

Town Homes of Red Rocks
Board Meeting Minutes
November 6, 2024 | Time: 5:30 PM

Attendance:

- Michael Prunty, President
- Paul Davidson, Vice President
- Adrienne Prunty, Treasurer
- John Rankin, Assistant Treasurer
- Amber Watkins, Secretary
- Tharen Leesch, Member at Large

New Business:

1. Violations/Fines Policy

- Some minor changes were made, but the policy is good and enforceable, thus may be adopted by the Board.
- An additional sample policy provided by the attorney was reviewed, but declined due to its complexity and multiple levels of fines, being more conducive to a larger HOA community. The Board preferred to keep it simple.
- Motion: Michael Prunty moved to adopt the Violation/Fines Policy.
- Second: Adrienne Prunty
- Outcome: Motion carried.

2. Violation Form

- A first draft of the Violation Report form was presented to the Board. Revisions should be submitted to Michael.
- Each violation report will receive a reference number. If the violation is unsubstantiated, the form will include a box to indicate that it was unfounded by the ACC.
- Additional evidence (e.g., photographs) can be included in the report.

- Discussion on who should receive the violation notice: it was decided that the property owner and the property management company will receive the notice.
- The form will allow for a witnesses, but a witness may not be necessary in all cases. The ACC will review each violation on a case-by-case basis.

3. Maintenance Vendor

- The President received a new contract from the landscaping vendor.
- Tharen presented quotes from two vendors: Professional Choice Lawn & Landscape and Kilted Lawn & Services. Both quotes were rejected because they were more expensive and lacked some current services.
- The Board also voted against the additional lawn edging service, citing the cost outweighing the benefit.
- Contract Language Issue: John raised concerns about the contract language for The Golf Club at Red Rocks, which stated that if a homeowner is not home, they must contact the company for a follow-up service, with an additional charge. John requested more specific language regarding the extra charge, including a specific amount.
- Motion: The President moved to approve the new contract with the discussed changes.
- Second: The Assistant Treasurer agreed with the changes regarding the fee.
- Outcome: Motion carried.

Treasurer's Report

Budget for 2025

- The proposed budget for 2025 was distributed to the Board with minimal changes from the 2024 budget.
- The HOA fees were previously processed in 13 batches, but the Treasurer has streamlined this to one batch, which will save money.
- The Treasurer strongly encourages homeowners who pay annually or quarterly to switch to monthly payments. These payments can be set up as a pull from their bank account. An email will be sent to those members with a follow up letter. Late payments from monthly or annual payers cause additional work for the Treasurer and lead to late fees.

Secretary's Report:

1. Approval of Previous Minutes

Minutes from the August 27, 2024 meeting were approved via email on September 5, 2024.

- Motion: The President moved to approve.
- Second: Treasurer second.
- Outcome: Motion carried. Minutes were posted to the website.

The Board elected via email, Amber Watkins, to oversee the ACC on September 12, 2024, Therefore, she appointed the collateral responsibilities the thee committee. -

Minutes from the September 28, 2024 special meeting were approved via email on October 3, 2024.

- Motion: The President moved to approve.
- Second: Treasurer second.
- Outcome: Motion carried. Minutes were posted to the website.

2. Homeowner Directory Update

- The Secretary has updated the homeowner directory and will continue to update it as more accurate information becomes available.

3. Social Media

- The Secretary proposed creating a Facebook page to notify homeowners of community events and updates.
- After discussion, it was decided to utilize the existing Facebook page for the larger HOA community in the area. The Secretary will follow up on this.

4. ACC Committee

- The ACC will begin ensuring all homeowners comply with community covenants.
- Homeowners can report violations to any Board member, who will forward the information to the Secretary for investigation. Letters will be sent to homeowners to inform them of this process.

Open Forum:

- The next meeting is scheduled for January 25, 2025 at 10:00 AM.

Meeting Adjourned:

- Motion: Tharen Leesch moved to adjourn the meeting.
- Second: Paul Davidson.
- Outcome: Motion carried.
- Time: The meeting adjourned at 6:32 PM.

Minutes submitted by: Amber Watkins, Secretary

Proposal

for

Red Rock Meadows Townhome HOA

We, The Golf Club at Red Rock, would like to offer our expertise in the manner of lawn maintenance and snow removal for the Red Rock Meadows Townhome HOA.

SCOPE OF WORK

We will perform the following duties of lawn maintenance and snow removal for 58 units within the Red Rock Meadows Townhome HOA.

DUTIES:

- **SPRING CLEAN UP:**

- All 58 yards, remove debris as needed. **(DOES NOT INCLUDE PRIVATE LANDSCAPED AREAS)**

- **IRRIGATION START UP:**

- Dependent on the weather when this happens. If a homeowner is not home, they will need to schedule a time with us to return and are **subject to additional charge for returning**. Irrigation repair, if needed, will be the homeowner's responsibility and will be subject to separate billing on an individual basis.

- **IRRIGATION WINTERIZATION:**

- Depending on the weather in fall, typically late September and early October. If a homeowner is not home, it is up to them to contact us to come back and do the work and are **subject to an additional charge. Contractor is not responsible for any irrigation system that did not get blown out because homeowner was not home or did not schedule a time!!**

- **LAWN MAINTENANCE:**

- Weekly mowing, trimming, blowing off sidewalks, drives, and patios during growing season. Weather dependent, typically April through September.
- 3 Fertilizer applications throughout the season. Beginning in April and then about every 8 weeks after that depending on the weather.
- Weed Control as needed in turf areas only **(Individual landscapes is responsibility of homeowner.)**
- Weed Control in BLVD/Rock areas will be treated on an as needed basis.

RAW 11/9/24
11/13/24
11/30/24

- Lawn maintenance will be scheduled weekly and weather dependent. We ask that any pet owners pick up after pets' day before we arrive. **If a yard is full of dog waste, we will skip yard! Any temporary dog fence/kennel areas in yards will not be moved to mow, homeowners must have these areas picked up for us.**
- **Any dead trees/shrubs/bushes still in lawns, and not removed by homeowners, will not be trimmed around.**
- **Final mowing/mulching, done in October.** Leaves will be mulched as best as we can. Leaves in landscaping around the home is the responsibility of the tenant/owner. This will be a one-time process. Will try to do it when most of the leaves have fallen.

- **WINTER SNOW REMOVAL:**

- 1" of snow sidewalks will be plowed.
- 2" or more, sidewalks, driveways, up to front doors will be done within 12-18 hrs. or sooner of completed snow event.
- Snow removal for all 58 drives, all sidewalks, including up to front doors of homes.
 - Depending on the size of event homeowners can expect piles of snow in their yards.
- **THE CONTRACTOR WILL GO AROUND ALL FLOWERPOTS LEFT OUT OVER WINTER.**
- **THE CONTRACTOR WILL NOT BE RESPONSIBLE FOR ANY BROKEN POTS IF THEY ARE LEFT OUT OVER THE WINTER.**
- **THE CONTRACTOR WILL CLEAR PATH TO THE FRONT DOOR OF UNITS AND WE WILL NOT CLEAR OFF PORCHES IF THEY HAVE POTS/PLANTERS/BENCHES/CHAIRS ON THEM.**
- **DRIVEWAYS MUST BE CLEAR OF ALL CARS, WE WILL GO AROUND ANY/ALL PARKED VEHICLES.**
- **WE WILL NOT SALT ANY DRIVEWAYS OR SIDEWALKS.**
- **ANY SPRINKLER DAMAGE DUE TO SNOW REMOVAL WILL BE REPAIRED BY CONTRACTOR.**

TERMINATION CLAUSE:

- Either party may terminate this contract with or without cause upon thirty (30) days written notice. The contractor agrees to fulfill all required services in a timely and professional manner during the contract period. Contractor may terminate the Contract at his discretion in the event the HOA fails to make payments as required by this contract.

All communication will be between Rick Wit and an individual deemed to represent the Red Rock Meadows HOA.

Richard A Wit 11/8/24

Richard A. Wit, CGCS
The Golf Club at Red Rock

M. R. [Signature] 11/8/24

President
Red Rock Meadows HOA