

Minutes of the Highland Park 3 Association, Inc. Board of Directors Meeting

Held February 9, 2020 at 7075 Campus Drive, Colorado Springs, CO 80920

1. Verify attendance.
2. Directors Attending: Douglas Barber, John Christiansen and Duc Luu
3. Members' Forum (generally limited to 15 minutes).
4. Approval of minutes of prior meeting (December).
5. Reports of Office: This was the first Board meeting since the transfer to a member-run Association.
6. Reports/Action of Any Committees. At this time, the HP3A has no formal committees, except the Architectural Control Committee. Discussed that the Highland Park Neighborhood Association, Inc. (HPA) which governs Filings 1 and 2 of Highland Park added additional committees such as Compliance, Maintenance, Communications, Social, Governmental Affairs. Due to the small nature of the HP3A, no additional committees were proposed.
7. Ongoing Business:
 - a. **Finance/Taxes:** The current HP3A bank balances at Ent Federal Credit Union as of 2/9/2020 are: Checking \$6,901.34, Savings \$8,942.59. John Christiansen will be maintaining HP3A accounting data on his company's enterprise system (at no additional cost to the Association). The Board discussed several options presented by John Christiansen regarding the annual costs for a dedicated accounting tool like Quickbooks. The Board decided for the time being not to spend money on a dedicated accounting tool. Taxes are completed, and signed. John Christiansen provided signature copies, and identified the need for dual-signatures on checks to pay the CPA. He will mail the check to Tim Cerniglia to co-sign and Tim Cerniglia will forward to payment to the CPA.
 - b. **Association Leadership Transfer:** All Ent FCU signature transfers were completed last week with the exception of the Vice President needing to complete his action. (This will not impact our ability to pay bills.) Doug Barber provided officers each with a thumb drive containing HP3A records, and he stressed the importance of keeping certain documents updated - especially member contact information.
 - c. **Member Dues:** As of the meeting date, only 18 of 39 member lots had paid annual dues. Tim Cerniglia will increase member communication and reach out personally to members who are delinquent with their dues. The Board discussed, but did not formally decide, on a 30-day, 10%, late-fee penalty for dues. The Board agreed that formalizing dues payments through the use of electronic invoices, and by invoicing in December for January dues, will decrease late-payments in 2022.
 - d. **Meter Readings:** Water meter readings are due to the combined Highland Park 1-2 Association on 2/28/2021. There are three required meter readings during the year (2/28-29, 10/31, 12/1). Tim Cerniglia will include information on meter readings in the February newsletter and set up a Google Sheets tracking system for the Board to track meter readings. This will make it easy to send the meter readings to the HP1-2 Association. Doug Barber annotated the plat map to indicate which lots have homes or construction to use as a guide for which properties need to report meter readings on 2/28.
 - e. **HP3A Status Letters:** John Christiansen will maintain the HP3 HOA status letter to be sent to title companies, and will monitor the HP3A email for status letter requests. These status letters are used by the title company to verify the active status of the HP3A and we collect a \$100 fee for this service.
 - f. **Architectural Control Committee:** Doug Barber noted that he is working with Jacques Delange and Christine Christiansen to train them in ACC work. The ACC has two approvals in the queue, and is expecting a wave of new approvals in the Spring. Tim Cerniglia will add ACC suggestions to members in the February newsletter regarding ACC approval of home and landscaping plans. Issues that have slowed approval in the past include:

- i. exceeding El Paso County height restrictions (also defined in the covenants, 30 feet above average grade)
 - ii. the inclusion of water features (not permitted under our water augmentation)
 - iii. incorrect setbacks from the street
 - iv. home style and color (some lots are restricted to ranch-style homes with one level above grade)
 - v. *This list is not meant to be all-inclusive. Members should ensure both they and their builder review the covenants for compliance before submitting plans to the ACC.*
 - g. **Trail:** The trail is complete. Weather permitting; Doug Barber will do some fine grading of it before the end of the year or in the spring to smooth out some rough spots. The Board budgeted HP3A funds to support trail maintenance.
 - h. **Mailboxes and keys:** The mailboxes have been replaced and new keys given out to those whose keys were no longer good. The remaining keys are at HP3A office at 7075 Campus Drive, Suite 200, Colorado Springs, CO 80920, and can be picked up there by owners during business hours M-F. The HP3A is now responsible for the mailbox units. HP3A mailbox policy makes owners responsible for lost/missing keys and lock problems.
- 8. New business
 - a. **Accounting software:** John Christiansen identified several options for performing HP3A financial accounting. Although there are some free online options, he felt that Quickbooks would provide for most of our needs. The online version would allow all Board members to be able to access accounting data. The desktop version would only provide for one person to manage the accounting, but it was more cost effective. Since both licenses come with a significant annual fee, the Board decided to leverage an enterprise accounting system available through John Christiansen's company in the short term. Long term decisions about accounting expenditures were postponed until HP3A has a greater need for a dedicated system.
 - b. **Highland Park 1-2 meeting overview:** Tim Cerniglia provided a rundown of his observations from the HP1-2 Board meeting on 2/4/21. Highland Park 1 and Highland Park 2 merged into one association relatively recently. The combined HP1-2 Association is interested in having HP3A merge with their association. The Board discussed the pros and cons of this. Pros include greater purchasing power for HP3A members for things like trash collection and upkeep up the HP3A common areas, as well as streamlined management of the entire community. The main con is that our dues would increase from \$200/year to about \$400-\$500/year. Tim Cerniglia was noncommittal with the HP1-2 Board, and stated that HP3A members would need to see the value-added as well as have their dues phased-in over time (rather than one large increase). Overall, the HP3A Board supports the eventual merger, but no formal decisions were made, and any decision to merge the Associations would require a vote of approval by 2/3 of HP3A members and HP1-2 members.
- 9. **Next Meeting:** The Board set the next meeting date as April 20, 2021 at 7075 Campus Drive, Colorado Springs, CO 80920. The next HP1-2 BOD meeting is a few days prior to this, giving Tim Cerniglia (and other interested HP3A Board members) an opportunity to attend that meeting prior to the HP3A meeting. HP3A members are allowed to attend HP3A BOD meetings.

10. Adjournment

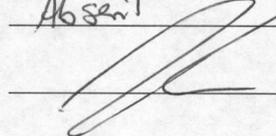
Tim Cerniglia-President

 _____ Apr 20, 2021

Duc Tien Luu-Vice President

Absent _____

John Christiansen-Secretary/Treasurer

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