

Cottonwood Park West HOA Board of Directors

Meeting Minutes - November 15, 2016

In Attendance: (alphabetical order) Dean Carpenter, Denise Chamberlain, Chester Sans, Greg Vente, Nick Whitaker (via webcam), Darwin Wissink

Guests: Max Bigelow, Nancy Wunderlich

Opening (6:35pm) & Guests

- Both Max and Nancy have been asked to sit in and see if they have interest in joining the board.

Previous Minutes - approved via email

Managers Report

- 2 homes closing: 6960 Niwot Square (\$450k) and 6993 Miro Ct. (\$438k)
- 3 homes for sale: 7592 Nikau, 6963 Totara, 7776 Nikau
- Complaints: Junk car on Miro Ct → has been moved
- Requests: A few minor requests approved by Dean, nothing worth bringing to the board
 - A new roof was put up on Miro Ct without approval, but it was done by the homeowner's insurance company without notifying homeowner
- Financials: Six homeowners are one month or more overdue on HOA fees
 - Two of those six are three months behind
 - Dean has emailed and sent letters asking for payment
 - Next letter will include warning that a lien will be filed if payments are not made
 - Payment reminders to be added to website and put at mailbox

Maintenance

Sprinklers

- Dean found about a dozen problems in central park alone and walked property with Luis (Cocal)
 - Luis had 3 sprinklers fixed for no charge, only two were actually fixed
 - Next Step: Email Luis regarding issues to serve as documentation of what is happening
- Sprinklers have been blown out for winter
- Cocal contract
 - Goes through calendar 2017
 - Cocal neglecting sprinkler repair and maintenance
 - Cocal neglecting weekly moisture monitoring
 - Dean inquiring about labor rates and fertilizer coverage
- Board agrees that it is worth exploring alternative contractors to monitor sprinklers

Tree Removal

- Multiple bids have been gathered for tree removal and trimming
- Dean to move forward with St. Vrain Arbor Care to remove 1 tree and trim a second

Website

- Website is up to date. Chester better organized website and would like general feedback
- Chester to add dues reminders and holiday 5k reminder to website

Landscape Committee

- Committee plans to start laying out specific plan details with the help of Stacey from Cocal at the next committee meeting
- New plan will likely involve modification of sprinkler system
- Consensus is it makes the most sense wait until the plan is finalized prior to presenting it to the community. Having multiple options or incomplete ideas just creates chaos.
- Darwin suggested the idea of a community garden being incorporated in the final design

Party Posse

- Ugly holiday sweater run on Dec 10th
- Board would like to get rough head count of participants in order to plan hot chocolate quantities

Old Business

- Nick has modified Rules and Regulations to clarify wording regarding renovation approvals. Board to review changes so that Dean can include the updated Rules and Regulations in them in the end of year packet
- Nick has modified 20 year plan wording to better match the Rules and Regulations
- Board needs to establish guidelines to improve transparency to decision making process

New Business

Dues increase/dues date

- According to the CC&Rs, dues are due the 1st of the month and the board can file a lien for unpaid dues after 30 days
- Currently dues are not counted as late as long as they are paid before the end of the quarter
- Motion passed to increase dues the maximum.

HOA meeting dates for 2017

- Board to review individual schedules and determine a day via email

New board members

- Chester motions to add Max and Nancy to the board. Motion passed.

Action Items

- Chester to put dues schedule on website
- Dean to talk to Sharon about collection letters
- Dean to get quotes from other irrigation management companies
- Dean to move forward with tree trimming and removal
- All board members to provide feedback on website
- Chester to add holiday sweater run RSVP option to website and post forms at mailbox
- Dean to send email to community about holiday sweater run
- Nick and Meg to follow up on the possibility of a hot chocolate donation for the fun run
- Landscape Committee to put together a project update to include in the end of year packet
- All board members to review updates to rules and regulations
- Nick to scrape and repaint park signs
- Denise to wax CPW sign for UV protection
- All board members to determine 2017 meeting day via email

- Chester to look into new planting new trees
- Nancy and Max to give their email addresses to Dean and Nick
- Nancy and Max each to send Chester a bio for the website

Around the Room

- Nancy wonders if community members are allowed to work on vehicles outside - they are.
- Darwin suggested that board bring back game night in the park during the summer

Adjourn (8:40pm)

Next Meeting: 12/13/2016 at Meg's