



Minutes
Board of Directors (BOD)
Highland Park Neighborhood Association, Inc.
(referred to as "HPA")

Date: June 16, 2016

Place: Village Inn, Woodmen Rd

Meeting Called to order at 6:30 PM

Motions are in bold.

1. Attendance: Marge Shuger, Greg Smith, Cameron Garner, Jim Ver Meer, Joe Bonnet
2. Approval of Minutes: Minutes for April 14, 2016 stand as submitted. **A motion was made to post minutes after a meeting as soon as the BOD approve the minutes via email. Motion was seconded, and approved unanimously.**
3. Members' Forum: None attended. Jim Ver Meer explained our policy on Member Participation. The Colorado Common Interest Ownership Act ("CCIOA"), at [C.R.S. 38-33.3-308](#), addresses a variety of issues relating to association meetings. The BOD has always worked to keep our meetings, policies, actions transparent to our Members. Our Meeting Policy is on the HPA web site: http://www.highlandpark-colorado.com/files/HPA_Conduct_of_Meetings_Policy_4-30-2010.pdf
4. Reports of committees:
 - a. Finance Committee: Joe Bonnet reported.
 - i. Joe presented 4 reports: as of May 31 Balance Sheet; as of May 31 Trial Balance; April 1-May 31 Profit & Loss Budget Performance; Jan 1- Jun 1 check and deposit register. Similar reports through Jun 30, 2016 will be posted on the website for Quarter Two Member review when available. The check and deposit register will be for BOD review of deposits and expenditures only.
 - ii. In order to maximize our income, a sum of money was transferred from the non-interest bearing checking account into the interest bearing Money Market Fund.
 - iii. The BOD has in place a rule to have two signatures for checks \$500 or over. All checks are directed to be generated by a BOD member (in most situations the Finance Officer). **A motion was made to allow a single BOD signature for those checks that pay invoices for recurring expenditures specifically relating to a BOD approved contract for services. The amount for any single check shall be capped at \$2,000. All other expenditures \$500 or more shall continue to require two BOD signatures. The motion was seconded and approved unanimously.**
 - iv. All but approximately \$9000 has been moved from the HPA checking account into the interest bearing Money Market Account by authority of the BOD Finance Officer. There is no fee to move funds back into the checking account if larger amounts are required for expenditures.
 - v. See Votes taken outside of Meetings
 - b. Compliance Committee: Greg Smith reported.
 - i. New Complaints: Trash cans in view, and construction noise. Both issues are being addressed.
 - ii. Recurring issues: One member continues to park multiple cars, a tractor, trash can, and other items outside. Despite informal requests, this continues. The process was discussed, and, despite the fact that the BOD wishes to give Members every chance

- to voluntarily comply, this situation will require formal action. Another member has had a boat in the yard
- iii. The process of dealing with compliance issues was discussed. Greg requires additional assistance. Any Member who wishes to help out please contact Greg: gregsmith@highlandpark-colorado.com . Process forms are being worked on to enable the committee to easily keep proper records of actions.
- c. Architectural Control Committee: Greg Smith reported. Greg Smith, Joe Beaudoin and Mark Waller make up the ACC.
- i. New submissions:
 1. New build approved.
 2. 30' x 40' concrete pad approved. All setbacks in compliance.
 3. Deck paint change approved.
 4. Request for fencing was submitted, however request for a proper site drawing with dimensions of structures and setbacks was not submitted. No further action.
 5. Request for a preliminary opinion of a new build design was submitted.
 - ii. ACC Covenant Change: See Continuing Business.
- d. Maintenance Committee: Cameron Garner reported.
- i. The contract mow/weed company Blade To Blade has done a first mowing. Due to all of the rain before, during and after the initial mow, the area does not show as well as it should. Cameron will be working closely with BTB to make sure all weeding and mowing are done correctly. BTB is very responsive and we expect a good result from their work.
 - ii. See Continuing Business.
- e. Communication Committee: Marge Shuger reported
- i. The BOD will have a notice emailed to all Members explaining Members rights at a BOD meeting.
 - ii. The Privacy Policy re the email list was reviewed due to a complaint by a Member that responding to Member requests for recommended mowing, septic, snow plowing people or companies violates our Privacy Policy now in place. This is true. The policy “precludes use of the email list for commercial solicitation of any kind, including offering services, products, or opportunities/activities by members”. Also the policy restricts use of the email list to announce social events not specifically sponsored by the HPA (e.g. garage sales). Rather than change our policy which reflects recommendations by state statute, the BOD discussed alternative ways to communicate. One solution is to generate a new page on the website: Bulletin Board. When the HPA receives a request for neighbor recommendations, or request to announce a neighborhood event not sponsored by the HPA, this will be posted on the Bulletin Board. The email list will be used to send an alert that there is a new post on the Bulletin Board.
 - iii. Notice Board: The notice board was installed to comply when CCIOA statute was first published requiring posting to keep Members informed of meetings. Email and the web site were subsequently improved and, along with USPS mail, have become the best ways to communicate required notices. **A motion was made to dismantle the deteriorating Notice Board. This was seconded and approved unanimously.** If the BOD still has the opinion that CCIOA requires a posted notice to announce a Member meeting (such as the Annual Meeting), a sign will be posted at each entrance two weeks prior to the meeting.

iv. See Continuing Business.

f. Social Committee: No report

g. Government Affairs Committee/Policies: Jim Ver Meer reported.

A Member requested information re a Reserve Study and Reserve Policy. Within the budget presented to Membership each year, a notation of those items included in the HPA responsibilities to maintain are listed with a summary of projected life under Scheduled (Planned) Reserves for Replacement, and the amount available under Total Reserves Scheduled Through 20**. This information reflects a reserve study. It is due to be updated. The Maintenance Committee is working on 2016 costs to replace those items the HPA must maintain, having already received costs to replace the vinyl fencing. This study will be reflected in the 2017 budget presented to Members at the 2016 Annual Meeting as always. A Reserve Study Policy will also be presented.

5. Water Augmentation: Greg Smith reported

Greg had a good discussion with Doug Hollister, our District Water Commissioner. Doug re-confirmed that our responsibilities under the present Water Decree have been determined to be a set apportionment per lot (which is explained on the website). That requirement will not change. If a developer approaches the HPA with a plan to be HPA Filing 3, the Decree will not have to be amended. The Fil. 3 lots are also apportioned a set amount per well in the decree. Also, that developer will have to work with the BOD to write covenants for Fil. 3, for any more lots to be annexed to the HPA will require a covenant amendment doing so. If a developer decides to develop "Jolly Acres", the decree would have to be amended to form a separate augmentation plan for the new subdivision. The HPA owns the land (Tract A) and the water rights for the Arapahoe and Fox-Laramie Aquifers that are designated to drill an augmentation well for all 160 lots in the event there is no other augmentation source to maintain/augment the water in the Denver and Dawson Aquifers so that we always have a 100-300 year supply for our wells. So the developer for "Jolly Acres" will have to amend the Water Decree. It is the present BOD's position that we not bear that cost. In that event, a water lawyer will have to be involved.

6. Votes taken outside of Meeting:

4/18/2016 A motion was made by Joe Bonnet (Finance Officer) by email to transfer \$25,000 from the HPA checking account into the interest bearing HPA money market account. This was seconded and approved unanimously.

During discussion by email after this vote, the BOD determined that the Finance Officer has the authority to make that decision; however, it was made a vote for transparency. In the future, these actions will just be reported for the meeting minutes.

7. Continuing Business:

- i. ACC covenant change: Jim Ver Meer and Marge Shuger have been working on the terms for pulling the Architectural Control Committee under the auspices of the BOD like any other committee. This will accomplish having decisions transparent, records maintained with all other actions of the BOD, and Members have an opportunity for appeal. The plan is to submit the changes we desire to our BOD Attorney, have him draw up those changes, then submit the change to the Members for a vote.
- ii. Cameron Garner has been in contact with a couple of Members to come up with a plan to re-do the entries and round-abouts. The plans need to be very "Xeric" and the round-abouts must meet guidelines from the county DOT. **A motion was made to have a landscape architect (up to \$500) submit a plan to "beautify" the**

entries at Black Forest and Vollmer, plus the two round-about. This was seconded and approved unanimously.

- iii. Jim Ver Meer has been working on a source for communicating with Members via texting. At present we have no quick way to contact Members in the event of an emergency (e.g. fire, crime). Jim will be looking at a source that can be essentially free called "ez texting". This program can also be used for voting (for a covenant amendment) or even opinions we seek about any change.

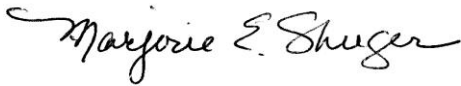
8. New Business:

The Annual Member Meeting will be held Wednesday October 5, 2016 7 PM at the Black Forest Community Church.

9. Next Meeting(s): August 11, 2016, and September 22, 2016

10. Meeting was adjourned: 8:50PM

Submitted by:



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