

Northmoor Acres Homeowners Association  
Board of Directors Meeting  
June 16, 2016

Meeting held at Berthoud Community Center

Board Members Present: Directors Coulson, Gardner, Hersch, MacFarlane, Ruof, Rutt and Sprague.

Board Members Absent: Directors McCollum and Rieke.

Meeting came to order at 7:16 p.m.

Meeting chaired by Board President Ruof

Approval of agenda: The agenda was reviewed and amended. It was moved, seconded and motion carried to approve the agenda as amended.

Property Maintenance:

Greenbelt Mowing: Discussion regarding the timing of the mowing vs. the cost. The Property Maintenance Committee recommends having the mowing done in the early part of the year this year. Past Director Mike Martin worked with Dale Alps in the past and the mowing was usually later in the year. Director Gardner will call Mike Martin and/or Dale Alps to coordinate mowing. If Dale Alps can't mow soon Director Gardner will solicit other bids.

Dirt Ditch Pulling. Director Gardner moved to table pulling of the dirt ditch. Motion was seconded. There was discussion: President Ruof gave a history and pointed out that a Board motion was passed in July 2015 and money allocated to doing the work of cleaning out both the dirt and concrete ditch. The concrete ditch was cleaned May 21, 2016. This is a new fiscal year. Discussion that the homeowners at 5450 Sage Court were supportive of the HOA doing maintenance on both the dirt and concrete ditch and moved their fence in December to make the work easier. Discussion regarding the need to get a firm bid and schedule. The motion was amended to table this topic and address it at a separate special meeting. Motion carried. President Ruof will send out an email for dates for a separate meeting.

Status of Perimeter Ditch Cleanup. The Property Maintenance Committee planned to clean the County Road right of way ditches along Road 11 and Road 42. The ditches are very steep and Director Gardner says the only way to maintain them is to burn. This will be addressed later.

Weed Spraying. The Board had discussed the spraying of goat head weeds along all the road ways in the subdivision and had agreed to do the spraying. There was an

announcement to the membership which received some neighborhood feedback. Director Gardner discussed choice of chemicals and the method to use. Director Coulson will send another note out to homeowners. It was moved, seconded and approved for the Property Maintenance committee to spray along the County Road rights of way and interior roads as needed.

**New Business:**

Director Email Communication: There was discussion regarding 2 email addresses in use: the BOD email and the BOARD email. BOD email comes from outside the Board and BOARD email comes from within the Board. Any ACC emails should go to the ACC email address. But those sometimes come in to the BOD email address. Director Sprague will be in charge of passing along any emails received by the BOD email address-to ACC Secretary, Joanne Stroud.

Approval of Barry L. Zaiger as our CPA. Director Coulson and Gardner reported that Mr. Zaiger can't give us a fee proposal to do our books until he has done the books for a couple of months. After he sees what is involved, he will give us an engagement letter. The taxes will be prepared at a cost over and above the cost of the monthly books. There was discussion. Director Coulson made a motion that we approve Barry Zaiger to do our books. Director Sprague amended the motion to hire him based on his bid or no later than October. The motion was seconded and carried.

Savings and Checking Accounts. Approval was done by email directing Director Coulson to close the regular savings account and take \$32,000 from Business Flex Savings Account and transfer both to checking. It was moved, seconded and formally approved for this to be accomplished.

Discussion of Invoice from Hindman Sanchez. Director Coulson reported that she received a response from Hindman Sanchez to a question concerning the tax implications if HOA assets could be distributed to homeowners upon dissolution which was not adequate and did not answer our question. There is an outstanding invoice of \$500. There was discussion. It was moved, seconded and approved to pay the \$500 invoice and then when Director Coulson discusses the issue of the governing document rewrite, she can ask for a correct answer to this question.

Governing Document Review: It was moved, seconded and motion carried to allocate \$1,575 for Director Coulson to engage the firm of Hindman Sanchez to conduct document review.

Director Positions/Job Descriptions. Director Coulson revised the Director duty descriptions and positions. It was moved, seconded and motion carried for Director Gardner to assume the position of Director of Resources, Director Rutt to assume the position of Director of Governmental Liaison, Director McCollum to assume the position of Director of Event Planning, Director Sprague to assume the position of

Director of Property and Director MacFarlane to assume the position of Director of Analysis.

Records Retention: There was discussion. The Board will continue to work on a policy and method for record organization and retention.

**Reports:**

Treasurers Report:

Director Coulson spoke to our bookkeeper, Jim Russo regarding questions that she still has concerning the April reports. She does not believe that the bookkeeper will be able to revise April printout. -It was moved, seconded and motion carried that the Board approve and post the May report once the corrections are made.

Homeowner at 20204 Cactus Drive. It was moved, seconded and motion carried for Northmoor to send regular invoices for the 2014-2015 dues as set-out in our policy. Director Coulson will consult with Bookkeeper regarding dues invoices. Discussion regarding how to resolve. -It was moved, seconded and motion carried for Director Gardner to ask the collection attorney at Hindman Sanchez, without spending money, about collection procedures for liens.

Bills:

Jim Russo - Webmaster	\$90.00
Jim Russo - Web Hosting	\$14.97
Jim Russo Bookkeeping	\$90.00
Joanne Stroud ACC Secretary	\$90.00
Hindman Sanchez	\$345.00
Deb Coulson	\$227.91
(Office - Paper, Ink -\$73.12);	
(Neighborhood Committee - \$88.99)	
(Postage - \$65.80)	
Susy Ruof	\$582.21
(Annual meeting - \$105.00)	
(Postage - \$114.08)	
(Office - \$186.13)	
(Education - \$177.00)	
Kim Gardner [Property Maintenance]	<u>\$53.26</u>
TOTAL	\$1,493.35

Previously approved: Kim Gardner - up to \$150 for herbicide.

Meeting with David Straka. President Ruof has attempted to reach David Straka for a discussion regarding the question of a discrepancy of \$102. He has not been available. President Ruof will ask for a report concerning the nature of the discrepancy.

\$10,000 CD. Director Coulson was authorized to purchase a CD for the reserve account. Director Gardner will search for the best rate and deposit the funds.

Timing of transfers from Flex Checking Account. Discussion regarding timing of transfers from the Flex Account monthly. Moved, seconded and motion carried for the Treasurer to transfer money monthly from the Flex Account to our checking account based on Board direction.

Transfer of Funds to Pay State of Colorado and Federal Taxes. It was moved, seconded and approved to pay the estimated State of Colorado and Federal Tax deposit.

ACC Report. ACC Secretary Stroud sent the report for May. Board members are to review the report.

Secretary's Report:

April and May minutes were out for approval. Director Coulson made an additional change to the April and May minutes.

The Secretary will make those changes. It was moved, seconded and motion carried to approve the April and May minutes. The Secretary will redact and cause these minutes to be posted.

Draft Minutes of Annual Meeting. There was discussion regarding the draft annual Meeting Minutes. This was tabled for the next meeting. It was moved, seconded and approved to get the draft of the annual meeting minutes sent to the Board by the next meeting for their approval and/or corrections.

ACC Report. ACC Secretary Stroud sent the report for June by email. Board members are to review the report.

Neighborhood Committee. Picnic Date. This must go out in the newsletter. President Ruof will send out some dates to be approved by email.

Governing Document Committee. Director Coulson reported. The committee made a list containing their suggestions regarding guidelines and descriptions of what would constitute unsanitary and unsightly. There was discussion. These will be sent out in the newsletter to the community to review.

Newsletter. This will go out in a few weeks.

Technology Report. Tabled.

Water.

Ish Water. No free water

New Members Report. Director Gardner has not met any of the new neighbors.

**Old Business:**

Homeowner at 20966 Northmoor Drive. President Ruof sent a draft out of a follow up letter to Homeowner. It was moved, seconded and motion carried to approve the letter and for President Ruof to send the letter.

Homeowner at 20957 Northmoor Drive. Condition of Property. Discussion regarding a sanitary and slightly letter and timing of the letter due to the foreclosure.

Homeowner at 20059 Northmoor Drive. A letter was sent in October regarding weeds on the north. The board members are requested to look at the property and a decision will be made about a letter next month. There was discussion regarding the condition of the property. It was moved, seconded and motion carried for Director Gardner to send a list of properties that should be reviewed by the Board. At the next meeting a decision will be made concerning letters that need to be sent to homeowners.

Redacting Names from Minutes. There was discussion regarding the practice of redacting property owner's names from the minutes and the reason for it. It was suggested to use property addresses in place of names. It was moved, seconded and motion carried for the Secretary to replace the owner names with property addresses for the published minutes.

Adjourned at 9:42 p.m.  
Next meeting July 21, 2016.

NORTHMOOR HOMEOWNERS ASSOCIATION  
By: Ginny Hersch, Secretary