

HP3 Homeowners Association Board of Directors

Meeting Minutes (12/13/21)

Meeting Location: 5pm, 7574 Rannoch Moor Way COS, CO 80908, Highland Park 3A Subdivision

1. **Call Meeting to Order @ 5:15pm.**
2. **Approve last month's meeting minutes:**
 - a. Approval of 10/22/21 Meeting Notes by Tim Cerniglia/President & John Christiansen/Secretary.
 - b. Tim will post approved meeting notes to the website.
3. **Open business:**
 - a. Vice President opening was announced in November and candidates identified. Ballots were mailed out to all (39) lot owners with instructions and pre-addressed/postage paid envelopes to mail back results to the Board of Directors. Unopened results were handed to (3) volunteers attending the meeting to count the ballots and announce the results.
 - i. Christine Mohr was announced as the new Vice President of HP3A with a vote of 11 to 1
 - ii. Once meeting minutes are approved, Christine can be added as a signature authority with Ent Credit Union. John Christiansen to send the bank instructions for her to follow.
 - b. Secretary/Treasurer John Christiansen presented current financial standing.
 - i. HP3 currently has \$9,858 (checking) and \$8,952 (savings). John Christiansen to move money into savings later this month minus that needed for normal operating expenses.
 - ii. We have \$1,100 in accounts receivable for unpaid lot mowing fees.
 1. Tim Cerniglia will contact the five (5) remaining homeowners who are delinquent on paying for the lot mowing to identify a paid-by date and next steps. The Board discussed the option of liens vs. late fees or fines, but decided to try and resolve payment with the members first before escalating. The lot mowing rules are simple to understand, and the Board's authority to deal with unmowed homeowner lots and assess both a \$100.00 administrative fee and the cost of the mowing is clearly stated in the covenants.
 2. The Board recognizes that a specific set of procedures is needed to identify compliance issues, provide homeowners an opportunity to appeal the decision, to take corrective action, and to provide the Board with escalation steps for noncompliance. The covenants broadly authorize the Board to issue warnings and fines. However, the Board of Directors will define a specific approach for notices, appeals, fine schedules, liens and other needed actions, and communicate this to members in the coming months. The Colorado Common Interest Ownership Act (the laws governing HOAs in Colorado) governs what policies and procedures we are required to publish and approve.
 3. The Board discussed, but did not vote on or approve of a specific set of procedures, and outlined an approach which attempts to resolve conflict at the lowest possible level: a phone call and email with 2 weeks to resolve the compliance issue, followed by written warnings sent via certified mail (30 days), with escalating fines, and finally property liens for unpaid assessments.
 4. Mowing, payment of dues, non-approved paint/roof/landscaping, excessive vehicles parked outside, and unauthorized out-buildings on the property are

the most common areas where homeowners fall out of compliance. A volunteer who participated in the meeting suggested a very steep increase in the fine schedule for noncompliance is needed, and the Board concurs with his assessment.

- c. Standard Trash Services are currently not being charged to HP3A owners by Waste Management. John Christiansen has made contact with HP1A and HP2A to figure out a solution as we believe that they may be receiving the invoice for the services. As more homes are built and occupied in HP3A, the billing will become more substantial, so we want to take care of amounts owed to Waste Management or HP1-2 when the time comes.
 - i. Trash services are billed to HP1-2 as a fixed price contract. HP1-2 divides the price by the number of participating homeowners to determine each home's annual payment which is billed once in January for the year. Although HP1-2 members are paying about \$130 for 2022 for trash services, if HP3 adds 13-14 homes to the contract, the cost per household should decrease in the future.
 - ii. HP3A will invoice current lot owners who occupy and have begun trash service \$130.00 for the year starting in 2022.
 - iii. HP3A HOA may need to go back and resolve trash service costs with home owners and Waste Management who have had their trash picked up free of charge prior to January of 2022.
- d. December Meter Readings were successfully collected and submitted to HP1&2A by Tim Cerniglia.
- e. John Christiansen attended the HP1&2 HOA meeting on December 2, 2021 and gave a brief summary of the meeting topics and outcomes.
- f. ACC Member Christine Christiansen gave a brief summary of the ACC status and a possible need for replacement of one of the current members who has recently moved away from the area.
 - i. Several individuals were mentioned as candidates for replacement for Christine and Doug to consider.
 - ii. Information for those individuals will be provided to Christine Christiansen and Doug Barber to reach out directly.
 - iii. Tim Cerniglia asked the ACC to obtain a formal notification from the departing ACC member relinquishing the job and the HP3A Board of Directors will update our contact lists accordingly. We currently forward ACC requests to the three individuals on the ACC.

4. New business:

- a. 2022 Dues Invoicing and Late Fees were discussed again and defined to be invoiced in the next week or so to be payable in January 2022 per the existing covenant definitions. As a reminder, last Spring the Board voted to assess a 10% late fee per month for late dues payments starting with 2022 dues.
- b. ACC will notify and define new members to keep active involvement of the review process at three (3) people for vote/decision compliance. Tim Cerniglia noted that the Board of Directors can appoint an ACC member when the number of homes reaches 15 units to augment and support the ACC.
- c. Legal counsel will need to be secured at some point for the HOA, but the overall goal is to keep costs down. More discussion and research will need to be performed in the coming months to have a defined plan of action if the need were to arise. An example of this would be if the Board of Directors, ACC, and members decide that the covenants require changes. HOA members can vote to make changes to the covenants, but changes must comply with statutory (CCIOA)

requirements. Legal representation would be needed both in terms of ensuring legal compliance, but also for ensuring the proper court/state filings are completed.

- d. Accounting and Taxes will be performed for 2021 by the same firm which Rawhide was utilizing prior to handing over the HOA management to current owners/members.
 - i. Cost of switching accountants would likely be more than continuing on with the \$500.00 per year we currently pay. We can reevaluate the decision each year as needed.
- e. February 28, 2022 Meter Readings will be handled by the New VP and Committee who she may define to help in the collection of meter readings. VP will submit meter readings to the President of HP1&2 and cc Tim Cerniglia (info@hp3a.org) on the submission.

5. Discussion – Neighborhood Improvement Initiatives:

- a. Committee Volunteers identified for project ideas, proposals, and future execution of plans
 - i. The Board voted and approved the creation of a Community Website for ease of communication. **Volunteer point of contact: Ray Carrillo**
 - 1. Possible formats of communication presented
 - a. "Nextdoor"
 - b. Facebook
 - c. Current Website
 - 2. Need to Define who will Manage the sites/Information
 - a. Who will Monitor activity of member posts
 - b. Overall costs if any to be defined
 - 3. Ray Carrillo will gather information on the process for Nextdoor and report back during the next HOA meeting on how to formally proceed.
 - a. No websites for HP3A will be made public until the Board reviews the product and rules for decorum.
 - b. Directors will have administrative privileges on the site.
 - 4. Clint Guthrie also expressed interest in helping out, and stated that his wife may be interested in assisting Ray with the Social media
 - ii. Annual BBQ or Cookoff was discussed as a possible summer event to bring the community together **Volunteer point of contact: TBD, revisit closer to summer**
 - iii. Dog on leash signs were discussed. **Points of contact: John Christiansen, Christine Mohr**
 - 1. John Christiansen and Christine Mohr will work to get pricing on the signs prepared for the next HOA meeting for further discussion
 - 2. Tim Cerniglia suggested obtaining homeowner approval before posting any signs. Although HP3A owns the trail easements, we want to be good neighbors.
 - iv. Welcoming Committee was defined as a possible need to be able to greet new lot owners with the possible items to make their transition into the neighborhood a little smoother. **Volunteer point of contact: Debbie Carrillo**
 - 1. A nice welcome basket of goodies.
 - 2. A spiral bound directory of contacts, Bylaws, Covenants, Trash pickup, Website, Social media sites, HOA contacts, etc...
 - 3. Board members to confer on what information we would want included in the welcome packet and provide feedback.
 - v. Dog Poop Stations were discussed briefly but decided to shelf until a larger need is defined. The trail signs are an appropriate step, and members responded favorably when the idea of posting signs was first discussed at the September annual meeting.
 - vi. Lighted Mail Kiosk improvements discussed as possible use of HOA funds to improve the community. Our goal is to improve the look of the mailboxes to give the community an

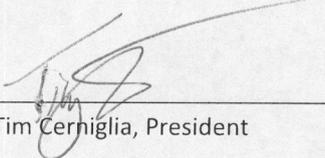
appropriately up-scale feel as well as provide protection and gentle lighting. **Point of contact: Tim Cerniglia (info@hp3a.org)**

1. Tim requested that design ideas or pictures be submitted to Info@HP3A.org for consideration.
 2. Once Possible design options have been identified, pricing of work can be obtained for consideration.
 3. Planting Trees and flowers on corners was also discussed as possible use of HOA excess funds.
 4. Owners of lots would have to allow the plantings and agree to water the plants in order to make the process work.
 5. No defined plan of action was presented and only discussed at this time as an idea
 6. Board members and volunteers generally agreed that investing in trees around the community might be a good use of funds where the Association buys the trees and homeowners agree to run water to them.
- vii. John Christiansen pointed out that our actual available budget for improvements is about \$4,000.00 annually and so we will need to prioritize investments. Tim Cerniglia added that HOAs he has been involved with try to build up reserves and invest as the first means to pay for improvements, followed by assessments for larger jobs, and dues increases as a last resort. Tim suggested we start small and see what we can accomplish this year that members would view as useful improvements before tackling larger projects.

6. Next meeting and meeting periodicity:

- a. HP3A Board of Directors meeting scheduled for February 22, 2021 @ 5:30pm at John & Christine Christiansen's home located in HP3A.
- b. HPA 1-2 Board of Directors are scheduled to meet on February 17, 2021 @ 5pm at the Warren Management facility in which either John Christiansen, Christine Mohr, or Tim Cerniglia will participate. HP3A will continue to maintain a presence at HP1-2 meetings to keep aware of their plans and activities. If there are opportunities to collaborate on joint projects - like fixing the traffic circles - the Board will bring ideas and expected costs back to HP3A members to authorize.
- c. Adjournment of HP3A BOD Meeting @ 7:00 pm.

Approved by:



Tim Cerniglia, President

not present

Christine Mohr, Vice President



John Christiansen, Secretary/Treasurer