

## Rocking R Board of Directors Meeting

### Minutes

October 13, 2014 6:00pm

**Call meeting to order at 6:13 pm** by Britt Madison

**Board Members in attendance:** Britt Madison, Kellie Palm, William (Bill) Miles, George Peterson and Derek Jones. Heather Barajas, HOA Administration in attendance as well.

1. Approve the Annual Minutes and September 22 minutes, post to website.- George made a motion to approve the minutes, Derek 2<sup>nd</sup> the motion, motion carries
2. Old Business
  - a. Post office box-Heather had assistant update, she will double check.
  - b. Bank card-Signatures finalized
  - c. E-Mails-Luke will be asked to change the forwarding email address to heather's and Derek. Gary requested the annual meeting minutes and stated that had to be posted within 30 days.
  - d. Web site – post minutes, power point, monthly statement.-Britt will send the Power Point to Luke and Heather will send the meeting minutes and the financial reports
  - e. Street sealing – Quality maintenance contract – Kellie had not had an opportunity to talk with Quality Maintenance. The contract had been signed to carry into 2015 to seal the sidewalks. Heather to look for contract in files.
  - f. Painting Signs – On hold, contactor will hold bid until 2015. Currently too cold to paint the rocks. The paint has already been ordered.
  - g. CCR committee-Britt and Derek-Discussion about approaching other owners to help out. ARC Joyce Williamson, Jim Tandy and George. Joyce Williamson went with George to look at the submitted fence request.
  - h. Tree Removal and replacement – Trees have been taken down and the first grinding was done last week. Replacement of the trees will be done at a later date. Kellie asked if treating of the trees was a part of Bill's contract, it is not. Discussion about types of trees to replace aspens with. Bill stated the trees should be sprayed every year. The Board will get bids to remove and replace trees, remove and grind stumps and replace. Kellie will call and ask them to identify trees that are sick and beyond treating this will be separate from the other bid being requested. All Season, Jacobson and Grace Tree Service will be asked to give bids.
  - i. Letters to Maintenance contractors, Contract. Britt signed and sent out. Heather mailed letters to all the vendors that submitted a bid.
  - j. Derek will make a contact list of Board members then email it to all Board members.
3. New Business – Motion needed on some of the items
  - a. Binders – Bill-The Board discussed having HOA create binders for each of the Board members with the following information: CC&R's, Bylaws, Articles of Incorporation, meeting minutes, plat map, treasurers financial reports, contracts (HOA Administration, and Maintenance (snow plowing and landscape)), Insurance and Board contact information. Heather will get them put together before next meeting.
  - b. Request to post maintenance bids-Discussion, The Board is being transparent with the financials, feel like it could be a conflict of interest. The Board made a decision that the bids would be sealed and if it is posted, the bidding is no longer a sealed bidding process. Bill feels the biggest was the covenant enforcement and the maintenance contract. Homeowners will be able to view the financial reports, which will reflect the maintenance expenses, on the website going forward. Other Board members feel the bids should not be disclosed from one contractor to another. Derek is the contact for the maintenance company. Bill asked if any Board member recues themselves from making the decision. George Made a motion to not post the maintenance bids, bids remained sealed. Kellie 2<sup>nd</sup> the motion, 4 in favor, 1 opposed, motion carries
  - c. Check request-Heather will notify the Board when checks are ready, Board members will sign
  - d. Debbie Christensen Fence request- George went by and looked at it. Britt also looked at the property. George gave the details of the request. Discussion about metal fencing. George

- motion to approve according to the Acc committee recommendation, Kellie 2<sup>nd</sup> the motion, motion carries.
- e. Web Site – Postings-Heather will send the Balance Sheet & P&L, minutes to Luke to post to the website
  - f. The previous complaint-Heather will email Jeanie to let her know that it had been taken care of.
  - g. Committees – set meeting dates, vacant lot maintenance, Review lot sold to developer-ARC committee is taking care of. Britt gave George the file of non compliance issues. Discussion. The Board will review the previous issues and walk around and list the new ones. There are certain properties that do have approval. The Board will meet Friday October 17<sup>th</sup> at 4:00pm to walk through the association; the Board will start at George's house.
    - a. CC&R Committee-Britt will talk with Gary and see if he would be interested in joining. Britt asked the other Board members to review the CC&R's and let him or Derek know of any changes.
    - b. Properties are exempt from paying annual dues if the property is in planning or construction phase. Suggestion to have Scott review the 12 lots for maintenance and define phases as well as the ability to start charging lot owners dues. Derek will contact Scott Poorman
  - h. Neighborhood watch signs- approval-Britt gave the details for placement of the signs and background of what has been completed to date. Discussion about placement of signs (streets and where to hang). George will go around with the committee and view the signs. Bill made a motion to pay for the 6 signs for the Neighborhood watch, Derek 2<sup>nd</sup>, motion carries
  - i. E-Mail review, need to have a board member review weekly.
  - j. Non Compliance review, set date to walk neighborhood.
  - k. 2015 budget,
    - a. number of lots-156 lots, 10-12 lots do not pay assessments, Heather will get a final number on how many lots paid full assessments. How many are vacant and who owns them, send letter to vacant lot owners to remind them they need to remove the snow on their sidewalks over 2". If the association does the work the owner will be assessed and the property will be lienied. Heather will draft a letter and send it to the Board for approval. The final template will be posted to the website.
    - b. Kellie and Heather will put together a budget for the November Board meeting, max is \$253.00 for assessments. Some items that will need to be looked at is the electrical and CC&R changes. Final needed by end of December. Derek will ask Scott for an estimate of cost.
    - c. Bill said the pumps are out and he will take them to Britt to store for the winter. The trimming of the shrubs will be done next and the final leaf clean up will happen sometime in November. The bulb was replaced in light fixture and it is still not working. Bill will have an electrician come out and take a look at the lighting fixture. Shrubs and plantings will wait until next year. Need to budget in for 2015 for trees and shrubs on Maple, Wyoming, and Laredo.
4. Other Business
  5. Set next meeting-November 17, 2014 6:00pm at HOA Administration
  6. Adjourn – Kellie made a motion to adjourn, George 2<sup>nd</sup> the motion, motion carried. Meeting adjourned at 7:38pm.

Respectfully submitted by  
Heather Barajas