

CHATFIELD EAST PROPERTY OWNERS ASSOCIATION
GENERAL BOARD MEETING MINUTES
1/18/23 at 6:00 PM

1. CALL TO ORDER at 6:05 pm
2. ESTABLISH QUORUM
 - a. Board Members present (3 constitute a quorum):
 - i. Kathy Kirchner
 - ii. Mary Gross
 - iii. Mark Hochstedler
 - iv. Katrina Swenson
 - v. Teresa Spencer
 - b. Members present:
 - i. Bev Lascody
 - ii. Kathy Gunderson
 - iii. John Wiskamp
 - iv. Linda McMakin
 - v. Eric
 - vi. Teri Pichot
2. CONSENT AGENDA
 - a. **MOTION** to approve minutes from previous Board Meeting(s) made by Mary, seconded by Kathy, unanimously approved:
 - i. 10/19/22 General Board Meeting
 - ii. 12/21/22 General Board Meeting
 - iii. 1/5/23 Consent to Action
 - iv. Member comments: Bev would appreciate seeing documents Board is reviewing and approving, response: Board will explore ways to post so members can view
 - b. **MOTION** to approve Policies required to meet State Law made by Kathy, seconded by Teresa, unanimously approved:
 - i. Collection Policy and associated forms
 - ii. Covenant Enforcement Policy and associated forms
 - iii. Conduct of Meetings Policy

ACTION – Kathy to sign, save as pdf and send to Katrina; Katrina to post to website under Policies
4. COMMITTEE REPORTS - NA
5. UNFINISHED BUSINESS
 - a. January 2023 Special Meeting to ratify budget
 - iv. Board approved draft budget by email Consent to Action 1/5/23 with 4 voting yes and 1 abstained
 - v. Special Meeting Notice with agenda and budget were sent to all members 1/10/23
 - vi. Review 1/25/23 Special Meeting Agenda

ACTION – Mary to send Special Mtg slides to Board for review

- vii. Assessment invoice will be sent to all members 1/26/23, assessments are due 3/1/23
- viii. Member comments: John would appreciate P&L before approving budget, response: it will be made available by end of March per records rule
- c. Communications
 - i. Need current email address and phone number, also need member consent to include phone number with Chatfield East contact map
 - 1. Discussed Member Contact Information Update form as
 - a. hardcopy sent with assessment notice so members can return with 2023 Assessment Dues, will reach those without computer/email
 - b. electronic form (CEPOA admin site, website or google form) that would collect data automatically but could take more time
 - 2. **MOTION** to distribute hardcopy form with Assessment Notice made by Mary, seconded by Kathy, unanimously approved
ACTION - Mary will update form and Mark will send to assessment distributor
 - ii. Mary working with Katrina to update website
- d. Denver Augmentation Plan Modification
 - i. No update
- e. Valley View Church waterline easement through CEPOA open space
 - i. Roxborough Water is working on the legal description for the easement, the proposed route through open space will be sent to CEPOA legal for CEPOA review
 - ii. Will share proposed easement on website under Governing Documents>Documents for Review and Comment (new page) when available
ACTION – Katrina/Mary to create Documents Being Reviewed page and upload, proposed easement, ACC Guidelines, proposed amendments

6. NEW BUSINESS

- a. Bylaw and Rule Amendments
 - i. Policies approved in Consent Agenda were provided by legal counsel to conform to Colorado State law, these supersede existing governing documents
 - ii. Board will revise existing Bylaws and Rules to avoid duplication and confusion
ACTION - Mary will post to website (Documents Being Reviewed) and email to Board for review prior to Feb meeting
 - iii. Board will discuss proposed amendments item by item at Feb Bd Mtg, discuss if legal review needed, and anticipate approval at March meeting
- b. ACC Guidelines
 - i. Legal has reviewed and has a few suggested changes.
ACTION: Mark and Teresa will review with ACC.
ACTION - Mary will post to Documents Being Reviewed
 - ii. At special meeting, Board will let members know document is posted for review and invite comment by “Contact us” or at the February Bd meeting. Board will anticipate ACC Guideline approval at Feb Bd meeting.
- c. Within 1st 90 days of the year need to send following to all Members or post on website:
 - 4.15(a) Date the Association’s fiscal year begins (always January 1)
 - 4.15(b) Operating budget for the current year (DONE - sent with special meeting notice)
 - 4.15(c) List of current regular and special assessments, by lot type (\$250 regular assessment list each lot as indicated on website)

4.15(d) Annual financial statements, including reserves

ACTION: Mark will prepare and email to those who request per Financial Info page on website

4.15(e) Results of most recent audit or review

ACTION: Mark will prepare and email to those who request per Financial Info page on website

4.15(f) List of all Association insurance policies (property, general liability, director and officer liability, fidelity), including companies, policy limits and deductibles, additional insureds, and expansion dates (on website)

4.15(g) Association's bylaws, articles, and rules and regulations (on website)

4.15(h) Minutes of board and member meetings for prior fiscal year (on website)

4.15(i) Association's "Responsible Governance Policies" (contained in bylaws, rules, and policies) (on website)

7. OPEN FORUM/COMMUNITY COMMENTS regarding any topic
Kathy Gunderson – When sending notice for assessment, make it apparent what their lot number is (many people don't know), response: assessment includes lot number
8. EXECUTIVE SESSION ANNOUNCEMENT
Mary moved that we move to executive session to discuss legal counsel, Teresa seconded, unanimously approved.
9. ADJOURN – Katrina motioned to adjourn, Mary seconded and unanimously approved at 8:00.