

## Meeting Minutes from CEPOA Board Meeting 7/30/18

Call to order: 6:00 p.m.

BOD Members Present: Kathie Atencio, Mike Greene, Janice Wiskamp

Others Present: Terry Ohlsen, Mark Allen, Lynette Allen, Richard Bell (ACC)

- I. Approval of meeting minutes from June 27, 2018
  - Minutes were approved by all three Board members with minor changes made and then posted by Janice on the website.
  
- II. Treasurer's report (Mike Greene):
  - \$96,765.84 in the bank account (Wells Fargo). Almost all payments in. Spent \$7,394.25 so less than 1/3 of our total annual income in six months. Last five years put financial statements on the website. Goal is to try to minimize legal fees.
  - The rules allow us to assess interest. The late fees (\$25.00) are important since they are a deterrent. We are required to pay our bookkeeper \$50 an hour to remind community members when they have late payments. The interest is not as important so the Board can waive this fee. Currently our financial condition is better than in the past. In prior years, our budget showed a deficit spending of \$18,000 due to primarily the legal fees primarily and the insurance.
  - There was a question raised by Kathie that in 2008 the community voted to increase the annual fees starting in 2009 from \$150 to \$250 so that we had money to be saved for the community well. This will be put on a future agenda to discuss. The point was raised that this money was supposed to be for the cost of the community well when needed. We also discussed a \$348 special assessed fee. Mike explained that special assessment fees are restricted and dues are not restricted. Mike said that our attorney said that the new Colorado Covenant rules do not require return of special assessment funds to prior lot owners when they are not used. The Board needs to research the exact language in this covenant change.
  
- III. Open Action Items:
  - Volunteer Release of Liability/Project Scope Form: Three different forms: Mike's, Janice's, and the insurance company's indemnification form. We will ask the attorney about the forms to see if both need to be done. Once a vote/decision is made, we will send out a notice about this in an email to the entire community and post on the website.
  - Tree Removal at South Entrance: Costs ranged from \$600-\$275. They all claim to have insurance. Least expensive one was a recommendation on the Nextdoor website. Need to follow up on what to do with the horse trails. We need to ask them to make sure to haul off the dead trees. If the cost is over \$600, we will need to get a W-9 form from the contractor.
  - Updated list of contacts: we received the lists from Glen but they were in a PDF file. We will wait until he gets back to get an excel spreadsheet from him rather than a PDF. Janice will then make the changes/updates. A suggestion was made to see if we can add to the website a place where people can add their contact information if they are new and/or have changed their contact information.

- Call for Board members: Questions for members interested in volunteering for BOD (Terry Ohlsen, Mark Allen). These two candidates were interviewed but no votes were taken.

#### IV. New Business

- Horse Trail Signs and Mowing: Two bids - \$125 for each sign. Not including installation. The other was \$43 each. Mark said he can help with this. Mowing to be discussed at a future meeting.
- Well Reports Replacement Person: Coming up in September. Janice helped as a volunteer with this and so needs someone to take this over from her. Cathy Gunderson does the data entry. The replacement person would be responsible for making sure we have 100% of the responses turned in. This starts in September with mailing out a letter at the end of the month. The due date to the community is October 10<sup>th</sup>. Our due date is November 1<sup>st</sup>. This letter goes out to everyone (Arapahoe has a meter and Denver has how many acres irrigating, etc.). Terry said he would volunteer to do this.
- Weed Report: Janice received an email from Barbara from Roxborough re: the weeds. She told Janice that the contractor was required to retain grading and erosion control. The contractor was required to spray for weeds and replant with seeds. They should be out doing this in the next several weeks.
- Questions for Amelia (Note: Kathie left at ~8:35 p.m. and this discussion continued with the remaining two BOD members along with the others present)
  - What happens to denials that are appealable to the Board?
  - What about 3rd Party enforcement with the BOD deciding if action needs to be taken by ACC/BOD or leave to county zoning?
  - Ask AJA if our 'hold harmless' document will hold up in court?
  - Questions for the Attorney should include our goal of minimizing legal challenges/costs to our covenants and reduce animosity among neighbors
- No decisions were made.

#### V. Meeting adjourned at 9:00 p.m.

#### VI. Action Items:

- Future agenda item to discuss the 2008 vote to increase the annual fees starting in 2009 from \$150 to \$250 for the purposes of improving and/or new community well.
- Legal review of the liability forms to see if we need both. Once a vote/decision is made, this will be posted on website and a community notice will be sent out.
- Janice to make changes/updates to community contact list.
- The 3-Member Board needs to vote on the two interested community members (Mark Allen & Terry Ohlsen) to serve on the Board making it a total of five members in accordance with the Bylaws.
- Mowing of horse trails to be discussed in a future meeting.
- Detailed discussion of Board changes to proposed covenant amendment 3. this Board needs to decide on what items we want changed.

Janice and Mike are unable to attend the scheduled BOD meeting slated for 8/20. A new date will be decided on via email.

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Janice Wiskamp, CEPOA Pro-Tem President

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Date

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Kathleen M. Atencio  
CEPOA Secretary

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Date

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Mike Greene  
Treasurer

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Date