

**Rowley Downs HOA**  
**Board of Directors Meeting Minutes**  
**June 19, 2017**

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**Establish a Quorum/Call Meeting to Order**

The regular monthly Board of Directors meeting was held on Monday, June 19, 2017 located at 20180 E. Williamson Dr., Parker, CO 80138. The meeting was called to order at 7:02 PM. A quorum was established.

Present Board members were:

- Albert Thompson- President
- Michael Roueche- Vice President
- David Darnall- Treasurer

Absent Board members were:

- Clay Hodge- Secretary
- Warren (Dale) Brinker- Member at Large

Also present was Natasha Henricks, Association Manager from Summit Management & Consulting.

**Homeowners Open Forum**

Homeowners Open Forum is held during each Board Meeting to allow owners an opportunity to voice opinions, compliments, concerns or issues as they relate to the Association. There were 10 homeowners representing 6 homes in attendance. The following items were topics of discussion:

- Entrance- Winterkill
- Brightview Responsibilities (specifically branches)
- Rubbish/debris disposal in common area by Hidden River homeowner located near 11467 Marlboro Dr.

**Minutes**

A motion was duly made;seconded and unanimously carried to approve the following with one revision:

- May 8, 2017- Board of Directors Meeting Minutes

(Revision: Section II Homeowner Open Forum: insert "only the Siebert Circle sidewalk" after the HOA plows)

**Management Report**

Management Report: Natasha reviewed the management report.

Email Ratification:

A motion was duly made;seconded and unanimously carried to ratify the following:

- June 2017 Newsletter (Summer Edition)

**Committee Reports**

1. Architectural-

Natasha reported status on the following request(s) to the Board of Directors.

- Approved: 11049 Cambridge Pl.- Home Paintin & Fireplace Alteration
- Approved: 20894 Parliament Pl.- Backyard Landscaping & Patio

2. Maintenance-

- Stonehenge Island- AI reported that the Association was awaiting approval from the Town of Parker to proceed with installation of the retaining wall as they will be splitting the cost of the project. AI informed the homeowners that a retaining wall is needed to deter sediment and accidents. There was a discussion regarding scheduling a meeting with the Board, Rick Hill and Brightview to discuss options for the area as a plan has not been produced by Brightview. Management is to contact the contractor and request a copy of the final design.
- Tree Maintenance (All Pro Trees)- management provided the Board with a revised tree maintenance list

for review. The work is scheduled to be completed on June 20, 2017 and mulch will be available to homeowners for use.

3. Rules & Regulations- Michael Roueche reported the next committee meeting will be held on June 20, 2017 at Rowley Downs Meeting Hall and homeowners are welcome to attend.
4. Covenant Enforcement- Natasha reported that covenant inspection was scheduled for July 7, 2017 and the report would be presented to the Board at the July 17, 2017 Board of Directors meeting.

### **Old Business**

1. Re-creation of Bylaws- Tabled.

### **New Business**

1. Signage Discussion-
  - Baseball Field Sign- There was a discussion regarding the items that should be included on sign:
    - No Organized Team Sports
    - Reservations
    - Volleyball Courts
    - PavilionsManagement will draft park rules for the Board to review at the July 2017 Board of Directors meeting.
  - Entry Monument (Replacement of the "R" and "D")- Al reported that the sign was repaired by Rick Hill. The cost of the repair was \$106.92.
2. Tree Replacement Concerns- There was a discussion regarding the trees that were planted by Pine Lane Nursery. Al voiced his concerns regarding the condition of the trees, as they have not leafed and appear to be dead. David is to meet with Rick Hill to review and contact Angie at Pine Lane Nursery to report the issues as the one year warranty is about to expire.

### **Financial Report**

1. May 2017 Financial Report- the Board has been sent the May 2017 Financial Report created by RealManage for review.
2. Approve Payables- A motion was duly made, seconded and unanimously carried to approve the payables as presented. Current payables were provided to the Board for signature.

### **Adjournment**

With no further business, the meeting adjourned at 8:14 PM.

The Board of Directors meeting is scheduled for July 17, 2017 at 7:00 PM located at 20180 E. Williamson Dr.

### **Executive Session**

Executive session was not held.

**Natasha Henricks**  
**Association Manager, CMCA**  
**Summit Management & Consulting**  
**4950 S Yosemite St, F2-506**  
**Greenwood Village, CO 80111**