

Cinnamon Village I Homeowners Association  
Board Meeting Minutes  
Tuesday, February 20, 2018 @ 7:00 PM  
Grace Church  
19001 E Jefferson Dr Aurora CO 80013

Meeting was called to order by HOA VP, Camille Kemp, at 7:00 PM.

Board members in attendance:

Camille Kemp – Vice President  
Cyndi Roberts – Secretary/Treasurer  
Tamara O’Bryan – Board Member-at-Large  
Katt Kemp – Board Member-at-Large

Not in attendance:

Branden Crockett

In attendance: Metro Property Management, Dan Anderson HOA Community Manager

- I. The Agenda for this meeting was reviewed and approved by the Board. No conflicts of interest were reported. Camille approved and was 2<sup>nd</sup> by Katt Kemp.
- II. Special Guests: None
- III. There was no meeting in December 2018. Minutes from January 16, 2018 meeting was approved by Camille Kemp and 2<sup>nd</sup> by Katt Kemp.
- IV. Financials – January 2018 – Dan Anderson provided detailed information on handout that included a list of the financials. A motion to approve the January financials was made by Camille Kemp and 2<sup>nd</sup> by Tamara O’Bryan.
- V. Homeowner Forum – The items below were noted by Metro Property Management representative.
  1. During the last snow, the salt was not distributed evenly. It was poured in blotches. Dan will speak with the contractor.
  2. 3764 – The outside light near the home is out. Service will be scheduled.
  3. Animal Control – 3710 and 3767. Homeowners are not picking up after their dog. A letter will be sent to the homeowners.
  4. Lights are still out on the property. There may be a need to replace the breakers on the lamp posts.
- VI. Committee Reports
  1. None

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VII. Items to be Ratified

1. Strong Hold Projects – Time and Materials. Contractor took care of some safety issues and preventive maintenance. Light pole was repaired, dumpsters had to be cleaned due to excessive trash and other items, asphalt hole filled, ice melt buckets hung at dumpster and mailbox area, asphalt installed around two city water metal access covers. Replaced some minor needed siding. Cyndi approved and Camille 2<sup>nd</sup> the motion.

VIII. Manager's Report – Completed Items / Open Pending Items / New Business Items

1. Received and resolved homeowner calls
2. Met with Strong Hold contractor
3. Asked for proposals for landscaping
4. Maintains loss/run report
5. Orange tag cars parked on the property
6. Filed damage claim with Xcel for damage done on property. Xcel gas leak at 3704. Issue caused cosmetic ground surface damaged. Xcel repaired the gas lead but need to repair the damage. 150 sq ft of damage.
7. Checked water leak near 3690. Water department confirmed there is no underground water leak.

IX. Unfinished Business

1. Collection Policy revision completed. Camille made a motion to put this policy into effect, Cyndi 2<sup>nd</sup> the motion to approve.
2. Insurance agent change and liability coverage, loss run report completed. Cinnamon Village I has been cancelled from the American Family policy. This will be cancelled as of June 2018.
3. Rules and regulations Revision – WIP
4. Strong Hold proposal to relocate the shed to the back of the property - WIP
5. Strong Hold proposal #10 – 2017 thru 2018 snow removal agreement
6. Hire a CPA to perform an HOA audit.

X. New Business

1. Two chimney caps must be replaced. Cannot be sealed.
2. Car with license plate EQL-977 received a 90 day variance at the Board's approval. The car will not run so they cannot get the emissions to get the plates renewed.
3. Motion to approve new landscape company called Parkside Landscape for \$9200. Motion was made by Cyndi and 2<sup>nd</sup> by Tamara. The contract was signed and April will begin the irrigation.

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4. 3751 Homeowners asked to have a large dumpster in their parking spot to get rid of renovation trash from their home. Shouldn't be longer than a weekend. Cyndi approved and it was 2<sup>nd</sup> by Camille to approve.
  5. Homeowners would like to see RESERVED stenciled on the parking lot cement parking block. Dan will look into ordering the stencil, Camille and Katt volunteered to do the painting.
- XI. Adjournment – Cyndi moved to adjourn the meeting and was 2<sup>nd</sup> by Camille. Meeting was adjourned at 8:00 PM.