

ROWLEY DOWNS HOMEOWNERS ASSOCIATION  
**Board of Directors Meeting Minutes**  
**December 12, 2011**

**CALL TO ORDER:**

The meeting was called to order at 7:04 pm

**PRESENT:**

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

**MINUTES:**

The November 14, 2011, Board Meeting minutes were unanimously approved with one added item. The addition of phrase to Committee Reports – Item #1 "Original request was signed on Labor Day weekend and scanned to SPM".

**HOMEOWNER FORUM:**

No Homeowners were present

**CONTRACTOR FORUM:**

No Vendor / Contractors were present.

Robert was asked to contact Cas Per Landscaping in regards to checking the lights for any non-working lights on the gazebo

Robert was also asked to contact Shaw Landscaping to the following:

- Status of replacing / adding "doggie bags" throughout the community
- Installation of timers for holiday lights (timers provided to Donald by Barb)
- Do a light check of the lighted garland on the bridge (may have burnt out lights)

**OLD BUSINESS:**

**1) CD Investment**

Robert provided the Board with information / interest rates from RBC Bank in comparison to Champion Bank (where the HOA currently has investment cd's). Dale and Barb will be doing further research as to current rates and best course of investment for return with the HOA Reserve Funds.

Also at the request of the Board, Robert will get information as to the minimum amount that the HOA is required to keep their RBC Bank / Reserve Account funded.

**2) Holiday Party**

The horse and carriage ride was cancelled by the vendor due to weather conditions. The Holiday Party did still happen, with roughly 20 homeowners in attendance. A brief discussion was held stating that maybe for next year's party that the Board would do an event that is different than what has been done in years past.

**3) Neighborhood Signs**

A printed copy / design proof was provided to the Board by Ava. After a lengthy discussion on the matter, the Board had decided to use 2 of the 3 signs that have already been made and purchased. Robert was instructed to get a price to have the current signs modified; and report back the costs so that the Board could then decide on what to do.

**COMMITTEE REPORTS:**

**1) Architectural Review**

No new requests for review. Clay presented an email from the homeowners at 11199 Cambridge Ct. who will have a large dumpster in front of their home, while they are remodeling their bathroom; should only be there for 1 week.

**2) Communication / Newsletter**

Ava made the comments that she did not like the format and content of the newsletter that was mailed out in December 2011. Ava was under the impression that the newsletter would be professionally done by RealManage in Texas.

Robert explained that due to the short notice and urgency in needing to get the newsletter out to all homeowners (before the scheduled Holiday Party), that the newsletter was created very quickly, and not all of the proposed content would fit into

the newsletter format. Robert also referenced that per the contract with RealManage, the Board did not opt for the "professional" type newsletter design, which is an additional option for the Board elect in the future. The Board is authorized 4 mailings per calendar year, and any type of newsletter for homeowner correspondence will be done by members of the Denver Branch office, as a 2 page (front / back) type of publication.

**3) Community Social Events**

No new information to report.

**4) Landscape Enhancement**

No new information to report.

**FINANCIAL  
REPORT:**

October 2011 Detail Balance Sheet and Schedule of Revenues and Expenses were presented to the Board – RealManage is still in the process of gathering and reconciling all financial records from the previous management company. Per RealManage Accounting Dept. October & November 2011 financial reports will be emailed to the Board by 12/16/11.

**MANAGEMENT  
REPORT:**

**1) Annual Meeting**

Annual Meeting Notices with Proxy were mailed to all homeowners as of 12/8/11.

**2) Snow Removal Contract / Bid**

The Board recognizes the fact that they do not have a signed contract for snow removal. The Board has requested for Robert to email the Board the 3 received proposals for their review / consideration (as Robert did not have 1 of the vendors proposals at the meeting).

**3) DRV Inspection Update**

No information to update at this time, as DRV Inspections are currently being done by Kim Bacon of RealManage.

**NEW  
BUSINESS:**

**1) Quarterly Newsletter**

This topic was discussed and information is detailed above.

**2) Amount of Board Members – Reducing the size of the Board for 2012**

The Board discussed the number of members to be elected to the Board for 2012. As the HOA documents state, the Board can consist of 5-9 members. During the 2011 year, two members had stepped down, and their positions were not re-appointed. The Board has elected to keep the set number of members at 7. First Motion – Dale / Second Motion – Mike and was unanimously approved by all members in attendance.

**3) 2012 Grounds Maintenance**

This topic will be tabled for discussion until January or February 2012.

**4) City plan for crosswalk at Seibert Cir. and Stonehenge**

Dale presented a photo of the area that is planned to be renovated by the City. The City proposed plan is to remove 10' of island to increase the streets crosswalk area and increase the turning radius for vehicles. Members of the Board are planned to meet at this area to measure, evaluate, and discuss the City's proposed plan on Friday 12/16/11 @ 9:00am.

**5) Thank You Gift Card for Snow Removal**

The Board unanimously approved the purchase of a \$50.00 Target Gift Card for Kevin Mullen of 11171 Cambridge Ct. as a thank you for doing the snow removal of areas within the Community. The gift card will be purchased by RealManage, and delivered to Clay for distribution to the homeowner.

**HOMEOWNER  
DELINQUENCY**

No accounts were discussed

**NEXT  
MEETING:**

**ANNUAL MEETING** January 3, 2012 @ 7:30pm at Monroe Hall

**ADJOURNMENT:** With no further business to discuss, the meeting was adjourned at 9:23pm.

Respectfully submitted by:  
Robert Scocchera  
Community Association Manager  
RealManage

APPROVED