

**Rowley Downs HOA
Board of Directors Meeting Minutes
November 20, 2017**

Establish a Quorum/Call Meeting to Order

The regular monthly Board of Directors meeting was held on Monday, November 20, 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:

- 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:

- Homeowner Interest – Board Elections

Minutes

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

- October 16, 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 Stump (20838 Lyttle Dr.)
- All Pro Trees- Removal of Dead Pine Tree (11077 Dartmoor Pl.)
- All Pro Trees- Removal of 2 Dead Trees (Rear of 11085 Dartmoor Pl.)

Committee Reports

1. Architectural- No Report.
2. Maintenance-

Management provided the Board that the stop and waste valve replacement was completed on Hilary Place by Brightview. The final cost for the project was \$2,198.00.

Natasha informed the Board that leaf clean up began November 16, 2017.

Management provided the Board with an update on Holiday Light Installation. New LED lights will be purchased to complete the Holiday Light Installation in order for all lights to correspond.

3. Rules & Regulations- Mike has scheduled a working session with the intent of finishing any adjustments to the Rules

and Regulations. The next working session is scheduled for Wednesday November 29, 2017.

4. Covenant Enforcement- Management provided the Board with an updated covenant enforcement report for review. No further action needed.

Old Business

1. 2017 Fall Newsletter – Management provided the Board with a draft of the Fall 2017 Newsletter. The Board will review the drafted newsletter and provide Management with any adjustments via email. The Fall 2017 Newsletter to be distributed to homeowners beginning early December.
2. 2018 Drafted Budget – Management provided the Board with a revised budget for 2018. A motion was made; seconded and unanimously carried to approve the revised 2018 Budget.
3. Annual Meeting – Management provided the Board with a drafted Annual Meeting Notification & Proxy Postcard along with an Agenda for revision. Annual Meeting Notification, Proxy Postcard and Agenda to be distributed to homeowners along with the Newsletter beginning early December.

New Business

1. Parker HOA Summit – Management provided the Board with meeting notes from Parker HOA Summit held on October 30, 2017. No further action needed.

Financial Report

1. October 2017 Financial Report- The Board reviewed the October 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 8:05 PM.

The Board of Directors meeting is scheduled for December 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