

**BLACKFEATHER CONDOMINIUM ASSOCIATION
BOARD MEETING MINUTES
WEDNESDAY, OCTOBER 19 2016
COMMUNITY CLUBHOUSE
CASTLE ROCK, CO 80104**

- I. **ESTABLISH A QUORUM** Meeting was called to order at 6:31pm by Director Conner. The following Board members were present for quorum.
Chuck Conner, President
Becky Chappell, Vice President
Chip Carl, Treasurer, Secretary

There were 8 homes represented by attending homeowners. Molly Ryan with Metro Property Management was also in attendance

II. **APPROVAL OF THE AGENDA; DISCLOSURE OF CONFLICTS OF INTEREST**

Board Announcements – Director Connor reported on the accomplishments since the last meeting. The fence on the south side of the community was replaced. The utility doors were painted and a deadbolt lock was added to avoid damage from the vendors. The light fixtures in the clubhouse have been cleaned and the community had Christmas lights installed on the monument sign and clubhouse.

Director Carl reported a blue spruce will be installed in the circle drive, the insurance was renewed with an excellent carrier, a much lower deductible and a lower annual premium. The new insurance company, Acuity, has made some requests to modify the common areas such as installing bollard posts at the end of the driveway toward the retention pond. Director Carl also reported the Board is considering clubhouse renovations with laminate flooring, new baseboard and window sills and treatments. The Board will examine the prospect of some concrete replacement, more trees and reported the Ash trees have been sprayed for Ash Borer.

Director Chappell - Difficult to add to the other reports but asks members to consider joining a committee.

Board approves the agenda – On a motion duly made and seconded, it was unanimously resolved to approve the agenda.

Board members disclose any conflicts of interest – There were no conflicts of interest among members of the Board.

- III. **HOMEOWNER FORUM** - The Homeowner Forum included the following comments. Will the windows be washed this year? The Board has a proposal for power washing the buildings and washing the windows may be included. Another homeowner commented they she has observed loose roof tiles on building 3. They will be repaired. A new homeowner reported their adjacent common area is bare and would like to know if there are any plans to improve it. The Board replied they have plans to install irrigation and a tree and sod. Homeowners asked that Recycling is removed from community financial documents as there is no recycling current. All questions were fielded. On a motion duly made and seconded, it was unanimously resolved to close the homeowner forum.

IV. HOMEOWNER CORRESPONDENCE –

Homeowner Hearings – None Scheduled

Board members review correspondence from the community – Homeowner corresponded was reviewed.

V. MINUTES –October 19, 2016 – On a motion duly made and seconded, it was unanimously resolved to approve the minutes from October 19, 2016.

VI. FINANCIAL STATEMENTS NOV – MAR 2017 – The Board reviewed the financials carefully. On a motion duly made and seconded, it was unanimously resolved to approve the financials from NOV 2016 – MAR 2017 subject to final audit.

VII. ITEMS TO RATIFY

**2017 Insurance Renewal
2017 Landscape Contract
2017 Pool Contract
Pet Waste Proposal**

On a motion duly made and seconded, it was unanimously resolved to ratify the above contracts.

VIII. UNFINISHED BUSINESS

Manager's Report – Management supplied a report of items completed since the last meeting an any budget deviations of more than \$500. There were no unanswered questions.

IX. NEW BUSINESS

Revised Pool Rules and Signage – Homeowner were supplied copies of the proposed pool rules. The Board finds it is necessary to update the pool rules and eliminate references to obsolete rules. On a motion duly made and seconded, it was unanimously resolved to adopt the new pool rules. There were no unanswered questions.

Revised Clubhouse Expense Resolution \$100 per event – The Board has fielded several comments on the cost to lease the clubhouse. Homeowners feel the lease fee of \$50 is too low. On a motion duly made and seconded, it was unanimously resolved to increase the lease fee to \$100 per event.

Committee Charters – Landscape Committee The Board examined a proposed charter for the much anticipated Landscape Committee. On a motion duly made and seconded, it was unanimously resolved to adopt the Landscape Committee Charter. Management supplied a copy to interested homeowners.

Social Committee – The Board considered the proposed charter for a Social Committee. On a motion duly made and seconded, it was unanimously resolved to adopt the Social Committee Charter. Management supplied a copy to interested homeowners.

Tree Installation – On a motion duly made and seconded, it was unanimously resolved to approve the proposal to install a tree in the circle drive for ?

Satellite Dish Installations – The Board reminded homeowners that dishes should be installed on the railing or within the confines of the balcony. They should also be removed if they are not in use. The Board asked the homeowners to report any unused satellite dishes.

Newsletter – The community will be receiving a newsletter with the topics discussed this evening.

Schedule Next Board Meeting Date – Wednesday, July 26, 2017 at 6:30 in the community clubhouse

Other – There were no other items brought before the Board.

X. **ADJOURNMENT**- On a motion duly made and seconded it was unanimously resolved to adjourn the meeting at 7:48pm

XI. **EXECUTIVE SESSION** (Discuss Delinquencies)

Respectfully submitted by Molly Ryan

Landscape Committee | Minutes

Meeting date | time 6/14/2017 2:30 PM | Meeting location Clubhouse

Type of meeting	Inaugural	Attendees
Facilitator	Heather:	Becky, Heather, Irini, Carol, Kimberly, Alice

AGENDA TOPICS

Time allotted | 15 minutes | Agenda topic Board Vision and Chair | Presenter Becky

Discussion:

Quorum was established. Becky described the board's desire to improve the landscape of the area and involve community members. Board members have been tracking down and providing remedy to sprinkler heads and drip lines. The Board is hoping for recommendations from the committee for improvements and specific projects to be implemented. Things that cannot be done with volunteer resources can be bid by the board. There is no specific budget for the committee this year, but recommendations can be given for next year's budget. There is money budgeted for landscaping that has been judiciously used.

Heather volunteered to chair the committee and there were no other volunteers.

Time allotted | 30 minutes | Agenda topic Introductions and personal objectives | Presenter Heather

Discussion:

Becky: living here for 1.5 years; goals – meeting people, less rock

Irini: recently moved here; goals - talk to landscapers about plants that thrive in our area , more greenery and less rocks, plant choices that do not have neonicotinoids (bee killing pesticides), be conscientious about pesticide use

Carol: living here 3 years; goals – be more informed from board on their landscaping activities, choose flowering plants- potted if necessary to make the community better, find way to allow residents more control of immediate common area space, get hands dirty

Alice: living her for 3 years; goals: meet people, be social, get hands dirty, make things prettier, take care of weeds

Kimberly: living here 5 years; get rid of weeds in shrubs, sick of rock, find ways to get greenery and flowers

Heather: lived 3 years; establish a community garden, get hands dirty, replace ugly rock with prettier rock/mulch, prettier bushes, smart planting with water conservation & rabbit proof

Conclusion:

Overwhelmingly, the committee members expressed a desire to have a pleasant social group that will mitigate the ugliness of the rock by adding greenery and flowers to the landscape plan. Members expressed a desire to use the already paid for/budgeted services as well as getting their own hands dirty.

Time allotted | 30 minutes | Agenda topic Initial Project Brainstorm | Presenter Heather

Discussion:

Assessing Current Status of Buildings: Becky advised that city has strict watering requirements including zone based watering. Carol reported she took pictures of every building; she noticed that areas with healthier trees have healthier grass, there are lots of dead bushes and plants; Building one is in the best shape except one area that is barren; eight looks good but run off drain needs more rock; Building five six and seven has great grass on south, north side rock; Irini shared info about pesticides and experience with neighbors reporting grass had died and been replaced with rock without attempts to recover grass. Also, apparently a new tree will be planted in front of building 6. Kimberly described weeds growing up from bushes as well as rock areas.

Conclusion:

Each building will be photographed and assessed by a member of the committee. Assessments will be best case and the group will work backwards to prioritize and scale. Expert advise will be sought to inform the group about low maintenance plants that will thrive given the water and soil conditions. The committee will learn about the paid services provided by the landscaping committee and consider how to monitor. The committee will learn about the status of the water systems and especially where there are issues.

Action items	Person responsible	Deadline
Take pictures of building and upload to google drive	1 & 4 Heather, 3 Kimberley, 2 & 5 Carol, clubhouse & 6 Irini, 7 & 8 Becky	6/22
Make recommendations for improvements through google docs	Same	6/22
Arrange for landscaping presenter	Irini	open
Update from board on landscaping contract details, watering issues	Becky	6/22

Time allotted | 15 minutes | Agenda topic *Open Air/Parking Lot* | Presenter *Free for All*

Discussion:

Heather has created a gmail address: BFHOALandscape@gmail.com. She provided the password to the committee members present and will be emailing all from the email box so that they can access the drive account and google docs. Signup genius will be used in the event the committee needs a way for people to volunteer time.

Action items	Person responsible	Deadline
Upload minutes and invite committee members to google drive	Heather	6/14/2017 12:00 AM

| Agenda topic *Future Meetings and Adjournment* | Presenter *Heather*

Discussion:

A work group will meet June 22 Thursday/ 6Pm to review assessments and landscaping contract
 Next committee meeting pending guest speaker availability, preferably evening
 Meeting Adjourned 3:45 PM