

**POLE CREEK MEADOWS OWNERS ASSOCIATION**  
**BOARD MEETING MINUTES**  
APRIL 19, 2003

The meeting was held at the Church of the Eternal Hills and called to order at 4:10 p.m. by Bill Quinlan, President. Attending were Bill Quinlan, Rob Bauer and John Wilson. Mike Keutzer and Lori Scott attended via conference call.

Treasurer's Report

The Treasurer, Mike Keutzer, reported that there are approximately 28 lots with unpaid dues for 2003. After discussing the late fee, the Board agreed that it should be \$5 per month, with an extra month grace period this year for those who have not paid, yet.

Mike also reported that he has been in contact with Pat of Berger Business Associates, but due to tax season, has not gotten details of any PCMOA relationship with Berger worked out, yet. The Board is expecting that Berger will handle dues collection and status, as well as taxes and maintenance of member contact information. Mike confirmed that taxes have not been filed for the association for at least 2002 and 2001. Mike will talk with Pat and proceed with getting PCMOA set up with Berger.

Mike reported that there is \$7500 in an interest-bearing account for PCMOA.

Mike has also been researching setting up a PCMOA web site and email address. This will give the Board the capability to post documents, forms, meeting minutes, etc. – items to which owners and/or title companies need access. The Board discussed the trade-off between the money such a site may cost and the personal time spent by Board members to share or get the same information. Mike asked if anyone had a preference for any of the following providers, since their services are comparably priced:

- Grand County Internet Services
- Winter Park Web
- Linear Connect

The Board left it to Mike to choose a provider and proceed with web site and email account setup. The Board previously approved up to \$500 for setup of such services, including this year's fees.

Secretary's Report

The Secretary, Lori Scott, reported that there will be approximately 21 letters mailed to those members who have not yet paid their 2003 dues. Lori also reported that she still needs to send fine letters to the Colemans and Cupits with the amounts of the fines calculated on a per-day basis.

Lori asked the Board about creating a free, password-protected Yahoo! account to store contact and block/lot information for the members (this information is currently stored in a spreadsheet). While the members of the Board agreed that the current process to update and maintain this information is cumbersome, the Board believes that either getting a web site setup or getting set up with Berger and Associates will alleviate this management issue.

Bill Quinlan asked whether Lori had contacted the title companies with her contact information. Since she had not, Bill agreed to disseminate this information to the title companies on Lori's behalf.

**OLD BUSINESS**

Bill Quinlan, President, reported that the deadline for Coleman to respond to the Design Review Committee (DRC) has passed, and that he, with approval of the DRC and the Board, contacted the association's lawyer, Ron Stern. Mr. Stern has passed the information to his partner because he does not deal with tried cases. Bill will continue to discuss the matter with Mr. Stern's partner in an effort to ensure that, for a minimum amount of the association's money, the Board reserves the right to enforce the covenants.

### Annual Meeting

John Wilson is still researching locations for the 2003 Annual Meeting.

Bill Quinlan reported that the Church of the Eternal Hills is a possible location for the annual meeting. The church would not charge us a fee for usage, but there would be a \$100 clean-up fee, and there is no alcohol allowed. As such, the Board agreed to keep looking for a different location.

### FaHC

Bill Quinlan will ensure that information regarding slash chipping and lot clean-up letters is relayed to the members of the Forestry and Horticulture Committee.

### Newsletter

Bill Quinlan agreed to gather and format a newsletter, including information on the summer meeting location. Lori Scott agreed to print and mail the newsletter once she receives it from Bill.

### Appreciation of Past Board Members

Bill Quinlan reported that he has purchased gift certificates for Amy Keutzer and Bob Yaklich and will deliver the certificates to Amy and Bob as soon as possible.

## **NEW BUSINESS**

### Summer Meeting

Bill Quinlan reported that he has not identified a volunteer to host the summer meeting, yet. As such, he will solicit Bob Yaklich to act our host for the meeting.

### Port-O-John at Subdivision Entrance

Rob Bauer reported that there was a port-o-john placed on the trail at the entrance to Pole Creek Meadows on Highway 40 last year. He voiced his concern that this may happen again this year. Rob agreed to contact the Headwater Trail Alliance to inquire about the port-o-john. Bill Quinlan noted that there is an easement for the trail through Pole Creek Meadows property.

### Rules and Regulations Document

President Bill Quinlan presented a "Rules, Regulations, Fines, Fees and Enforcement Process of Pole Creek Meadows Owners Association" document to the Board. This document is meant to define the process by which articles in the covenant are actually enforced in case there are any issues with covenant violations. Bill requested that the Board members review the document and give feedback. He would like to be able to modify and/or approve the document at the next board meeting. Bill clarified that this document would be distributed to new and/or potential lot owners as part of a packet provided by the PCMOA.

### DRC Checklist Document

Bill Quinlan also presented a "Pole Creek Meadows Owners Association DRC Improvement Review Application" document to the Board. This document is meant to assist the Design Review Committee in completing their work effectively and efficiently.

The meeting was adjourned at 5:19 p.m.