

**Rowley Downs HOA
Board of Directors Meeting Minutes
January 21, 2019**

Establish a Quorum/Call Meeting to Order

The regular monthly Board of Directors meeting was held on Monday, January 21, 2019 located at 20180 E Williamson Dr. Parker, CO 80138. The meeting was called to order at 7:04 PM. A quorum was established.

Present Board members were:

- Albert Thompson
- Joe Huckaby
- Chris Dickey
- David Darnall
- Clay Hodge

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 no homeowners in attendance.

Minutes

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

- December 17, 2018- Board of Directors Meeting Minutes
- January 8, 2019- Annual/Budget Ratification Meeting Minutes
- January 8, 2019- Organizational Meeting Minutes

Management Report

Management Report: Natasha reviewed the management report.

Maintenance Report: No report.

Email Ratification: None

Committee Reports

1. 2019 HOA Committee Goals- There was a discussion regarding establishing 2019 committee goals. Al requested that each chair create a list of at least three actions they would like to complete in 2019 for the Boards review. Tabled and to be presented at the February 18, 2019 Board of Directors Meeting.
2. Architectural- Chris Dickey reported that there are currently no pending requests.
3. Declaration Amendment/Rules & Regulations- A Board working session was tentatively scheduled for February 6, 2019 at 7:00 PM.
4. Grounds-
 - ❖ Management informed the Board that Chad with High Ground Electric will be reviewing the meeting hall light photocell replacement, GCFI replacement at the Stonehenge Bridge, and light pole replacement on Cambridge Court and will provide us with a cost to repair.

- ❖ 2019 Landscape Proposal(s)- The Board was provided with a copy of the Rowley Downs Landscape Maintenance Requirements provided by Rick Hill. Two (2) proposals were presented by Horizon, one in the amount of \$39,900 which includes all additional services outlined in the guidelines and a proposal in the amount of \$38,700 which only reflects current services based on the 2018 contract.

A motion was duly made;seconded and unanimously carried to approve the proposal presented by Horizon Landscape in the amount \$39,900 which includes all additional services outlined in the Rowley Downs Landscape Maintenance Requirements. The Board President executed the contract.

Old Business

1. Upgrading to a Programmable Thermostat (Meeting Hall)- The Board informed Management that Michael Roueche has donated a thermostat to the Association and Joe Huckaby will be installing it.
- 2.

New Business

1. Revised SMAC Contract- Management provided the Board with the revised SMAC contract for review. AI informed the Board that there has not been a change of price, but that out-clause has been updated to reflect 30 days per state statute. A motion was duly made;seconded and unanimously carried to approve the contract presented. The Board President executed the contract.

Financial Report

1. December 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 8:04 PM.

The Board of Directors meeting is scheduled for February 18, 2019 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