

Northmoor Acres Homeowners Association
Board of Directors Meeting
April 13, 2016

Meeting held at Director Gardner's home.

Board Members Present: Directors Coulson, Gardner, Hersch, Chuck McCollum (new), Ben MacFarlane (new), Rieke (arrived around 8 p.m.), Ruof, Rutt, (past Treasurer Skeldum), and Robert Sprague (new). All Directors introduced themselves.

Board Members Absent: No present Directors absent.

Meeting chaired by Board President Ruof

Meeting came to order at 7:15 p.m.

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

New Business: Discussed Board duties and officer positions. President Ruof discussed the Board positions and the transfer process. Discussed Director Coulson's idea that the current officers could continue to attend board meetings and train or mentor new members in their positions.

Election of Officers: President Ruof is willing to continue as President for another year. She was nominated, nomination seconded and she was elected. Secretary Hersch is willing to serve another year. She was nominated, nomination seconded and she was elected. Discussion of Treasurer. Shawn Rieke is willing to serve as Treasurer, a position he has held in the past. He was nominated, nomination seconded and Shawn Rieke was elected Treasurer. Deb Coulson is willing to serve as Vice President. She was nominated, nomination seconded and she was elected.

Categories of Other Board Duties.

There are other duties that need to be attended to. These include:

Director of Members

Director of Committees (position may go away)

Event Planning

Governmental Liaison

Director of Property

Director of Technology

Board Historian

May need director of CAI, CCIOA i.e. Director of Information

Directors were asked to think of positions they would like and additional positions that may be helpful for the Association and be ready to discuss at the next meeting. New Directors will have photos taken.

Sustainability Plan Discussion: It was discussed that the current directors and new people in each position should cooperate to put together a description of each position. They should create a “How To” guide for each position and put the information in a notebook.

Committee Sign Up Sheet. The Board discussed the committee sign-up sheets from the annual meeting and the homeowners that have volunteered to be on committees and to help. There was discussion and the volunteers will be called.

Resource Materials. The Board discussed resources for the Directors, both old and new. President Ruof has a book on self-management of associations such as ours. Discussed purchasing for all Directors. It was moved, seconded and motion carried to buy 3 copies for everyone to use. President Ruof also has numerous other resources available to all Board members to check out for their own education and will make all CAI reading materials available in a loan library.

Board Meeting Preparation. There was discussion regarding board meeting efficiency. It was moved, seconded and approved to have a “Board Packet” sent out one week before the monthly Board meeting with Board minutes of the last meeting, Treasurer’s report, ACC report, all financial reports and agenda.

Reformatted Policy on Enforcement of Covenant #6 and #8.

Director Coulson sent out a draft of the reformatted Covenant #6 and #8 Enforcement Policy to all Board members. The policy reflects information sent to the HOA membership in a letter dated July, 2008 and reformatted like all other policies. There was discussion. It was moved and seconded to approve the reformatted Policy for enforcement of Covenant 6 and 8. Motion carried. Director McCollum was opposed.

Meeting location: There was a discussion about a board meeting location schedule. Director Gardner pointed out that the Berthoud Community Center in the Fire Rescue building has meeting rooms. It was moved and seconded to conduct the meetings at the Berthoud Community Center. There was discussion. The motion was withdrawn.

Traditionally meetings have been on the second Wednesday of the month. Board discussed moving the meeting date to third week and on different days so that the board meeting materials can be ready a week before the meeting. We will need to find out if the Berthoud location is available. Director Gardner will investigate. Director MacFarlane agreed to host the May 11th meeting unless the Board agrees to a different location and date.

Homeowner 1 Settlement offer: There was discussion regarding the background to the settlement offer made by Homeowner 1 in order to bring the new Board members up to speed. There was also discussion concerning the minerals in general, including valuation. President Ruof suggested that a committee be formed to investigate the settlement offer.

Process for refunding the annual assessments. The Board discussed the process for refund of the annual assessments for the current year. Some members have paid part of the assessments, some have paid late fees. We need to investigate ownership for some properties. The Association attorney had advised us of a fair way to refund the assessments and suggested that we send a letter to each owner describing how we believe the property is titled and stating that this is how we plan to make the check payable to. The letter will ask the member to sign the letter agreeing to hold the Association harmless if the check is not made out correctly. It was moved, seconded and motion carried to send out a letter to all members.

Budget: Director Coulson passed out the revised budget for 2016/2017 which was voted on by the members and passed at the annual meeting. She asked for a motion stating that the Board approves Director Coulson sending out the revised Approved Budget for Fiscal Year 2016/17 to all HOA members. There was discussion. It was moved, seconded and approved by the Board for Director Coulson to send out the Approved Budget for Fiscal Year 2016/17 to all HOA members.

Request for Funds to Answer Legal Question. Director Coulson asked for approval to pay Hindman Sanchez, a law firm specializing in homeowners association matters, up to \$500 for research regarding the question: is dissolving the HOA and distributing the assets to homeowners a taxable event to homeowner or the HOA or both. It was moved, seconded and motion carried approving the expense.

Analysis of Governing Documents. Director Coulson has contacted the law firm of Hindman Sanchez which has agreed to do analysis of Northmoor's governing documents for the cost of \$1,500. This was tabled till the May meeting.

CPA. Directors Coulson and Gardner have been soliciting bids for a CPA firm to do our books. There was discussion. We don't have money in the budget until the new fiscal year. Discussion regarding what needs to be done.

Homeowner Participation. At the annual meeting, many homeowners expressed a desire to be involved and to volunteer to help out as needed. The Board discussed sending out a questionnaire to all homeowners asking for their areas of interest and expertise.

Reports:

Neighborhood Committee. No activity.

Treasurer's Report: The report for April was presented by Treasurer Skeldum, the exiting Treasurer.

A board report for February was sent by email. This can be approved by email. Bookkeeper will send out March report shortly.

Bills:

Deb Coulson (Office)	\$69.53
David Straka (tax preparation)	\$1,295.00
Kim Gardner (annual meeting)	\$39.09
Bunyan Lateral Ditch Company (assessments)	<u>\$324.00</u>
TOTAL	\$1,727.62

2014-2015 Assessments: still due: Homeowner 1- due \$345, Homeowner 2- due \$298. There was no response to the letters offering payment plans. Liens were filed. A release will be prepared for the lien filed against the Homeowner 3 property. The dues, including late fees, were paid at the annual meeting.

2015-2016 Assessments: Parties that have not paid for current year: Homeowner 4, Homeowner 5, Homeowner 1, Homeowner 2, Homeowner 3, Homeowner 6 and Homeowner 7. They will not get a refund. There are also members who have not paid 2nd half trash. Refunds will be paid based on amount paid to the HOA.

The Treasurer reported that we received a refund from the Town of Johnstown for \$180 for meeting room time not used.

Materials for the New Treasurer. Safe Deposit Box key, mail box key, checkbooks and deposit slips, electronic records, passwords for on-line access, deposit stamp and boxes of records. These will be transferred to Director Rieke, the new Treasurer.

Taxes. President Ruof reported that the annual income taxes were filed and estimated tax payments for the current fiscal year were made. The estimated taxes must be paid quarterly.

Accounting Follow-up. Past Treasurer Bill Skeldum, Director Coulson and Cindy Eldenburg will meet with our CPA David Straka regarding a \$102 discrepancy between the Treasurer's books and the CPA's calculations.

Director Coulson requested that we add a copy of bank statement to financial reports. Discussion. It was moved, seconded and approved to include this in the monthly Board financial report.

Oil and Gas Account. There was discussion regarding what kind of account we should use to hold the oil and gas money. President Ruof indicated that she had moved \$1,084 from regular checking to the oil and gas account as authorized in the last Board meeting.

Reserve account. Colorado statute requires us to have a reserve account. Discussion.

Homeowner 2 Letter from Janeway Law firm. The Janeway law firm represents the bank foreclosing on the home. They sent a partial payment of past dues and Release of HOA lien form. There was discussion. Under the statutes, a lender does not have to pay all past due assessments, only a set amount. It was moved, seconded and motion carried to accept the offer of payment of \$126.95. President Ruof was authorized to sign the release form.

ACC Report. ACC Secretary Stroud presented the report for April. There were 2 approvals. Homeowner 8 submitted a plan for a fence which was approved. Homeowner 9 submitted 2 plans for paint colors for the house they are remodeling.

Board Approval of ACC Members for the year. The ACC members are: In addition to ACC Secretary Stroud, members are Barbara Ding, Ginny Hersch, Dave Klink, Chuck Krueger and Chuck McCollum. There are 3 new members who signed up at the annual meeting. They are Bonnie Smith, Norm Thielbert and Art Szaller. ACC Secretary Stroud asked the Board to approve the ACC committee members for the current year. Chuck McCollum resigned. It was moved, seconded and motion carried to approve the current ACC members and approve the new members. The Board also approved Chuck McCollum's resignation.

Secretary's Report:

All minutes through October are posted on the website. The minutes of the November and December, 2015 and January, 2016 meeting were circulated to the Board for approval and final edits will be done. Minutes of February 2016 are out for approval. March 2016 minutes have been approved and will be posted by Director Coulson for the Secretary.

Technology Report. Past Director Eldenburg was unable to come to the meeting and will continue to assist in this position until the duties are transferred. New database now has a column for "as deeded" to describe ownership of each property.

Property Maintenance: Current members are Shawn Rieke, Mitch Cheek, Jerry Carson and Dave Klink. Robert Sprague is joining the committee and agrees to take over as Committee chair. Linda Gardner, Norm Thielbert and Jim and Karen Overlin signed up at the annual meeting to serve on the committee. There was discussion about pending matters.

Perimeter ditch cleanup. Director Gardner was to handle. Director Rutt will contact somebody to see if we can burn the ditches. He will ask Berthoud if they are responsible for County Road 11. East side of County Road 11 and North side of County Road 42.

Water.

Ish Water. Greg Podburg has agreed to lease our Ish water and might be interested in a long term commitment.

Free Water. Director Coulson heard that the State is running excess water now. Discussion regarding process to call for water. She will call Jill, the secretary of the water company to see what the process is for asking water.

Ditch Assessments. Reported that there had been major repairs at Farmers Extension Ditch which are nearing completion. We should see a reduction in 2017 ditch assessments.

Maintenance of Dirt and Concrete Ditches. Discussion regarding maintenance of the dirt ditch and use of the dirt ditch and the concrete ditch. Director Gardner stated that we need a process to pull the board gate out of the ditch if there is a flood. Discussed past flooding

in Northmoor. Discussed process between homeowners, the ditch company and the HOA for any future issues.

New Members Report.

Director Gardner reported that he would type a report and send it out to the Board concerning new members.

Governing Document Committee: Director Coulson reported that she has been working on cleaning up and organizing Northmoor Acres website for governing documents. There was discussion.

Old Business:

Homeowner 3 Shipping Container Follow-up. President Ruof will discuss with ACC Secretary Stroud re possible follow-up letter.

Homeowner 6 Reply to Letter. Homeowner 6 replied to the Board letter re business. President Ruof will follow up.

Homeowner 10 Reply. President Ruof sent a draft of reply letter to Board. The letter was approved by the Board and sent to the homeowner.

Enforcement Policy. A draft was sent out to the homeowners on March 15, 2016. Homeowner 11 made suggestions. President Ruof recommended that we accept those changes. Also discussed several extenuating circumstances clauses in the policy. Changes were approved and the Board will post the Policy to the website and make this effective July 1, 2016. Moved, seconded and Motion carried to approve the current Enforcement Policy.

Adjourned at 10:22 p.m.

Next meeting May 11, 2016 at Director MacFarlane's house.

NORTHMOOR HOMEOWNERS ASSOCIATION

By: Ginny Hersch, Secretary