

POLE CREEK MEADOWS OWNERS ASSOCIATION
BOARD MEETING MINUTES
FEBRUARY 1, 2003

The meeting was held at the Church of the Eternal Hills and called to order at 4:07 p.m. by Bill Quinlan. Attending were Bill Quinlan, Mike Keutzer, Rob Bauer, Lori Scott and John Wilson.

Election of Officers

The first order of business was the election of officers. The following individuals were nominated and subsequently elected by the board to the positions noted:

- Secretary – Lori Scott
- Treasurer – Mike Keutzer
- President – Bill Quinlan
- Vice President – Rob Bauer
- Board Member – John Wilson

Treasurer's Report

The Treasurer reported that there is to be a business plan by the end of the year for the funds in the account. The Board discussed the possibility of hiring professional services in the areas of accounting/bookkeeping and tax preparation. Mike Keutzer agreed to research the following firms regarding outsourcing our bookkeeping and getting up-to-date on taxes (the last time the taxes were filed for the PCMOA was 1998):

- Berger Business Associates/Service (Pat)
- Bottom Line Bookkeeping (Gloria)
- Michael Day

It was recognized that such firms may provide services including: dues collection, reconciliation of a budget, payments for recurring bills, such as electric bills and insurance, and possibly even lot clearing status.

Mike also reported that he had done some research on an Internet/email address, as well as a possible web site for the PCMOA. He reported that prices would range from \$15 - \$35 per month for an Internet email account, plus around \$200 per year for web site services, including domain name registration fees (not necessarily including any one-time setup fees). The Board approved up to \$500 for setup of such services, including this year's fees.

Mike gave a report on water augmentation plan details/engineering bills submitted to the PCMOA by Bob Yaklich. In an email from Bill Quinlan, it has been documented that Bob Yaklich has agreed to pay for these items (approximately \$2000), but we will have to pay approximately \$100 in attorney's fees incurred by Bill Quinlan discussing this matter with Ciliberto & Associates, Pole Creek Meadow LLC's water attorney. However, there will be another related expense in five years (2008) for approximately \$2000 that will have to be paid by PCMOA.

The Treasurer's report was approved by the Board by a vote of its members.

Secretary's Report

Mike Keutzer, Amy Keutzer, and Lori Scott will discuss the process to update the spreadsheet of address information for lot owners in the next week. The information on several lots is out-of-date, due to the fact that Bob Yaklich dissolved his corporation and distributed approximately seven lots to other individuals and/or companies.

Lori will get the dues mailing out as soon as possible once this information is updated and files/materials are turned over and/or purchased.

Lori agreed to call the title companies in Grand County (The Title Company, Grand County Title Company, Moritz Title Company) to make them aware that they should call her for information regarding PCMOA.

The Secretary's report was approved by the Board by a vote of its members.

OLD BUSINESS

Bill Quinlan reported that the Coleman lot has been in violation of the covenants for approximately three years. The previous Board sent fine letters to the Colemans, which, to date, have been ignored. After some discussion, it was decided that the Board will proceed on the Coleman matter as recommended by the attorney, Ron Stern. In summary:

- Bill Quinlan will ensure that the members of the Design Review Committee are willing to write a letter in case future action is necessary.
- The Association will file a collection action in County Court for the amount of the fine now due.
- The Design Review Committee will send a 45-day notice as described in section 4.13 of the Covenants.

Bill Quinlan reported that the Cupit lot is in violation of covenants due to the storage of construction materials on the lot. Cupit is aware that he is in violation, based on letters sent by the board last year. While these materials have been moved from one lot (which was sold) to another lot, Cupit is still considered to be in violation. Cupit was sent notice that he would be fined \$10 per day until the situation was resolved.

The Secretary will send a bill to both Coleman and Cupit to follow up the fine letters they received previously. The fines will be calculated as follows:

- Cupit: \$10 per day since November 1, 2002
- Coleman: \$30 per day since December 4, 2002

NEW BUSINESS

FaHC (Forestry and Horticulture Committee)

The Committee submitted a letter to the Board requesting the following:

1. Dates for open space cleanup: June 21, 2003, from 9:00 a.m. until 2:00 p.m., and September 13, 2003, from 9:00 a.m. until 2:00 p.m.
2. Request money for slash chipping – will schedule in late September or early October. The cost will be dependent on how much slash is accumulated during the two clean-ups. The amount requested will be proposed at the next board meeting, but the FaHC would like approval from the Board to proceed with setting up this activity (estimated approximately \$2000 to \$3000).
3. Request \$600 for "Appreciation Certificates" and lunch for open space cleanup volunteers.
4. Request from the Board the legal process/procedure to follow when contacting lot/homeowners who are not in compliance with Individual lot cleanup. i.e. What can the FaHC really do? Can we schedule a contractor to come in, clean the lot, then bill the owner? Is this legal? Request this in writing.

After discussion, the Board recommended the following:

- The dates for open space clean-up will be determined by the FaHC.
- The Board agreed to grant approval for proceeding with estimates on chipping and broadcasting slash from open space clean ups.
- The Board approved by vote \$20 Appreciation Certificates for a minimum of three hours work on open space clean up.
- The Board suggested the FaHC send out clean-up letters to lot/homeowners still in violation by April 1, 2003. If no action has been taken by September 15, 2003, the Board will begin the process for cleaning and billing the lot/homeowner.

Newsletters

The Board discussed possible ideas for a PCMOA Newsletter:

- Newsletters should be published quarterly, at most; once a year, minimum
- The dates of the board meetings should be printed
- Procedural notes/reminders
- Information on fire danger
- Open space clean-up dates
- Solicit a volunteer for a location (house) for the summer meeting/party

Due to the fact that all this information could/should be posted on any web site that is developed, the board moved to table the idea of a PCMOA Newsletter until the next meeting to see if the web site concept will proceed.

Annual Meeting

The Board approved a date for the annual meeting: Saturday, November 8, 2003, 6:00 – 9:00 p.m. The Board discussed possible locations for the meeting, which are **not** to include Paul's at Creekside, where the meeting was held in 2002:

- The Vintage
- The Church of the Eternal Hills
- West Portal

The minimum services required in the chosen location should include: A room, appetizers and/or buffet, and beer/wine or open bar services. John Wilson agreed to check into possible locations for the 2003 annual meeting.

Appreciation of Past Board Members

Bill Quinlan proposed that the Board award an appreciation gift to past/outgoing board members Bob Yaklich and Amy Keutzer. The Board agreed to award Bob and Amy a Certificate of Appreciation and a \$50 gift certificate to the following restaurants:

- Amy: Hernando's
- Bob: Deno's Bistro

Attendance at Board Meetings

After discussion of attendance at board meetings, and the possibility of allowing time at each meeting for homeowner's to make brief statement, the Board agreed that board meetings are open to board members only.

The Board also agreed that any input to the board must be in written form (letter or email), timed/dated, and signed.

Winter Park Manifest

Bill Quinlan proposed that the PCMOA pay for a subscription to the Winter Park Manifest for all board members (\$16 per subscription per year). After discussion, the board decided that board members may subscribe to the Manifest, but the board will not pay for the subscription.

Board Meeting Minutes

The Board decided that board meeting minutes are available by homeowner's written request only. This means that , if a buyer is interested in the minutes of the board meetings, the seller (homeowner) must request the minutes on behalf of the buyer. In the future, the Board may decide to publish the minutes on the PCMOA web site.

The meeting was adjourned at 6:07 p.m.