

Highland Meadows HOA  
Executive Board Meeting Minutes  
37 Silver Dollar Dr, Breckenridge, CO  
6 p.m., March 25, 2017

1. Candace Winkle called the meeting to order at 6:46 pm and verified a quorum of 5. All directors were present: Barb Thomas, Nancy Savidge, Deanna Carew, Jodee Loury and Candace Winkle. Farhad and Meghan Khalafi were also present as homeowners in the subdivision.
2. Approve minutes from Board meeting 01/14/2017 (on Dropbox site for Board members). Upon motion by Nancy Savidge and seconded by Deanna Carew, the 01/14/2017 Board meeting minutes were unanimously approved.
3. Old Business
  - a) Minutes from HOA meeting – post on Dropbox (Barb)
  - b) Facebook page (Deanna) – Farhad Khalafi offered to take over the creation of the Facebook page.
  - c) Covenants, voting results and next steps – Barb counted the ballots and verified that there were 21 votes for the amended Covenants and 1 vote against. The next step is to record the document with the county and then apply for tax exempt status. Barb will take care of this, Candace if available.
  - d) Next document – Bylaws (Nancy). The group reviewed the document and made some changes. A meeting with the attorney needs to be scheduled.
  - e) Future document - Enforcement of Covenants and Rules (Deanna/Jodee) (complaint policy, bylaws, ARC?). Nancy will send Deanna the link to Hindman-Sanchez so Deanna can research. Deanna started on document, will put it on Dropbox.
  - f) Future document – Architectural Guidelines (Candace, Dave, ARC members).
4. New Business
  - a) New weed sprayer purchase for neighborhood to replace broken one. Upon motion by Barb Thomas and seconded by Deanna Carew, the Board unanimously approved a budget for purchase of the Solo sprayer. Dave will purchase.
  - b) Mailbox repairs. 3 of the boxes are open so we could repair them ourselves. Upon motion by Deanna Carew and seconded by Jodee Loury, the expenditure of funds to repair the package mailboxes was unanimously approved. Dave will order the parts.
  - c) Architectural Review Committee Status, including violations and proposed actions, and homeowner requests for exemptions. There were no questions on the status. We currently charge \$1500 for an architectural and design review per the Architectural and Design Guidelines document. We should not be reviewing anything until this fee is collected. The group discussed the need for the collection of the \$2000 construction deposit per the Guidelines. Upon motion by Barb Thomas

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and seconded by Nancy Savidge, the collection of the \$2000 deposit for all new construction was unanimously approved. The group also discussed the time commitment of the Arhitectural Review Committee and Executive Board required for multiple submissions, and the reference in the Architectural and Design Guidelines to collection of additional funds for multiple submissions beyond the preliminary and final submission. Upon motion by Candace Winkle and seconded by Deanna Carew, a \$500 charge for each subsequent design submission after the second submission was unanimously approved. The group discussed the process for design submission fees that were paid on properties that are subsequently sold. Owners will need to submit a letter that they bought and own the design. This will need to be incorporated into the new Architectural Design and Review Guidelines.

- d) Other items. Candace to send email to Board members about the seedlings.
  - e) Next meeting – June 11 4:00 pm. Jodee’s house. Barb Thomas has a prior commitment, and may attend by phone or not at all.
5. Adjournment. Upon motion by Candace Winkle, seconded by Barb Thomas, and unanimously accepted, the meeting was adjourned.