

**Rowley Downs HOA  
Board of Directors Meeting Minutes  
July 17, 2017**

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

The regular monthly Board of Directors meeting was held on Monday, July 17, 2017 located at 20180 E Williamson Dr. Parker, CO 80138. The meeting was called to order at 7:04 PM. A quorum was established.

Present Board members were:

- Albert Thompson- President
- Mike Roueche- Vice President
- David Darnall- Treasurer
- Clay Hodge- Secretary
- Warren (Dale) Brinker- Member at Large

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

Also present was Chase Borrego, Assistant 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 15 homeowners in attendance.

**Minutes**

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

- June 19, 2017- Board of Directors Meeting Minutes

**Management Report**

Management Report: Natasha reviewed the management report.

Email Ratification: None

**Committee Reports**

1. Architectural-  
Dale Brinker reported status on the following request to the Board of Directors.
  - Approved: 20170 Williamson Dr. – Trex Deck
  - Approved: 20190 E Aintree PI – House Painting
  
2. Maintenance- The Board reviewed the revised plan for the Stonehedge Island retaining wall. The Board was provided with concrete installation proposals from Brightview, A&E Concrete Design, Inc., and TGA Masonry & Concrete for review. A motion was duly made;seconded and unanimously carried to approve the Brightview proposal as submitted. The Board requested Rick Hill be involved in the entire installation process.

Management provided the Board with a proposal from Brightview for irrigation repairs needed at the baseball field. A motion was duly made;seconded and unanimously carried to approve the proposal as submitted.

3. Rules & Regulations- Mike Roueche has scheduled an additional meeting to review the drafts for amending the Rules & Regulations.
  
4. Covenant Enforcement- Management provided the Board with an updated covenant enforcement report for review. No further action needed.

### **Old Business**

1. Signage – Management informed the Board that RealManage had included the signage present with the documents for pick up during the transition. A motion was duly made;seconded and unanimously carried to approve installation of the current sign presented.
2. Tree Replacement Concerns – Management informed the Board that Pine Lane Nursery has pruned and fertilized 5 trees and the dead tree was no longer under warranty. A proposal in the amount of \$635.56 was given to the Board for consideration. Natasha informed the Board that the nursery will provide Associations with wholesale pricing but no warranty will be given. A motion was duly made;seconded and unanimously carried to approve the installation of a 2” caliper Kentucky Coffeetree.

### **New Business**

1. Parker Water & Sanitation District (Irrigation Repair Reimbursement) – Management has contacted Parker Water & Sanitation District (PWSD) for reimbursement for irrigation repairs which were caused by meter installation. The Board was provided with the names of the individuals assisting with this request. It was noted that there are 5.2 million gallons of water that can be used within a year timeframe, at 25% of the standard rate until the full amount is used.

### **Financial Report**

1. June 2017 Financial Report- The Board reviewed the June 2017 financial report. Dave requested a meeting be scheduled Jacque to review and revise the financial report.
2. Approve Payables (Payables were sent to the Board prior to the meeting and review/signatures were obtained during the meeting) - A motion was duly made;seconded and unanimously carried to approve the payables that were presented.

### **Adjournment**

With no further business, the meeting adjourned at 8:42 PM.

The Board of Directors meeting is scheduled for August 21, 2017 at 7:00 PM located at 20180 E Williamson Dr.

### **Executive Session**

Executive Session was held.

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