



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

Date: August 11, 2016

Place: Village Inn, Woodmen Rd

Meeting Called to order at 6:38 PM

1. Attendance: Jim Ver Meer, Cameron Garner, Joe Bonnet, and Marge Shuger
2. Approval of Minutes: Minute for June 16, 2016 stand as submitted. Minutes were approved by email and posted on the website soon after the previous meeting.
3. Member's Forum: No Members attended.
4. Reports of Committees:
  - a. Finance Committee: Joe Bonnet reported.
    - i. Joe presented 4 reports: Balance Sheet as of July 31, 2016; profit & Loss Jan. through July 2016; Profit & Loss Budget Performance Jan. through July 2016; Check and deposit register Jan. through July 2016. The 2<sup>nd</sup> Quarterly report will be published on the website soon.
    - ii. With BOD approval the accountant, James Ferrier, has been given authority to have access to the HPA credit card account.
  - b. Compliance Committee: Marge Shuger reported. Greg Smith and Vinnie D'Angelo, with extra help from the BOD are the CC members.
    - i. New Complaints: Construction debris. This was corrected.
    - ii. Recurring issues:
      1. One Member has been sent a formal notice by email and USPS to correct extra vehicles, lawn equipment, and trash outside of the garage.
      2. Trash bins are being stored outside of garages and not behind structures. This will be addressed.
      3. Mowing has been a problem due to the work load of mowing companies contracted. All Members have responded except one. Most have completed mowing.
      4. Another Member will be receiving a formal notice of a recurring violation for having extra vehicles, excavation equipment, boat and trailer.
      5. Discussion was held about when the BOD would be involved in CC notifications and issues. The CC 's powers to contact, negotiate a resolution or decide that a covenant requires a hearing (which may result in a fine) are expressly given to the CC by the BOD, which will be involved as needed.
    - iii. Process forms are being generated to enable the committee to easily keep proper records of actions and to contact Members concerning recurring violations.
  - c. Architectural Control Committee: Marge Shuger Reported. Greg Smith, Joe Beaudoin and Mark Waller are the ACC members.



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- i. A new build for a detached garage was submitted and approved.
  - ii. A Preliminary Approval for a new build foundation was submitted. It is still being discussed due to a request for a variance regarding drainage issues.
  - iii. The ACC responded to a Member’s concern regarding loss of views due to a future new build.
  - iv. A Member has started construction without submitting plans for approval. Discussion followed about the seriousness of this covenant violation. A letter will be composed and sent out for BOD approval as soon as possible.
  - v. ACC Covenant change: This is still being worked on. We hope to have a submission that is approved by an attorney for the Annual Meeting.
- d. Maintenance Committee: Cameron Garner reported.
  - i. The present company, Blade to Blade, has raised their rates, saying they underbid due to not fully understanding the amount of hand work and weeding required. We are negotiating with them, as well as meeting with other companies to bid on the work – making sure they have a full understanding of what is involved. So many companies are swamped with work this year due to the rain. Cameron is working to get another company to mow the HPA owned Tracts and areas that were not included with the main bid. Weeding of the ditches, the trail surface and edges, etc. is a large part of the maintenance, however, a company that is great at weed whacking and mowing may not have the equipment or expertise to accomplish the chemical weeding. It may have to be separately contracted out.
  - ii. At the last meeting the BOD agreed to remove the Notice Board. Cameron will get on that as soon as possible.
  - iii. Trail work has been difficult to accomplish. Cameron will bid it out to landscaping companies, as well as the excavating company the HPA has used in the past (who has been unable to put us on their schedule).
  - iv. Cameron is still working on getting plans for the round-about makeovers.
- e. Communication Committee: Marge Shuger reported:
  - i. The Notice Board will be removed by the Maintenance Committee.
  - ii. Due to more pressing issues, researching having a text messaging service has been tabled.
  - iii. All new owners during the last several months have been sent a Welcome Letter.
- f. Social Committee: No report
- g. Government Affairs Committee/Policies: Jim Ver Meer reported.
  - i. Jim presented a Reserve Policy for discussion. A motion was made to accept the Reserve Policy. This was seconded. Ensuing discussion recommended a minor adjustment. The Policy was accepted with



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adjustment. Jim will submit the Reserve Policy for signatures within the next few days.

5. Water Augmentation: No report
6. Votes taken outside of Meeting:
  - a. A motion was made June 17, 2016 to amend the June 16, 2016 minutes to correctly reflect a discussion. This was seconded and unanimously approved. The minutes were then approved to post on the web site.
  - b. A motion was made August 4, 2016 to grant James Ferrier access to the HPA credit card account. This was seconded and unanimously approved.
7. Continuing Business: See discussions above re: ACC Covenant change and Reserve Policy.
8. New Business: None
9. Next Meeting: The next meeting is changed to Monday September 19, 2016
10. Meeting adjourned: 8:30 PM

Submitted by:

A handwritten signature in black ink that reads "Marjorie E. Shuger". The signature is written in a cursive, flowing style.

Marge Shuger, Secretary/Director  
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