

**Rowley Downs HOA
Board of Directors Meeting Minutes
October 16, 2017**

Establish a Quorum/Call Meeting to Order

The regular monthly Board of Directors meeting was held on Monday, October 16, 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
- 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 5 homeowners in attendance. Topics of discussion included:

- Violation Notification Options

Minutes

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

- September 18, 2017- Board of Directors Meeting Minutes

Management Report

Management Report: Natasha reviewed the management report.

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

- All Pro Trees- Removal of Tree Branch (11374 Hilary Pl.) \$565.00
- All Pro Trees- Removal of Tree Branch (20838 E. Parliament Ct.) \$1,050.00

Committee Reports

1. Architectural-

Dale Brinker reviewed the status on the following request to the Board of Directors.

- Approved: 11475 Marlborough Dr. – Handicap Ramp Installation
- Approved: 20828 Parliament Ct. – Replacement of Driveway, Front Walkway, and Front Steps
- Approved: 11374 Hilary Pl. – Back Yard Landscaping – Concrete Pathway & Sitting Area

2. Maintenance-

Management provided the Board with a proposal from Brightview for Installation of a Stop and Waste Valve in the ballfield. Tabled until spring of 2018.

Management provided the Board with a proposal from Brightview for a Stop and Waste Valve Installation on Hilary Place. This is urgent due to a continual leak in the existing irrigation system. A motion was duly made, seconded and unanimously carried to approve the proposal as submitted.

There was a discussion about which vendor would be preferred for Snow Removal during the 2017-2018 winter season. It was decided to stay with Omar Cordero from LC Landscape LLC, as used in previous years, for the 2017-2018 winter season.

3. Rules & Regulations- Mike informed the membership that the first working session with the Board and Management occurred on October 3, 2017. Management is to review the drafted Rules & Regulations and make suggestions to the Board of Directors prior to the next working session. The next working session has not yet been scheduled.
4. Covenant Enforcement- Management provided the Board with an updated covenant enforcement report for review. No further action needed.

Old Business

1. 2018 Fall Newsletter – There was a discussion regarding which topics should be included in the 2018 Fall Newsletter. Management to draft a newsletter and send to Board of Directors prior to distributing to all homeowners.

New Business

1. EFS & Associates, CPA, P.C.-2017 Tax Engagement Letter – A motion was duly made; seconded and unanimously carried to approve EFS & Associates, CPA, P.C. proposal as submitted.
2. Drafted 2018 Budget- Tabled. Management to provide the Board of Directors with an updated version of the Drafted 2018 Budget.
3. Management has scheduled the Annual Board of Directors Meeting for January 2, 2018 per the Association Bylaws.

Financial Report

1. September 2017 Financial Report- The Board reviewed the September 2017 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 8:13 PM.

The Board of Directors meeting is scheduled for November 20, 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