

**Rowley Downs HOA
Board of Directors Meeting Minutes
March 19, 2018**

Establish a Quorum/Call Meeting to Order

The regular monthly Board of Directors meeting was held on Monday, March 19, 2018 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
- Joe Huckaby
- Clay Hodge

Absent Board members were:

- Warren (Dale) Brinker
- David Darnall

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 was 1 homeowner in attendance.

Minutes

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

- January 2, 2018- Annual/Budget Ratification Meeting Minutes
- February 19, 2018- Board of Directors Meeting Minutes

Management Report

Management Report: Natasha reviewed the management report.

Email Ratification: None.

Committee Reports

1. Architectural- Dale Brinker reviewed the status on the following request to the Board of Directors.
 - Approved: 20588 Sheffield Ct.- Patio & Outdoor Entertainment
 - Approved: 11199 Cambridge Ct.- Garden Shed
 - Approved: 11447 Hilary Ct.- Fence
 - Pending: 20167 Williamson Dr.- Tree(s)
 - Pending: 11462 Marlborough Dr.- Steps, Driveway, Walkway Replacement

2. Declaration & Bylaw Amendment/Rules & Regulations- Management provided the Board with the recommendations, procedures, and proposal for the Declaration and Bylaw amendment by Western Law Group for review. At the Boards request two additional proposals have been requested by WLPP and Dupont Law Firm for consideration. Both firms indicated that it would take approximately 10-14 days to review the Associations current legal documents and to generate a proposal for review. The Board requested that Management forward the proposals received to Mike Roueche for review as well.

Old Business

1. Landscape Maintenance Contract- Management informed the Board that proposals have been requested by Brightview, Horizon Landscape and LC Landscape. To date only two proposals have been provided for consideration. Horizon Landscape submitted a proposal for \$37,575 (monthly charge of \$3,131.25) and indicated that a two-year contract is available with a 3% increase for the second year. Brightview submitted a proposal for \$40,044 (monthly charge of \$3,337.00) for the first year of the contract with an additional increase for the second year by \$1,000. Natasha informed the Board that Robin has vacated her position at Brightview and would no longer be the project manager.

A motion was duly made;seconded and unanimously carried to approve the proposal submitted by Horizon Landscape.

New Business

1. Landscape Juniper Shrub Removal (Cambridge Ct.)- Management provided the Board with three (3) proposals for consideration. Tabled.

Financial Report

1. February 2018 Financial Report- The Board will review the February 2018 financial report and email Management with any questions.
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 8:00 PM.

The Board of Directors meeting is scheduled for April 16, 2018 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