

Highland Meadows HOA
Executive Board Meeting
March 25, 2018, 2:00 pm
115 Omaha Dr, Breckenridge, CO

Minutes

1. Call to order and Quorum verification. Candace called the meeting to order at 14:14 and verified a quorum of 5: Candace Winkle, Barb Thomas, Nancy Savidge and Jodee Loury. Homeowner Roberta Sahlin was also in attendance.
2. Approve minutes from Board meeting 12/13/2017 (on Dropbox site for Board members). Upon motion by Jodee, and seconded by Deanna, the 12/13/2017 Executive Board meeting minutes were unanimously approved.
3. Old Business
 - a) Review and approve document - Enforcement of Covenants and Rules (Candace). After the document was reviewed, a motion was made by Deanna to keep the entire document with the notification letter template to be used as the Enforcement of Covenants and Rules Policy and posted on the website. In addition a separate copy of the notification letter will be created for use by the Executive Board for violation notifications. These documents will carry an effective date of today but will not be enforced until they are posted on the HOA website. Nancy seconded the motion and it was unanimously passed.
 - b) Future document – Architectural Guidelines (Candace, Dave, ARC members). In work, on Dropbox. Candace will schedule meeting to review when reformatting is complete.
 - c) Mailbox repairs. Dave to investigate if he can order parts and fix the open package box. Dave can do this.
 - d) Sewer cover & other road repairs - spring 2018. Also rebar on Gold Piece. Dave or Roberta to inquire if Alex has a grinder for the rebar on Gold Piece. Nancy is creating a document on Dropbox to document repairs needed on each road.
 - e) Neighborhood directory (Barb). In work. Also see if we can update the spreadsheet on Dropbox to make the text larger.
4. New Business
 - a) Review and approve changes to Policy on Collection of Unpaid Assessments (Candace). Upon motion by Nancy and seconded by Deanna, the Policy on Collection of Unpaid Assessments was unanimously approved.
 - b) Approve weed spray contract with Neils Lunceford (Deanna). Upon motion by Deanna and seconded by Candace, the weed spraying contract with Neils Lunceford was unanimously approved. Barb to write weed letter to send to Homeowners, asking them if they'd like to take advantage of this service and propose another weed walkabout.

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- c) Discuss addition of new parcel box to our cluster boxes. Candace to email Deanna link to original mailbox order to see if there are additions for package boxes.
 - d) Next meeting. 3 - 4 months.
5. Adjournment. At 4:33 pm Candace moved to adjourn the meeting, Deanna seconded, and the meeting was unanimously adjourned.