

# STAR VALLEY HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING MINUTES

**DATE:** November 15, 2007  
**TIME:** 6:30 p.m.  
**PLACE:** Santa Cruz Lutheran Church

**ROLL CALL:** James Cooley  
Devon Vaughn  
Jill Chamberlain  
Jimmie Williamson

**Members Absent:** Polly Bradway  
**MANAGEMENT:** Cindy Borquez, Community Association Manager

### HOMEOWNER INPUT:

- Mr. Borom would like to commend the Board for the garbage pickup and the garage sale.
- Mr. Borom discussed the drainage basin. He stated that the following are facts about the basin:
  - The basin was set up to benefit of the developer and builder.
  - The developer defined the basin as community property.
  - The developer covered the future possibility that the basin might be deemed unneeded.
  - The Association is paying \$7,000.00 per year for maintaining a hole in the ground that may not be necessary.

He suggests the Association pursue the following:

- Determine whether the basin is still needed
  - He has an off the record report which indicates the basin may no longer be needed.
  - Hire a Civil Engineering firm to do a floodwater flow analysis. The basic drainage reports are already on file so it should not take as much time.
    - Convince the developer and builder that the cost of the analysis should be paid by them since they will be the principal beneficiaries, or, get the rules changed to allow the HOA members to benefit from the conversion of the basin to residential property.
- Once the basin is deemed still necessary for flood remediation, the process stops.
- If the basin is deemed unnecessary for flood remediation:
  - Seek funding for filling the "hole" in order to have the County take it over. It must be constructed in a specific way in order for the County to take it.
  - Turn the basin project over to the developer to handle.
  - Have the developer deed the property to the HOA on a shared basis.
- Mr. Curtin suggests hiring an attorney in order to get an opinion on where the Association stands with the basin. He also suggested that if the area is no longer required as a basin that it could possible become an Association gathering point.
- Mr. Williamson suggests appointing a special committee to deal with the basin as, in the CC&R's it says that if it becomes residential property it can become the developers again.

**CALL TO ORDER:**

The meeting was called to order at 6:48 PM by the Association President, James Cooley.

**QUORUM**

A quorum was established to conduct an official meeting.

**APPROVAL OF MINUTES**

**MOTION:** To approve the minutes of the October 18, 2007 Board of Directors Meeting, as corrected. Motion was seconded and passed unanimously.

**OFFICER REPORTS:**

- **President**

- Mr. Cooley stated at the last meeting there were some homeowners that questioned placement of a fence built on lot 41. He stated that he looked at the wall and the new fence is within the required fifteen foot side setback.
  - Mr. Curtin asked what the limits are behind the lot within that 75 foot buffer.
  - Mr. Cooley stated that you cannot build a structure but there is nothing else stipulated; there have been some allowances made to some extent. He suggests that if someone has a concern about something like this issue the appropriate action to be taken is to voice their concerns to the community manager, rather than to Board Members.

- **Treasurer**

- Ms. Chamberlain read allowed the balances of the Associations accounts.

<b>Summary of Financial Report</b>	<b>Balance</b>
Operating Account Balance	\$1,968.85
Reserve Account Balance	\$24,409.69
Delinquent Balances	\$4,691.22
Prepaid	\$545.87
Income	\$3,221.71
Expenses	\$3,150.31

- Currently the Association is \$3,135.00 over budget for the year.
- Mrs. Borquez stated that she called State Farm again regarding the \$941.00 that was double paid, no one has returned her call.  
(See attached detailed report)

**MOTION:** To accept the Treasurer’s report as given. Motion was seconded and passed unanimously.

**MANAGER’S REPORT**

Mrs. Borquez provided a written report to the Board prior to the meeting.

Discussion ensued regarding postage for delinquency letters and violation letters.

The Board accepts the Managers report as given.

## COMMITTEE REPORTS:

- **Welcome** - Richard Curtin

Mr. Curtin stated that he has welcomed The Robles's to the neighborhood. The Board discussed sending a packet of the documents to Mr. Curtin in order to take it with him to new owners. Mrs. Borquez stated that new owners receive the documents when signing for their home.

- **ARC** - Jim Williamson, Rich Hildman, Raymond Perry

Lot	Request	Disposition	Date	Comments
21	Paint shed and the house with new paint scheme. Scheme #5, colors 1 and 2 (body and fascia)	Approved	11/05/07	This color scheme shows as follows: Scheme #5, Body color Travertine, Fascia – Colorado Trail.
44	Solar heating system for the pool	Approved	11/05/07	Homeowner must comply with any and all building code requirements. Note: There is no request on file for a pool.
46	Build a 3' high pony or patio wall; put in a front screen door	Approved	11/05/07	If the homeowner paints the home a different color in the future, the wall and screen door must be in the same paint scheme.
101	Paint the house in scheme #2, body of foxtail, pop-outs cliff brown	Approved	11/05/07	Retroactive approval
139	Install concrete pad on west rear side of house	Approved	10/21/07	Homeowner must comply with any and all building code requirements.
139	Extend patio cover	Approved	10/21/07	Homeowner must comply with any and all building code requirements.
139	Raise the height of the front wall	Approved	10/21/07	Homeowner must comply with any and all building code requirements.
139	Stucco and paint the side wing walls	Approved	11/5/07	Wing walls to be painted cliff brown, same color as home.
139	Place a resin shed on concrete pad from above request	Approved	11/5/07	Shed must be from the approved color list set forth in the Design Guidelines, as amended in 2007.

### Comments and Recommendations:

- Board needs to review generic letters that are sent out by the management company, specifically the architectural receipt, approval, and denial letters. The Committee has provided samples of their suggestions for the architectural approval, denial and receipt as well as violation letters (See attached).
- The welcome letter should also be reviewed, as it is our first communication with a new homeowner.

### OLD BUSINESS:

- The next Community Yard Sale - Because the Hildman's were unable to come to the meeting tonight, the Board decided to table the discussion until they are present.
- Discussion of joining Neighborhood Association for effectiveness - The Board agreed to table this discussion.
- Signs for meeting - Ms. Chamberlain brought a picture of an A-Frame sign that her sister's Community uses to announce meetings and other Community events. Discussion ensued.

➤ Budget Finalization

**MOTION:** To raise the assessments by 6% beginning January 1, 2008. Letters will be sent to notify homeowners by the end of November. Motion was seconded and passed unanimously.

**MOTION:** To approve the increase in Management fees to \$27.00 per month. Motion was seconded and passed unanimously.

Discussion ensued regarding the Management Contract requirements (see attached). The Board requests that these items be included in the current Cadden contract with the Association. The Board agreed to change "Draft minutes released to the Board Secretary in a timely manner (within 3 days of the Board Meeting)" to "Draft minutes released to the Board Secretary in a timely manner (within 7 days of the Board Meeting)". Mrs. Borquez will ask about the storage cost difference as well as the Board request to lessen the fax amount to \$0.10 from the current \$0.75.

➤ Nominating Committee - The Committee will not start doing any reports until January.

**NEW BUSINESS:**

➤ Cost reduction

- Suggestion of keeping to a quarterly newsletter to reduce costs:

Discussion ensued regarding the notification of meetings. Mrs. Borquez stated that, according to the Governing Documents, notifying the homeowners once a year of the meeting dates is sufficient.

➤ Other:

Discussion ensued regarding trash collection. Mr. Williamson stated that he feels that each Board Member should pick a street and do a door to door survey asking each owner if they would like to sign up with one carrier.

Mrs. Borquez suggests calling a landscaper in only when the Board feels that the basin needs attention during the winter months.

Discussion ensued regarding the lock on the retention basin gate. Mrs. Borquez stated that she has a lock for the gate but there currently is a lock on it. The Board agreed to leave that lock on until it is necessary to cut it off, then it can be replaced with the other lock.

Mr. Williamson stated that if there is a cost associated with something then it should be broken down in the manager's report.

**FUTURE ACTION ITEMS:**

- Collection procedures for fees, fines, etc.
- Welcome packet
- Proposed changes to the letters that are sent out for welcome, violation and arc acceptance/denial
- Possible dates for the yard sale, March 1<sup>st</sup>, May 1<sup>st</sup> and November 1<sup>st</sup>
- Trash Collection
- Cost reduction items
- Investment plan for Reserve Account. Mr. Williamson suggests dividing the total amount into 4 different investment opportunities. Ms. Chamberlain will look into investment opportunities.

**NEXT MEETING:**

The next meeting will be held January 17, 2007 at 6:30 PM at the Santa Cruz Lutheran Church.

**ADJOURNMENT**

**MOTION:** To adjourn the meeting at 8:15 PM. Motion was seconded and passed unanimously.