

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

Meeting was called to order by HOA President, Branden Crockett @ 7:00 PM.

Board members in attendance:

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

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. Branden approved and was 2nd by Camille.
- II. Special Guests: None
- III. Minutes from February 20, 2018 meeting was approved by Camille Kemp and 2nd by Katt Kemp.
- IV. Financials – February 2018 – Dan Anderson provided detailed information on handout that included a list of the financials. A motion to approve the February financials was made by Branden and 2nd by Camille.
 Note: Question came up about Reserves. Dan commented that a good reserve to have is 50% of the annual income. For Cinnamon Village, that would be \$90,000. We currently have \$24,630.13.
- V. Homeowner Forum – The items below were noted by Metro Property Management representative.
 1. Dumpster need to be cleaned. Dan will ask the new landscaping company to clean the areas around the dumpster. It was requested that we hang cameras or install lock enclosures. This will be looked at in the future when the budget allows it.
 2. Snow – 3722 was missed. Strong Hold has been notified. There was concern that the snow was not removed in a timely manner. Our contractor has other properties that have a no tolerance requirement. This includes malls, store parking lots, etc. They receive first priority. *Per Aurora Policy-Snow and ice must be removed within 24 hours after a snowfall ends, and 48 hours after a snow emergency is declared by the city.* Strong Hold met this requirement. The company had 4 workers call out on the day of the snowstorm. He has acknowledged the issue. Metro has requested better snow removal.
 3. Some of the lights on the property are still not working. These posts will need to be replaced. An electrician is required and will be contacted to repair.
 4. Homeowners are still not picking up after their dogs. Letters went out to homeowners. Signs are not allowed on the property in homeowner’s yard so the

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Board agreed to put up signs with bags. Tamara will get five signs on order.

Branden made a motion to approve these signs/bags and Camille 2nd the motion.

5. New landscapers will provide the property with standard services. They will begin April 5 at \$10K a year.
6. The light by the dumpster in parking lot F needs a new light fixture. Dan will ask Strong Hold to change out the light.
7. Concern about some of the homeowners lawns being dirt. Due to the location of some of these lawns, the grass will not grow. It was suggested that we xeriscape these lawns due to pine needles are too much shade that will not allow the grass to grow. We could use a flat tile stone. The newsletter will ask for homeowners who are interested in joining a Landscaping Committee to help make these decisions.
8. Other committees needed, Covenant enforcement Committee and Architectural Committee.
9. There is a crack in the home of 3696. There is no action from the Board because this is not caused from the structure of the home.

VI. Committee Reports

1. None

VII. Items to be Ratified

1. Strong Hold Projects – Time and Materials. Contractor took care of some safety issues and preventive maintenance. Exterior lighting near the storage shed has been worked on several times, replacement is pending. Cyndi approved and Camille 2nd the motion.

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

1. Collection policy is posted on the web site and will be part of the newsletter.
2. Insurance – Dan is working with the broker, Henderson Insurance. Cinnamon Village will be covered once American Family drops us in June.

IX. Unfinished Business

1. Rules and regulations Revision – WIP
2. Insurance Agent Change & Liability Coverage, Loss Run Report. Received American Family Insurance Cancellation notices.
3. Strong Hold proposal to relocate the shed to the back of the property – WIP
4. Replacing three Chimney Caps (#3698, #3664, #3751) at a price of \$1010 each. Cyndi made a motion to approve and Branden 2nd the motion.
5. Hire a CPA to perform an HOA audit.
6. Newsletter – Cyndi has completed the newsletter and will have approved at the Executive Session.

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X. New Business

1. Branden made a motion to purchase "RESERVED" and "VISITOR" stencils to be used in the parking lot. 4" stencils will be ordered by Metro.
2. Beautification party – planned for May 19. Will be included in newsletter.
3. BBQ planned for June 9. Will be included in newsletter.
4. Next Board meeting will be Tuesday, April 17, 2018.

XI. Adjournment – Cyndi moved to adjourn the meeting and was 2nd by Branden. Meeting was adjourned at 7:58 PM.