The Bluffs HOA Meeting Minutes

Date: 03/19/2025

Time: 6:00 pm-7:52 pm

Location: 4358 Winding Circle, Colorado Springs, CO 80917

1. Call to Order

- **Time:** 6:00 pm, by Jeremiah Johnson, President
- **Members attending:** Lynne Stefonik, Tom Thorson, Michelle Cordial, Tom Zwilein, Vivian Patton, Mike Brown, John Wild, Deborah Williams, Jenna Johnson, *Special Actions Coordinator:* Andy Gilbert
- **Quorum established:** Yes

2. Approval of Previous Minutes:

- **Motion to approve:** Michelle **Seconded by:** Mike
- **Motion (carried/~~failed~~)**

3. President's Report:

- **Summary of key updates, ongoing projects, and any Board initiatives:**

Jeremiah asked the group if we needed a redline report of the *Bylaws* to share with the Board and residents of the HOA. The former president of the HOA produced the changes to the *Bylaws* on a written report and Jeremiah needs a copy of this to review. The HOA has approved the changes to the *Bylaws* but the residents have not and this needs to be done at an Annual Meeting. The intent of these changes was to bring the HOA up to the current laws. The main change involved a reorganization to the Bylaw format. Zoom discussions are now addressed in our *Bylaws,* but we need to keep in mind that 6 residences in our HOA do not have computers.

Michelle is developing an HOA Newsletter to enhance communication within the HOA. This newsletter will contain a section titled, "At a Glance," to summarize events in the HOA. The board was hopeful that this newsletter would eventually have pictures to correspond to the written articles. In addition, the HOA Newsletter could contain important dates for the community, HOA matters requiring attention, and human-interest submissions by residents. It would be advantageous to print out the first edition and mail/deliver it to homes, but this may not be possible. A flow chart of the HOA Board also needs to be created and included for HOA residents. It also must be possible for homeowners to easily access the forms needed by the ACC and CCC Committees.

- **Upcoming events or matters needing attention:**

- Newsletter
- Communication with residents
- Annual Meeting
- Clean-up of the landscaping
- Publication of HOA Board Meeting location
- Calendar for the HOA-possibility for 1 year.

(The Board felt that work and organization of the HOA Board needs to be caught-up after the conflict of the past year.)

4. Treasurer's Report- 2025 Budget Revised December 2024:

- **Total Income and Beginning balance:** $4,718.93
- **Cap so we don't pay taxes:** $10,000
- **Total Operating expenses:** 1,625.00
- **Total Administrative expense:** $465.00
- **Total Insurance expense:** $1,450
- **Total expenses:** $3,540.00
- **End of year Balance (projected or actual):** $1,178.93
- **Checking Account Balance:** $4,118.38
- **Prepaid dues:** $850.00
- **Unrestricted savings:** $3,720
- ***PayPal* Balance**: $100
- **Total all accounts: $7,938.96**

- **Updates on assessments, dues, outstanding payments and financial planning-** All residents have paid HOA dues.

5. Covenant Compliance Committee (CCC) Report

Mike reported that there are 3 violations, one on Winding Circle, one on Bermuda Circle, and one on Avondale Circle. These violations involve vehicles that are not allowed in the neighborhood during the winter.

The procedure for addressing the violations was discussed. The Board felt that a resident in violation should be met and spoken to so the situation could be discussed before the procedure for violations is implemented. This helps to stress that our HOA is about "neighbors helping neighbors." Board members also recommended that residents talk to the neighbor in violation, if this is possible, before anything else is done. If these things do not work, a procedure and fees are outlined in the HOA *Responsible Government Policy*. The Board needs to review actions

that are taken in regard to compliance issues, violations, homeowner notifications and responses, and resolutions. These also need to be communicated to the HOA residents in a simple format.

6. Architectural Control Committee (ACC) Report

Tom reported that there is one request for a 6 ft. fence that encases a chicken coop. His committee will review this and make a recommendation to the Board. ACC requests need to be answered within a reasonable amount of time or the requested action is automatically approved.

Tom requested information on how to follow through to make sure an approved ACC action is implemented correctly. What are the consequences for not following rules? The Board agreed that Covenants have to be enforced and various ways of assuring this were discussed. All construction or renovation projects should be approved and the Board needs to be proactive in assuring this.

7. Old Business (Follow-up on Issues from Previous Meetings)

Our HOA website needs to be updated. Michelle and Jeremiah are working on this.

8. New Business (Discussion on New Agenda Items or Proposed Actions)

The Board decided that we should meet once per month and keep meetings to 1 ½ hours. A calendar is needed to schedule meetings and then the Board needs to stick to it. There is a lot of work to catch up on and Board members should expect this for the first few meetings. In addition:

- A new email address is needed for the HOA.
- HOA records need to be archived. Some records are online and some exist as printed copies.
- The HOA needs a printer. Jeremiah said there is a possibility he could get a used one from District #11.
- The HOA Garage sale needs to be reinstated.
- The Annual Meeting should be scheduled so that residents can put it on their calendar. A location needs to be determined.
- Andy Gilbert was appointed by Jeremiah as *Special Actions Committee Chair.* Andy accepted this appointment.

9. Open Forum (Time for Homeowners to Voice Concerns, Questions, or Suggestions)
New members of the HOA Board explained their motivations for being on the HOA Board. Both of these members want to help neighbors and maintain the beauty of The Bluffs neighborhood.

10. Next Meeting: The next meeting will be on **April 16, 6:00 pm at Michelle's house, 2885 Valencia Rd.**

11. Adjourn by Consensus: 7:52 pm