthly installment of the annual assessment. Lowell made a motion to credit the homeowner the difference between what she was charged and what our governing documents state. Fred seconded and the motion was unanimously approved. Ty stated that this refund would only apply to the homeowner that made the inquiry/complaint, unless any other new homeowner(s) came forward with the same request.
- d. **Bookkeeping Contract** – It was requested that Laura give the Board the amount that would be saved by eliminating several expenses (Katea, Joe, CPA, taxes,

social security, etc). Laura questioned if the bookkeeper would be doing the data entry. The Board will move forward discussing this contract via email.

e. **eUnify** – Not discussed.

X. EXECUTIVE SESSION

8:22 pm

Susan made a motion to go into Executive Session. Patricia seconded and the motion was unanimously approved.

At 9:04 pm Fred made a motion to close the executive session and resume the general session. Susan seconded and the motion was unanimously approved.

XI. SUGGESTIONS FOR FUTURE BUSINESS

XII. SET NEXT MEETING DATE, TIME, PLACE

The next Board meeting will be held on Thursday, August 15, 2024 at 6 pm and will be held at Parker Station and on Zoom.

XIII. ADJOURNMENT

9:06 pm

Lowell motioned to adjourn the meeting, Fred seconded and the motion was unanimously approved.