

**The Bluffs Homeowner's Association Board Member Meeting**

**Date: November 19, 2025**

**Call to order: 6:12 PM at 4358 Winding Cir**

**In attendance:**        **Jeremiah Johnson – president**  
                              **Michelle Cordial – VP**  
                              **Tom Zwirlein – treasurer**  
                              **Deborah Williams - Secretary**  
                              **Tom Thorson – ACC lead**

**President's Report:**

Make sure that items purchased for annual meeting are submitted for reimbursement. More food was ordered than needed for the annual meeting. Extra food was taken home by attendees. Attendance was lower than anticipated; likely because the Broncos game was at the same time.

Unanimous approval of the minutes from the annual meeting.  
Secretary will post the new bylaws to the website.

If we need to retain an attorney in the future, we need to insure there is not a conflict of interest with using a board members attorney.

Discussion about whether HOA should print and distribute the new bylaws door to door or email. Decided that Secretary will email bylaws and responsible governance policy to all members plus printed copies for needed homeowners. This email will include an offer to print and deliver hard copy.

Discussed Reestablishing a Welcome committee and update welcome packet. Tom Z will send relative docs to Michelle and Michelle will begin drafting.

**Treasurer's Report:**

**\$ 5722.91 total**

Invoice total for dues has been sent out to all members via email or by hand. An email was sent to all members who have prepaid thanking them.

Annual meeting costs:

\$592 food

\$300 lodge use fee

\$892 total

**Communication Plan:**

Michelle will continue to send out Quarterly newsletter: ensure there are printed copies for the homeowners that don't have email.

Content: Remind homeowners about raking leaves, include ACC/CCC summary, ACC vacancy, welcome committee volunteer opportunity.

**ACC report:**

1 request for reroof to same color shingles was approved.

Vivian resigned from ACC- need to find a new member. Would love if all filings are represented but we will not/cannot limited search to specific filings.

**CCC report:**

2 complaints filed:

- 4341 Winding Cir with a boat and trailer in front of the house
- 2770 Bermuda has a trailer parked on the side of the garage – visible from the street

**Old Business:**

Per the new bylaws, rules and regulations must be approved by the members. The board will draft a rules and regulations document and ask for member feedback before the annual meeting. The purpose of the rules and regs doc is how the HOA would like to enforce the rules.

Tom Z drafted rules and regulations. Started with outdated welcome packet, updated per city codes and HOA covenants. Made a list of rules with related city codes.

Jeremiah drafted a rules and reg doc with subtler language and without listed rules.

Everyone will work to meld the two documents, or present an acceptable solution, via google docs before next meeting so we are ready to discuss.

**New business:**

Jeremiah proposed that we only meet quarterly. 4/5 in agreement

Welcome committee packet revised.

Would like to reestablish Welcome committee

**The next board meetings will be:**

**3<sup>rd</sup> Tuesday every 3 months-** if work sessions need to be scheduled between these regular meetings, notice will be sent out. ACC and CCC business will continue via email.

**Feb 17 – 6:00 PM - 4358 Winding Cir**

**May 19 - 6:00 PM - 4358 Winding Cir**

**July 21 - 6:00 PM - 4358 Winding Cir**

End meeting at 7:22 PM