

Cinnamon Village I Homeowners Association
Board Meeting Minutes
Tuesday, July 18, 2017, 6:30 PM
Grace Church
19001 E Jefferson Dr Aurora CO 80013

Meeting was called to order by HOA President, Branden Crockett at 6:32 PM on July 17, 2017

Board members in attendance:

Branden Crockett - President

Camille Kemp – Vice President

Cyndi Roberts – Secretary/Treasurer

Yvonne Vigil – Board Member-at-Large

Katt Kemp – Board Member-at-Large

- I. The Agenda was reviewed and approved by the Board
- II. Special Guests: None
- III. Minutes from June's meeting – notes have been misplaced. If Katt and Camille Kemp locate them and we can review and approve in August's meeting.
- IV. Financials – June 2017 – A motion to approve the financials for June was approved by Cyndi Roberts and Yvonne Vigil 2nd the motion.
- V. Homeowner Forum
 1. Derwood Clarke asked about the chimney repair. The Board will be discussing this in their next work session.
 2. Loretta Vasquez-Chan let us know she had cracks in the ceiling of her home. This was determined that the homeowner owns repairs as this is the foundation settling that is causing the cracks.
 3. Jayne Wilson asked about the dead grass on the property. We let her know a new Landscaping company, JBK, has started and will begin an inspection of the irrigation system.
 4. Jayne Wilson asked about the dead trees in the neighborhood. The Board will discuss this issue in their next work session.
 5. Jennifer Stone brought up an issue with the wooden sidewalk. She has witnessed a few people tripping and almost falling on this sidewalk. Per Cyndi Roberts, the walkway was repaired a few months ago, but Dan Anderson and Cyndi will look at the sidewalk after the meeting to assess the issue. The results will be brought up to the Board in the coming weeks.
 6. Jayne Wilson asked when the houses would be painted. The Board will be discussing this at the next work session.
- VI. Committee Reports
 1. Strong Hold was contracted in June to complete the fence repair. It will be completed in July.
- VII. Manager's Report – Completed Items / Open Pending Items / New Business Items
 1. Completed Items - Dan Anderson asked about any additional open repairs. Per the Board there are no other repairs pending.
 2. Retaining wall was completed in June by Strong Hold.

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3. Dan Anderson, Property Manager for Cinnamon Village I, gave an intro on what to expect from Metro Property Management Inc.
4. If we would like a web site set up for Cinnamon Village I, the Board would have to approve an additional \$50 fee. This web site would include access to our financials, minutes from the meeting, meeting notices, etc.

VIII. Unfinished Business

1. Records Hand Off from previous Manager – Cyndi Roberts provided a flash drive that had the last 6 months of records. The information included, but is not limited to, contracts with vendors, house painting information, mailings that were sent to homeowners, email addresses for homeowners, map of CV.
2. Also being provided by Cyndi Roberts is two boxes of records which include check receipts, banking information, meeting notes from previous years past, Contracts with vendors, collection letters, payment agreement letters, unused envelopes and unused paper purchased by the HOA.
3. House Paint Agreement – Board will discuss in their next work session.
4. Rules and Regulations Revision WIP – These will be reviewed at the next work session.
5. Metro and JBK will have a meeting on July 31, to review plans for the community
6. BBQ was held on June 24, 2017, and those attended thought it was a success.

IX. New Business

1. Ratify JBK Landscaping LLC 2017 Maintenance Agreement – Board had approved the new landscaping company via email. The contract was signed by the President, Branden Crockett. Check was will be paid for community clean up by JBK beginning immediately.
2. Schedule next Work Session: The next work session is scheduled for Wednesday, August 2, and will be held at Metro Property location in Aurora. Only Metro and Board members attend.
3. Board Orientation Meeting to be held Wednesday, September 13. Metro and Board to attend.
4. Next Board Meeting – Tuesday, August 15, 2017 @ 7:00 PM at Grace Church
5. Loretta Vasquez-Chan brought up the time of the meetings. She feels that 6:30 may be too early and have we considered a new time. A motion was made by Camille Kemp and 2nd by Katt Kemp to change the meeting to 7:00 PM. This motion was approved. Meetings will begin at the August 15, meeting.
6. Homeowners will receive a letter providing them their beginning balance and ways to pay their assessment. This letter is expected to go out the last week of July.

- X. Adjournment – The meeting was adjourned at 6:42 PM and homeowners were excused