

Board of Directors Meeting Minutes
February 4, 2021
6:00 PM
Horn Residence 9631 Kilniver Court

Meeting called to order at 6:00 PM

1. **Attendance:** Greg Smith (President), Aaron Horn (Treasurer), Cameron Garner (MX), Brandon Zuercher (Board Member), Pam McManus (Potential Board Member) and Tim Cerniglia (Filing 3 President)
2. **Approval of Minutes:** Motion made by Cameron and Seconded by Aaron to approve the meeting notes from Dec 3, 2020. Motion passed unanimously.
3. **Member Forum:** No members present.
4. **BOD Vacancy:** Pamela McManus
 - a) Pam McManus was introduced as a volunteer to complete the term of Jim VerMeer. After a discussion of the duties and responsibilities of a Board Member, we answered any questions that Pam had. Aaron moved and Cameron seconded a motion that we appoint Pam to fill the term of Jim VerMeer on the Board. The motion passed unanimously.

Action items:

- **Greg will request a Highland email address for Pam.**

5. HOA Management Company Presentation.

- a) **Company 1.** PMI Pikes Peak presented a history and experience, which includes managing communication with members, dues collection, HOA enforcement, well reading gathering, maintenance contracts for landscaping and other services. Cost was reviewed as well as benefits for members and HOA boards. Board members received a written proposal. The Board will use the information in consideration of contracting a management team and if so, which one is the best fit.
- b) **Company 2.** Delayed until February 11, 2021, due to technical difficulties.

6. Reports/Actions of Committees:

- a) **Finance:** Aaron presented the Profit and Loss statement, showing a net surplus of \$12,430 which will be allocated to reserves; a balance sheet (showing liquid assets of

\$163,792) and a detailed report of the reserve funds. The reports were accepted, and the following was decided:

- Fencing – replacement cost \$75,100, reserves \$50,250, and there may be extra fencing but would require storage.
- Lighting – replacement \$11,138, reserves \$8,910. Maintain current lighting system due to reliability and low costs.
- Notice Board would be eliminated from the list as no longer needed.
- Monuments – replacement \$20,000, reserves \$5,000. No signs of needing to replace.
- Water Hydrant/Cistern – replacement \$10,000, reserves \$10,000.
- Mail Stations (new item) – replacement \$10,000, reserves 5,000. Estimated replacement costs will be reviewed in greater detail as this was a new item.
- Capital Improvements – reserves \$55,000, for landscape architecture and other items.
- Contingency Fund – Reserves \$45,000, which include legal and trail erosion mitigation.
- Total Reserve, including 2020 surplus is \$161, 152 with a shortfall of \$18,008.
- Small allocation adjustments will be made with no effect to the total reserved.

Action items:

- **Cameron will send out second notices for dues to anyone that has not yet remitted payment.**
- b) **Compliance:** For compliance we discussed the ongoing violation of the Covenants on Lot 50 for maintaining a tiny house on the property. It appeared that there was still no attempt to reconcile the situation. Brandon made a motion that was seconded by Aaron to assess another \$500.00 fine on lot 50. The motion passed unanimously. Aaron will send a notice to Pathlight. We also discussed lot 104. It was noted that the number of cars issue was still present and that there was also a trailer on the property. Brandon said that he would send a courtesy letter to them advising them of their violations.
- c) **Maintenance:** Aaron reviewed the cost/benefit analysis on LED Lighting. Based on the cost to convert and the reliability of the new system, it was decided to make no changes at this time. Empty Pond - the risks of having the pond empty was discussed as that is what the fire hydrant is connected to as a water source. The Cistern could be used as a backup, but the priority is to get the pond filled. Greg will notify IQ Investors LLC that the pond needs to be replenished.
- d) **ACC:** Nothing new to report.
- e) **Communications:** nothing to report.
- f) **Social/Education:** nothing to report.

g) Government Affairs: nothing to report

h) Water Augmentation: Water meter readings will be required in February 28, 2021.

Action items: Cameron will put out signage to remind members and Aaron will tally the data.

7. Votes outside the meeting: none

8. Continuing Business: Pond Trail: information needs to be gathered on the pond trail and will be shared at a future meeting.

9. New business:

- a. Annual meeting: Brandon moved to cancel due to Covid restrictions. Cameron seconded and motion passed unanimously.
- b. Discussion was held regarding the option of building out the trail to the pond along with completing some landscaping and perhaps a gazebo. No decisions and will review later if interest is present.
- c. Tim gave an update that all the lots were sold to homeowners and building would begin for most of the sites in filing 3. A discussion took place on the advantages to both HOA's of merging. Tim will take the information back to Little London with the message that Highlands is open to a merger.

Next Meeting April 15, 2021 at 6:00 p.m, at Greg's house, 7285 Forestgate Dr.

Adjournment: Brandon made the motion to adjourn and it was seconded by Cameron. The vote was unanimous, and we adjourned at 8:55PM.

Submitted by:

Pamela McManus

Secretary HPA BOD

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