

**CHATFIELD EAST PROPERTY OWNERS ASSOCIATION
GENERAL BOARD MEETING MINUTES
2/15/23 at 6:00 PM**

1. CALL TO ORDER at 6:03 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: none
2. CONSENT AGENDA
 - a. **MOTION** to approve minutes from previous Board Meeting(s) made by Mary Gross, seconded by Kathy Kirchner, unanimously approved:
 - i. 1/18/23 General Board Meeting
4. COMMITTEE REPORTS - NA
5. UNFINISHED BUSINESS
 - a. Assessment Collection
 - i. Invoices were sent to all members following special meeting
 - ii. Assessments are due 3/1/23, late notices for late fee will be sent 4/1/23
 - b. Treasurers Report
 - i. Last month had \$17k legal bills for lot 25 and 32 roadway access issues, waterline easement, and water augmentation
 - ii. 25 members have paid dues
 - iii. Reserves of ~\$42,600 including deep well reserves
 - iv. Expect \$48k from church for easement, church will also cover legal fees for that easement
 - c. Communications
 - i. Member Contact Information Form was sent with the Assessment Invoice, all members are encouraged to return it with their dues
 1. Will send email reminder letting people know we will only distribute meeting agendas and information to emails submitted to us on that form and only publish phone numbers on contact map when given permission by that form
 - ii. Website has been updated
 1. Governing Documents has new policies and Documents Being Reviewed section for members to view draft documents being considered by the Board
 2. Discussed that all documents on website are accessible to the general public but unless legally or financially sensitive, documents being reviewed will be posted for full disclosure/transparency
 3. Meetings/Events has the meeting dates, agendas and minutes

- d. Governing Documents
 - i. ACC Guidelines
 - 1. Proposed changes were sent to Ryan, Mark and Teresa will connect with ACC for final comments
 - 2. Plan to approve at next Board meeting
 - ii. Proposed Amendments
 - 1. Review changes to Bylaws (attached)
 - 2. Review changes to Rules (attached)
 - 3. Discussed that these are housekeeping changes to make documents consistent and that legal review is not required
 - 4. Plan to approve at next Board meeting
 - 5. Will post Conformed Document Guide once approved
 - e. Denver Augmentation Plan Modification
 - i. making progress toward proposed decrees being adopted as submitted
 - f. Valley View Church waterline easement through CEPOA open space
 - i. Draft easement sent by Roxborough Water to CEPOA legal counsel for review
 - ii. Expect construction this spring
 - iii. Need to document agreement with church for payment and use of meeting room
 - g. 1st 90 day documents for member information
 - i. Annual disclosure statement – Mark distributed draft template, Mary to finalize and post on website
6. NEW BUSINESS
- a. Potential covenant violations - Board is discussing potential violations and Association action with legal counsel
7. EXECUTIVE SESSION ANNOUNCEMENT (if needed) - NA
8. OPEN FORUM/COMMUNITY COMMENTS regarding any topic - NA
9. ADJOURN – Mary Gross motioned to adjourn, Katrina Swenson seconded and unanimously approved at 7:28PM.

2023 Amendment 1 to the
BYLAWS of CHATFIELD EAST PROPERTY OWNERS ASSOCIATION, INC

Article II Offices

REPEAL Paragraph 2.1 in its entirety and SUBSTITUTE the following:

"2.1 Registered Office. The Registered Office of the Corporation is the registered agent of choice, the registered agent address is in the Annual Disclosure Statement posted on the website (www.cepoa.org). The Corporation may have such other or additional offices in the State of Colorado as may be established by resolution of the Board of Directors."

Commented [MG1]: Reference agent not address so it can be changed as needed. Current agent is Attorney Jeffers, may need to revise when water issues resolved.

Article III Membership

REPEAL Paragraph "3.4 Special Assessments" in its entirety and SUBSTITUTE "3.4 Special Assessments. The Board of Directors may authorize by majority vote a special assessment. Such special assessments shall not in any calendar year exceed the annual assessment given in 3.3 above, unless otherwise authorized by sixty percent (60%) of the members. Special assessments in any calendar year may not exceed three times the annual assessments given in 3.3 above unless authorized unanimously by all members. Special assessments shall be payable upon forty-five days written notice."

Commented [MG2]: Current Bylaws say 2/3, 60% is consistent with other requirements

REPEAL Paragraph "3.5 Collection of Assessments" in its entirety and SUBSTITUTE "3.5 Collection of Assessments. See [Collection Policy](#)"

Commented [MG3]: Deletes past requirements and references current Collection Policy

Article IV Meetings

REPEAL Paragraph "4.4 Notice of Meeting" in its entirety and SUBSTITUTE the following:

"4.4 Notice of Meeting.

(1) Notice of meeting stating the place, day, and hour of the meeting, and in the case of special meetings, the purpose for which the meeting is called shall be delivered not less than fifteen (15) nor more than fifty (50) days before the date of the meeting to each lot owner by mail or hand delivery. The notice shall include the items on the agenda, including the general nature of any proposed amendment to the covenants, any changes to the bylaws or rules, any budget changes, and any proposal to remove an officer or member of the executive board.

(2) Notices of meetings and agendas shall be posted on the web site (www.cepoa.org)."

Commented [MG4]: Simplifies wording, removes requirement to post at fire station, keeps requirement to mail or hand deliver

REPEAL Paragraph "4.8 Voting by Members" in its entirety and SUBSTITUTE the following:

"4.8 Voting by Members. The owner(s) of each lot shall be entitled to one membership and one vote per lot. Only members whose Assessments have been paid in full at least

Commented [MG5]: Deleted secret ballot portion that is now in Conduct of Meeting Policy

fifteen days prior to such meeting shall be entitled to vote at any meeting of the members.”

ADD “4.11 Conduct of Meetings. See Conduct of Meetings Policy”

Commented [MG6]: Add reference to policy

Article V Board of Directors

~~REPEAL~~ Paragraph “5.12 Executive Session” in its entirety.

Commented [MG7]: Now in Conduct of Meeting Policy

Article VII Duties and Powers of the Association

~~REPEAL~~ Paragraph “7.2 Enforcement of Covenants, Bylaws and Rules and Regulations” in its entirety and ~~SUBSTITUTE~~ “7.2 Enforcement of Covenants, Bylaws and Rules and Regulations.”

Commented [MG8]: Deletes past requirements and references Enforcement Policy

(a) See Covenant Enforcement Policy.

(b) If an owner or occupant of the community allegedly violates any of the governing documents (other than the requirement to pay assessments), the Architectural Control Committee or any other owner may file a complaint generally in the form of the Covenant Violation Complaint Form posted on the website. The form must be done in writing with submitter’s signature attached, anonymous complaints will not be considered. The Board will promptly evaluate and give notice to the owner (and occupant, if a different person) of the apparent violation and deadline for compliance in accordance with its governing documents and the urgency of the situation.”

Commented [MG9]: Moved from Rule 3.4 to keep complaint form and put violation/enforcement requirements in fewer places

IN WITNESS WHEREOF

The foregoing bylaws are ratified and adopted on the _____ day of _____, 2023.

President

Secretary

2023 Amendment 1 to the
RULES of CHATFIELD EAST PROPERTY OWNERS ASSOCIATION, INC.

REPEAL "Rule 2. Assessment Collection" and the associated "Notice of Delinquency" in their entirety.

Commented [MG10]: Deletes parts now in Collection Policy

REPEAL "Rule 3. Enforcement of Governing Documents" and the associated "CE Covenant Violation Complaint Form," "Alleged Covenant Violation Response Form," and "Complaining Lot Owner Final Response Form" in their entirety.

Commented [MG11]: Deletes parts now in Enforcement Policy. Also removes parts that cite Colorado State Statutes. Those applicable to signs, parking, and landscaping will be added to conformed guide.

Rule 4. Association Records

Paragraph 4.3(h) MODIFY to read "A list of the names of its current Board members and officers and a means on the Association's website to contact said Board members"

Commented [MG12R11]: Do we want to keep 3.4 and Complaint form to allow non-Board to file complaint prior to Board action?

Paragraph 4.15 MODIFY 1st sentence to read "Within 90 days after the end of each fiscal year, the Association will give written notice to the owners of the following items by email, first class mail, personal delivery, a binder at the principal place of business, or on the Association's website:..."

Commented [MG13]: Allow "Contact Us" in lieu of posting Board member personal phone numbers and emails to protect privacy

Commented [MG14]: Add email as a means of sharing [financial] documents not posted on website

ADD "Member Contact Information Update Form"

Rule 10. Prohibited Vehicular Structures without Transportation Purpose

MODIFY first sentence to read "In elaboration of Covenant 1 of the Protective Covenants..."

Commented [MG15]: Changes current reference to repealed Cov 4 to amended Cov 1

REPEAL "Rule 12. Lots shall be used for single-family residences" in its entirety.

Commented [MG16]: Now part of Cov 1

REPEAL "Rule 13. Lots shall not be used for access to land outside of Chatfield East Subdivision" in its entirety.

Commented [MG17]: Now part of Cov 1

IN WITNESS WHEREOF

The foregoing rules are ratified and adopted on the _____ day of _____, 2023.

President

Secretary