

**Rowley Downs HOA
Board of Directors Meeting Minutes
August 28, 2017**

Establish a Quorum/Call Meeting to Order

The regular monthly Board of Directors meeting was held on Monday, August 28, 2017 located at 20180 E Williamson Dr. Parker, CO 80138. The meeting was called to order at 7:00 PM. A quorum was established.

Present Board members were:

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

Absent Board member was:

- Albert Thompson- President

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

Also present was Chase Borrego, Assistant Association Manager from Summit Management & Consulting.

Also present was Robin Price, Vendor Presenter for Brightview Landscape.

Vendor Presentation- Brightview Landscape (Robin Price)

Robin Price presented a proposal to install a stop and waste valve at the baseball field. Tabled. The Board will discuss this during the upcoming budget working session.

She also provided a few updates regarding the landscaping, irrigation, and water usage. Rick Hill requested the ditch mow begin earlier in the season next year.

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 5 homeowners in attendance.

Topics discussed included:

- Prairie dogs- Xcel & Town Responsibility

Minutes

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

- July 17, 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 Pl.- House Painting
- Approved: 20116 Aintree Ct.- House Painting
- Approved: 11350 Hilary Pl.- House Painting

- Approved: 20187 Aintree Ct.- House Painting
 - Pending: 11494 S Regency Pl.- House Painting
 - Pending: 20167 E. Williamson Dr.- House Trim Painting
2. Website- Natasha reported the updates and changes to the Rowley Downs website; addressed change in management, update of legal documents, and layout changes.
 3. Maintenance- The Board was presented with a location to install the Baseball Field Signage. It was decided to get a proposal from Pure Choice Construction for pricing on installing the sign on two cedar posts near the entrance of the Baseball Field.
 4. Rules & Regulations- Mike Roueche provided the Board with Draft #6, dated August 3, 2017 of the Rules and Regulations. A motion was duly made; seconded and unanimously carried to have the streamline Board of Directors meeting, scheduled for September 18, 2017, as a presentation meeting for homeowners and Board members to ratify the amended Rules and Regulations. Management will send the homeowners an email blast and a meeting notice via the USPS.
 5. Covenant Enforcement- Management provided the Board with an updated covenant enforcement report for review. No further action needed.

Old Business

1. Parker Water & Sanitation District- Management has received reimbursement from Parker Water & Sanitation District (PWSD) for irrigation repairs which were caused by meter installation. The total amount of reimbursement received and distributed was \$1,184.64. The reimbursement amount was applied to the following invoices:
 - 2990730 Irrigation Repair (\$221.24)
 - 2990731 Irrigation Repair (\$323.11)
 - 2990732 Irrigation Repair (\$260.25)
 - Stonehenge Wall- Dripline Installation (\$268.48)
 The remaining credit to use towards upcoming invoices is: \$111.56

New Business

1. Dead Tree Removal Request- The Board was presented with a homeowner concern regarding a dead Fir Tree located behind his home. A plot map for the property was presented to display where the dead tree is in comparison to their property line. Dale stated that he would look further into the issue to determine if it is homeowner or HOA responsibility to get the dead tree removed.

Financial Report

1. June 2017 Financial Report- The Board reviewed the July 2017 financial report. Dave stated that he will be in contact with Jacqui 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 7:43 PM.

The Board of Directors meeting is scheduled for September 18, 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