

**Rowley Downs HOA
Board of Directors Meeting Minutes
November 18, 2019**

Establish a Quorum/Call Meeting to Order

The regular monthly Board of Directors meeting was held on Monday, November 18, 2019 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
- David Darnall
- Chris Dickey
- Clay Hodge

The following Board member was absent:

- Joe Huckaby

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 with one revision:

- October 21, 2019 Board of Directors Meeting Minutes

Management Report

Management Report: Natasha reviewed the management report.

Covenant Enforcement: Management included the report for the Boards review. No action required.

Email Ratification: None

Committee Reports

1. Architectural- Chris Dickey reported no architectural request have been submitted since the October 21, 2019 Board meeting.
2. Declaration Amendment- An email request for modifications to the Amended Declarations from Al Thompson was included in the packet for review. Management informed the Board that the attorney stated he would have a response to the email on November 19, 2019 for the Boards review.
3. Grounds- Al informed the membership of the following:
 - Fall Clean-Up is scheduled for November 18th & 19th
 - Trash Policing & Pet Waste Receptacles are attended to on Mondays, weather permitting. If inclement weather is present, services will be delayed 1 day

Management informed the Board that the Irrigation system at the ballfield had been winterized by being blown out manually due to the damage wiring and modules on the irrigation clock. Horizon had the senior irrigation technician reviewed the clock to determine if repairs could be completed but he determined that replacement was necessary.

The cost for replacement is \$1,186.00 and was previously approved by the Board contingent on the reinspection by the irrigation technician. The Association will proceed with the replacement of the clock in Spring 2020.

Management requested an update from Dave Darnall regarding Rick Hill's request to complete open space stump cutting. Dave indicated that he is working on this task completed.

Chris reported that he stepped in as chair for the Neighborhood Holiday Lighting Party for 2019. He informed the Board that \$300 was utilized to purchase additional holiday lights and refreshments for the event. Nine families were in attendance to assist with the decorating, and it was noted that the Board was very appreciative to all the volunteers.

Management provided the Board with a proposal in the amount of \$1,413.00 from Horizon Landscape to complete the 2020 annual flowers Proposal. A motion was duly made; seconded and unanimously carried to approve the proposal as submitted.

Management informed the Board that proposals have been requested from Horizon Landscape, Harpster Maintenance Services, and Split Rail Fence to replace the original fences at each of our three parks. Clay indicate that Straight Arrow Fencing completed the last fence replacement and a proposal should be obtained from Mark as well. Management was provided with the contact information for Straight Arrow Fencing.

Old Business

1. Save PACE Center Parking and Pine Curve 3.0- Al reported that sub-group, Save Hometown Parker, has been established.
2. Kime Ranch Annexation- The Board requested that Management contact Paul Workman again to determine when the next hearing would be scheduled. The Association would like to provide the membership with at least one week's notice.

New Business

1. 2019 Tax Engagement Letter (EFS & Associates)- Management provided a tax engagement letter from EFS & Associates in the amount of \$350. A motion was duly made; seconded and unanimously carried to approve Summit Management completing the 2019 for \$315.
2. Trash Collection Proposals- Management provided four (4) proposals to the Board for consideration. The Board requested that Management send a survey to the membership to gain the homeowners input prior to making a decision.
3. 2020 Draft Budget- The Board reviewed the drafted 2020 budget and requested that \$5K be allocated to meeting hall renovations. A motion was duly made; seconded and unanimously carried to approve the 2020 Budget with the requested modification.

Financial Report

1. October 2019 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 8:32 PM.

The Board of Directors meeting is scheduled for December 16, 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