

ROWLEY DOWNS HOMEOWNERS ASSOCIATION
Board of Directors Meeting Minutes
November 14, 2011

CALL TO ORDER:

The meeting was called to order at 7:05 pm

PRESENT:

Board Members present were Michael Roueche, Barb Lacey, Steve Andrews, Ava Belli, Ron Faulkner, and Clay Hodge. Representing RealManage was Robert Scocchera

MINUTES:

The October 10, 2011, Board Meeting minutes were approved with one added item per Michael. The addition of topic for the property at 0000 Aintree regarding the removal of the Russian Olive trees. First motion – Clay / Second motion – Barb.

HOMEOWNER FORUM:

No Homeowners were present

CONTRACTOR FORUM:

No Vendor / Contractors were present.

Robert did update the Board regarding information from Shaw Landscaping in regards to the leaf cleanup throughout the property. Robert spoke to Donald Shaw on 11/14/11 @ 1023 where Donald has committed to performing this work as of 11/17/11.

OLD BUSINESS:

1) Tree Removals / Tree Trimming

The work has begun and is currently ongoing. The Board is currently pleased with the work that has been completed thus far.

2) Electrical Repairs at Entrance

According to Ava, Kim Bacon of RealManage was to make contact with Dale Brinker to identify the area of concern. Kim will make contact with Dale to arrange a date & time to meet.

3) Quarterly Newsletter

Robert is to make contact with Clay on gathering community information and specific information for the Q4 Newsletter. This needs to be completed ASAP, so that there is enough time for the Community to be notified of the upcoming community holiday event.

4) CD Investment

Kim Bacon has contacted a representative with Champion Bank (where the CD's were opened), Kim will report back to the Board with a status update.

5) Holiday Party

The horse and carriage ride has been booked as of Octobers Meeting. More details of this event will be detailed below.

COMMITTEE REPORTS:

1) Architectural Review

No new request for review. Ava and Ron did sign off on a request for 11164 Cambridge Ct. This request was made on 7/29/11 original request was signed on Labor Day weekend and scanned to SPM

2) Communication / Newsletter

As stated above. Robert will be creating a draft newsletter ASAP (with the help of Clay) for the Board to review.

3) Community Social Events

An idea of interest was briefly discussed about the Community having a type of Craft Fair. No details were discussed.

The Board also discussed allowing homeowners to use Monroe Hall to hold events at the "club house" for events that include profit.

4) Landscape Enhancement

Ava highlighted the tree trimming project (information is detailed above).

**FINANCIAL
REPORT:**

Per Kim Bacon of RealManage – RealManage is still in the process of gathering and reconciling all financial records from the previous management company. This project should be completed by the end of November.

**MANAGEMENT
REPORT:****1) Annual Meeting Date**

The Board confirmed in their HOA Documents that the 2012 Annual Meeting will be held on the first Tuesday of January which is January 3, 2012 @ 7:30pm at Monroe Hall.

2) Snow Removal Contract / Bid

The Board recognizes the fact that they do not have a signed contract for snow removal. Shaw Landscaping is currently operating under a verbal agreement and Scope of Work. The Board has requested RealManage either get Shaw Landscaping to submit a formal contract (with the Board's designated Scope of Work) by Friday November 18th or RealManage will need to gather bids / proposals from new vendors.

3) DRV Inspection Update

Kim Bacon is currently inspecting the property, and should be completed by Wednesday November 16th. The Board has requested that a copy how a violation letter will look prior to any homeowners receiving a letter of non-compliance. In the past (by previous management company), the letters stated that when a homeowner received a letter of non-compliance, that the homeowner was instructed to meet with a Board member to discuss. This was a unanimous decision that the Board does not want homeowners coming to their homes to discuss these types of letters. Ava also made the statement (needing clarification) that she is under the understanding that RealManage was to also take a more friendly approach to the DRV process, and also recognize the home owners that do have nice yards.

**NEW
BUSINESS:****1) Landscaping Review – Irrigation System & Landscaping Clean-Up**

Robert is gathering information from the Town of Parker to verify if a permit is required to install a "stop & waste" valve to the front backflow meter. The clean-up of leaves will be done by Shaw Landscaping commencing on Thursday November 17th.

2) Christmas Decorations

The Board discussed in detail a vision of what the decorations could look like. Clay and Barb are finalizing the pricing options of leasing versus buying new lights. Barb will be presenting a comparison to the Board for their final vote by Friday November 18th.

3) Neighborhood Signs

Per update from Ava, she is still waiting on a proof for the Board to review.

4) Holiday Party Plan

Per Clay, the horse and carriage has been confirmed for the December 3rd holiday party from 1-3pm. Payment of \$600.00 must be made at time of arrival. Clay will provide Robert the details of the company that the check needs to be made out to. A check request will be done, and the check will be mailed to Clay's home for her disbursement. Cookies and refreshments will be purchased personally by Clay, who will then do an expense reimbursement for the expenses. No other actions or information is required by RealManage.

The Board has also requested for Robert to inquire into and research new possible vendors for next years holiday event. Clay had stated that she was not particularly satisfied with the current vendor and would like to reserve a new company for 2012.

5) Rock Edging / Renewal Project

This project will be tabled for further discussion in February 2012

6) Vendor / Contractor Communication

Steve made a motion, which was unanimously approved by the Board, that no one member of the HOA Board should ever be in direct communications with any vendor (at any time) to give directives on an ongoing project within the Community. All project direction and communications should be relayed and filtered through RealManage which will be presented to the entire Board for their information and considerations.

The Board unanimously approved that all vendors should get their direction from RealManage at all times. This will ensure that the entire HOA Board is aware of any changes, problems, and/or concerns regarding a project and its vendors / contractors.

The Board unanimously approved for RealManage to formally contact Shaw Landscaping with this new procedure for his immediate adherence to this policy.

**HOMEOWNER
DELINQUENCY**

No accounts were discussed

**NEXT
MEETING:**

Is scheduled for December 12, 2011 @ 7pm at Monroe Hall

ADJOURNMENT: With no further business to discuss, the meeting was adjourned at 9:30pm.

Respectfully submitted by:
Robert Scocchera
Community Association Manager
RealManage