



**The Bluffs Homeowner's Association Board Meeting**  
**October 11, 2022**

Date: October 11, 2022

Call to order: 6:22 am

Board members attending: Laura McKee, Nick Chavarria, Chris Patton, Tom Zwirlein, Renee Franks, Lynne Stefoni, Imi Mager, Linda Pacheco, Vivian Patton, Robert Pacheco, Michelle Cordial

**Notes from the Annual Meeting:** HOA Residents suggestions:

-Use microphone.

-If more than two people are running for the office, have people speak before voting.

-Encourage residents to pay dues on time!

-Good meeting. Thanks for the hard work and organization of meeting.

**Treasurer's Report:** Money in the HOA Account totals \$6,133.11. \$550.00 was deposited at the Annual Meeting. The Annual Meeting cost \$735.00. Twenty-two HOA residents did not pay their dues in 2022.

Treasurers' report was motioned and seconded for acceptance by Vivian and Nick.



**Read this month's Agenda from the Time Line.**

**October:**

1. Start collecting information for HOA "Breaking News" Emails

2. CCC~ Campers/Trailers out past October 1st

**FIRST NOTICE** letters to be mailed:

15 day response time if not cured send **SECOND NOTICE** letters to be mailed

5 day response time if not cured send **PENALTY NOTIFICATION** to be mailed

**Monitor the noncompliance. Record situation at each dead line.** If a hearing is requested reply and set up the meeting within 7 days.

3. **SECRETARY~** Collect the binders from departing members. Retiring board please attend to transfer documentation, notes and computer files.

4. **Update Board Member contact information for each Board Member and include on the web site.**

5. **NEW PRESIDENT~** inform all members of the HOA email address and how to access it on a regular basis.



~Review the "Board Member Duties" posted on the front of the binders.  
Board members need to be aware of expectations and process.

- *Deliver Welcome packet to new neighbors. Board members rotate through the responsibility.*

**CCC report:** Mail Merge needs to be built for letters sent to residents regarding trailers and recreational vehicles. Research needs to be done on the amount HOA's are willing to charge for a late fee.

**ACC report:** Landscaping on Winding, a roof on a back porch, and a greenhouse on Bermuda were approved. New Neighborhood packets are being delivered.

### **Old Business:**

#### **1. Cell Tower:**

Possible actions: (1 year since permission was granted, as of November 9, 2022)

- Check FCC *Antenna Search* Website to see where licensed transmitters are.
- Email Council Member, Nancy Henjum, to see if she can request to remove the tower.
- File a grievance with the city code website.
- Ask City Council to revoke the permission granted last year.

This discussion was tabled until the Nov. 8, HOA Board Meeting.

#### **2. Coordination of Amendment #3 with previous statements in *Bylaws*.**

#### **3. Update of USB Flashdrives.**

#### **4. HOA Website: Add Governance Policy**

**Correction on Filing #2.** (There are two-one of them should not be there.)

5. Should the *Standard Document File* be on the HOA Website, accessed only by Board Members with a password?

6. Invoice to mail to residents for dues?



**Read next month's Agenda from the Time Line:**

Secretary: Update monthly timeline and board member contact list.

Finalize announcements for the January "Breaking News" email.

Treasurer: **Prepare and print Dues Invoices,**

Buy envelopes ( double window n0.9 envelopes ) and postage (25 copies)

**[ include those owners who live elsewhere ]**

(using mailmerge to create mailing labels **do not include "email" "send no correspondence" " nonmember" or "board member" )**

**USPS Mail the Dues Invoices** 3rd week of **November** to non email addresses

Due Dec 1<sup>st</sup> net 30 days use new dues rate.

**New business:** Nick will look into the possibility of having a "doggie bag" receptacle and a trash can in our neighborhood. There is a Colorado Springs city App that lets residents request this.

A "Free Library" is also recommended for the Bluffs area.

Procedural reminder:

Review that decisions, correspondence and process follow the "Dispute Resolution and Responsible Governance Policies".

All correspondence with Homeowners MUST USE THE OFFICIAL BLUFFS HOA  
STANDARD LETTERS AND NOTICES  
ON FILE WITH THE SECRETARY

This procedure will ensure that all pertinent information is conveyed, and that all Legal Responsibilities are fulfilled.

Procedural reminder:

*Section 3. QUORUM.*

*A simple majority of the ten (10) Directors/Committee Members shall constitute a quorum for transaction of business. Every act or decision made by a majority of the Directors/Committee Members present shall be regarded as an act of the Board.*

*ACC & CCC can still make decisions at a non Quorum meeting since they make their own determinations. A board vote is not required.*

Secretary: Save a copy of the minutes and treasurer's report in the binder.

File ACC Request forms and building plans in the binder.

Post the approved minutes of the previous month on the web site.

The board motioned and seconded to unanimously approve all actions and activities of the ACC and CCC committees by: name and name

**The next board meeting** will be held: November 8, 6:00 pm, at Pacheco's home, 2705 Avondale Drive.

Commented [1]:

The meeting was **adjourned** by consensus at: 7:40 pm.