

**Rowley Downs HOA  
Board of Directors Meeting Minutes  
September 17, 2018**

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

The regular monthly Board of Directors meeting was held on Monday, September 17, 2018 located at 20180 E Williamson Dr. Parker, CO 80138. The meeting was called to order at 7:03 PM. A quorum was established.

Present Board members were:

- Warren (Dale) Brinker
- Clay Hodge
- David Darnall

Absent member was:

- Joe Huckaby
- Albert Thompson

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 were 5 homeowners in attendance.

**Minutes**

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

- August 20, 2018- Board of Directors Meeting Minutes

**Management Report**

Management Report: Natasha reviewed the management report.

Maintenance Report: Natasha reviewed the work order report.

Covenant Enforcement Report: Management provided the Board with the Covenant Enforcement report for review. There was a discussion regarding updating the covenant enforcement policy.

Email Ratification: None.

**Committee Reports**

1. Architectural- Dale Brinker reviewed the status on the following request to the Board of Directors.
  - Approved: 11457 S. Marlborough Dr.- Exterior Paint
  - Approved with Conditions: 20891 Parliament Place- Open Space Landscape
  - Approved: 20160 Edinborough Pl.- Exterior Paint

Management informed the Board that an inspection of the fences was conducted on August 22, 2018.

2. Declaration & Bylaw Amendment/Rules & Regulations- The Board informed the membership that the Board will be meeting with Dupont Law Firm on September 20, 2018 to review the newly drafted Declarations and Bylaws.
3. Grounds- Management informed the Board that the incorrect pet waste station was delivered, and we are awaiting

the arrival of the correct one.

Management and Joe Huckaby completed the tree inspection on August 22, 2018. A map is included in the packet for review.

### **Old Business**

1. 2019 Budget Discussion- Tabled.

### **New Business**

1. 2018/19 Snow Removal Discussion- There was a discussion regarding snow removal services for the 2018/19 snow season. All Board members agreed that they would like to continue utilizing LC Landscape.

### **Financial Report**

1. August 2018 Financial Report- The web version of the financial was included in the Board packet for review.
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 7:45 PM.

The Board of Directors meeting is scheduled for October 15, 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**