

Northmoor Acres Homeowners Association
Board of Directors Meeting
May 13, 2015

Meeting held at Director Rutt's home.

Board Members Present: Directors Coulson, Eldenburg, Gardner, Hersch, Rieke, Ruof, Rutt and Skeldum.

Board Members Absent: Martin.

Meeting chaired by Board President Ruof

Meeting came to order at 7:08 p.m.

Approval of agenda: It was moved, seconded and motion carried to approve the agenda as amended. Agenda items added: to document bills that were approved by email at the next Board meeting, also to recognize the passing of Wayne Bules as reported to the Board by Virginia Bules.

New Business:

Discussion and delegation of Board Work:

Director of Members: Discussed tasks that had been owned by Director of Members. What are the duties of the Director of Members?

- Realtor responses

- New Members welcome

- Blue Book

- Maintaining Membership list

- Answer/forwarding of Northmoor Google phone

Director Gardner will become Director of Members

What are the duties of the Director of Committees?

- Organize and chair all committees with the exception of the ACC

- Report back to the Board on committee activities

- Newsletter compilation

- Event planning

Director Coulson will continue as Director of Committees

What are the duties of Director of Property?

- Maintenance of greenbelt and open areas

- Mowing

- Water

- Tree maintenance

- Pond maintenance
- Ditch maintenance
- Water Shares management

Director Rieke will continue as Director of Property

What are the duties of the Secretary?

- Minutes for the monthly meeting
- Minutes for the annual meeting
- Minutes for special meetings
- File annual Corporate Report
- File annual report with Division of Real Estate
- Publishing Board Meeting minutes to web/other

Director Hersch will continue as Secretary.

What are the duties of the Treasurer?

- Responsible for financial reports
- Responsible for budget
- Responsible for paying the bills
- Signing all checks
- Balancing the checkbook
- Tracking assessments
- Responsible for annual, semi-annual, and monthly statements as required
- Checking the PO Box
- Monthly Treasurers Report
- Bookkeeper oversight
- Provide documentation and reports for preparation of taxes
- Provide assessment status for status letters
- Deposit checks received
- Responsible for sound financial management (CD's, etc)

Director Skeldum will continue as Treasurer

What are the duties of the Director of Technology?

- Emergency call system
- Email communications to membership
- Generate mailing labels as needed for member mailings
- Printing proxies
- Printing sign-in sheets and contact sheets
- Printing handouts for annual meetings

Director Eldenburg will continue as Director of Technology

What are the duties of the Vice President?

- Assumes duties of the president in his/her absence, inability, or refusal to act

Director Eldenburg will continue as Vice President

What are the duties of the President?

- All communications

Legal questions/issues
Signing all leases, mortgages, and deeds, other written instruments
Preside over all meetings of the board
Preside over general and special membership meetings
Co-signs all checks
See that orders and resolutions of the board are carried out
Generating the agenda for all meetings
Represent the Board for all outside contacts
Posting member communication to the website

Director Ruof will continue as President.

It was moved, seconded and passed to approve the re-election of Director Ruof as President, Director Eldenburg as Vice President, Director Skeldum as Treasurer and Director Hersch as Secretary. Kim Gardner was nominated to be Director of Members, the motion was seconded and motion passed. Director Rutt was nominated to be Director - Governmental Liaison , the motion was seconded and motion passed. The Director of Governmental Liaison will be our contact point with governmental and municipal agencies such as Department of Public Works, Environmental/Health, etc.

Board Authorization of the Architectural Control Committee. It was moved to authorize Joanne Stroud to be Chairperson of ACC and to approve the following members: Ginny Hersch, Chuck Krueger, Barbara Ding, Dave Klink, Art Szaller, and Ben MacFarlane.

ACC email. The Board discussed creating a new email address for ACC Committee for ACC communications. The new email could be: ACC@northmooracres.org. The idea will be discussed with the ACC Chair, Director Eldenburg will follow-up afterwards.

Northmoor Website. The Board discussed Website updates.

- Correction of spelling of Articles
- Remove lawsuit
- Update burn information to conform to new information provided by Johnstown Fire Department
- Updating the Directors with pictures

A Consent form for publishing Board Member's phone numbers was passed out, discussed, and signed by the Board.

Status Letter Request. The Board discussed a request for a status letter for the upcoming sale of Homeowner 1's property. The Board discussed pending ACC issues and what to put in the status letter. Discussed advice from Attorney Fickel.

Treasurer's Report.

Treasurer's Report for April/May passed out. April bills were approved by email since April meeting was cancelled.

April Bills:

David Straka (tax preparation)	\$480.00
Bunyan Lateral Ditch Company	\$324.00
Royal Disposal (previously approved)	<u>\$3,540.00</u>
Total April Bills paid (approved via Board emails)	\$4344.00

May Bills:

Bruce Fickel (on account legal services)	\$415.00
Jim Russo (domain renewal/webhosting)	\$ 14.97
Ish Reservoir (Water assessments)	\$1,540.00
Susy Ruof - CAI Membership	\$120.00
Deb Coulson - Office	\$89.54
Susy Ruof - Annual Meeting	\$170.89
Joanne Stroud (Annual Meeting Copies)	\$90.00
Orten Cavanagh & Holmes, LLC (Oil & Gas)	<u>\$3,525.50</u>
TOTAL May Bills paid	\$5,965.90

Moved and approved to pay bills

Moved to table Board Financial Reports for February, March, and April until the Board members have had time to review them. They will be approved by email and posted to the website.

Secretary's Report. Tabled.

ACC Report. The meeting is scheduled for 5/14/2015. The report will be provided next month.

Property Maintenance Report. The report was given by Director Rieke.

New Members Report. The report was given by President Ruof.

Old Business:

Pending Policies:

Animal Equivalency Policy. It was moved and seconded to approve the Animal Equivalency Policy. The policy was approved by a vote of the Board.

Enforcement Policy/Procedure for Covenant #2. It was moved to approve Enforcement Policy/Procedure for Covenant #2. There was discussion regarding the procedure. Under the policy/procedure if a board member is approached to give permission for temporary delay in enforcement to allow keeping of an

additional animal, the member may give verbal approval pending official board approval. The Board member will bring the matter to the Board for official approval and a letter will be sent by the Board granting the temporary delay in enforcement. The motion was seconded and this policy was approved by the Board during the meeting.

Records Policy. It was moved to approve the Records Policy, inclusive of any minor edits to formatting and grammar. The motion was seconded and passed.

Minutes. Discussion regarding timing of the draft minutes each meeting. The minutes should be sent immediately following meeting for content feedback. Formatting will be done after initial content feedback. There is a goal to get the minutes done for approval by the next Board meetings.

Violations:

Homeowner 2 violation letter. A draft of a letter to Homeowner 2 was distributed. After discussion, it was moved, seconded and approved to send a violation letter to Homeowner 2 for keeping a commercial vehicle on the property.

Homeowner 3 swine violation. There have been no further observations of a swine on the property. This issue dropped for now.

Homeowner 4 violation letter. A motion was made to send letter to Homeowner 4 regarding the unsightly condition of the property due to complaint received. After discussion, the motion was seconded and approved. A letter will be sent.

Oil and Gas Committee Report. Director Coulson requested permission from the Board to hire a legal firm to finalize tax and corporate details relating to Northmoor's oil & gas lease. A referral was made by our oil and gas attorney for a company in Greeley (Otis, Bedingfield & Peters) that has both oil & gas, corporate and tax attorneys within the same firm. It was moved, seconded and approved to hire the Greeley firm.

Meeting adjourned at 10:12pm

NORTHMOOR ACRES BOARD OF DIRECTORS
Cindy Eldenburg