

Cinnamon Village I Homeowners Association
Board Meeting Minutes
Tuesday, June 19, 2018 @ 7:00 PM
Grace Church
19001 E Jefferson Dr Aurora CO 80013

Meeting was called to order at 7:00 PM by Branden Crockett.

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. Dan added two items including discussion about Stronghold Contractors and Parkside Landscapers. No conflicts of interest were reported. Camille approved and was 2nd by Branden.
- II. Special Guests: None
- III. Minutes from May 15, 2018 were approved by Camille and 2nd by Branden.
- IV. Financials – June 2018 – Dan Anderson provided detailed information on handout that included a list of the financials. Dumpsters that are overflowing (piled higher than the dumpster’s lid, costs the HOA an additional \$100 per dumpster. Suggestion from homeowner to implement a move in/out fee was moved to New Business as an agenda item. A motion to approve the March financials was made by Camille and 2nd by Tamara.
- V. Homeowner Forum – The items below were noted by Metro Property Management representative.
 1. Landscaping concerns. Pinecones are not getting picked up. HO asked if this was something the landscaping company should be doing? Dan will contact Parkside. Also, complaints about the riding lawnmower is being used over dead grass. The use of a push mower has been suggested. Dan will add this to his list to discuss with Parkside.
 2. Gutter cleaning – Concerns about the gutters being clogged. There is currently a proposal in place that the Board will review.
 3. Sprinklers – All zones have been turned on. If you have an area that is not getting watered, please contact Metro Property.
 4. Architectural Committee: Mike Colbert and Jayne Wilson have agreed to be on the committee to look at ways of improving the landscaping areas, especially the areas that are not growing.
 5. Fireworks are all ban in Aurora.
 6. Parking suggestions – Can we move forward with a window placard? Will be decided based on the cost and budget available.

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7. Re-stripping the parking lot. Can Stronghold re-strip parking spaces? Will be decided based on the cost and budget available.

VI. Committee Reports

1. ARC Requests:

- Approved 3770 to have an A/C unit as long as it remained in the backyard and out of view.
- Approved 3701 to install a front door handrail
- Social events: Beautification party on May 19, had to be delayed due to cold and snowy weather. Branden and Cyndi planted the flowers the next day when the weather cleared up.
- Social events: BBQ Party – June 9, was a success. Approximately 25 homeowners and board members came to the party. The newsletter included information about the party and there was a sign at the mailboxes. Would a letter attached to everybody's door get more people to come? May want to discuss for next year's BBQ.

- VII. Items to be ratified – Farmers Insurance Coverage plus all Coverage Policies, Switch from American Family to the Henderson Agency. Insurance letter from Henderson was mailed out but many homeowners may have thought it was junk mail. Dan will email those people who were at the meeting but did not receive a copy. He will also add it to the HOA Cinnamon Village I website. A motion to accept the policies by Henderson was approved by Branden and 2nd by Katt.

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

1. Due to time limitations, we did not list all items being done by the Property Management Company. Basic accounting including accounts payable, account receivable. Updated website, managed phone calls.

IX. Unfinished Business

1. Rules and Regulations and Policy have been incorporated and added to the HOA website.
2. Seeking a CPA to perform an HOA Audit. Currently awaiting three proposals.
3. 3696 Front Yard ground leveling corrections requested. Dan will have Parkside make a proposal on how to level the property.
4. Form a Covenant Enforcement Committee – We have a HO that has agreed to be on this committee. He will report back to Dan with the issues in the neighborhood and will have Dan handle these by notifying the homeowner of the violation.

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X. New Business

1. Cyndi Roberts has sent in her resignation and will be vacating the position of Secretary/Treasurer at the end of July. This leaves a vacancy on the Board that needs to be filled.
2. Cyndi made a motion to approve a new Move-in/out fee of \$300. Katt 2nd the motion. This will be included in the status letter when someone buys a new home on S. Danube Cir. When it comes to renters, if there is someone moving in/out, there is a \$300 fee that will be assessed to the homeowner of the property. Board members, neighbors and landlords need to make Dan aware when there is someone vacating so the \$300 fee can be added to the homeowners property for collection.
3. Stronghold sent in a proposal to clean the gutters. \$35/hour at approximately 40 hours. Cyndi made a motion to approve this proposal, Katt 2nd the motion.
4. Irrigation-Parkside figured out that the reason some of the sprinkler heads are not popping are due to the water pressure in the community. Solution is to replace heads to lower pressure nozzles. The cost is \$500 per zone, the community has 12 zones. The Board agreed to have one zone switched out to see if it would make a difference. Camille made a motion to complete one zone and Tamara 2nd the motion.
In the meantime, Homeowners can feed and water areas that are not getting enough water from their own water tap if they want to keep those areas green.
5. 3758 sounds like the chimney is leaking into the fireplace. Dan will have Stronghold look at repairing the chimney.
6. Next Board Meeting – July 17, 2018 @ 7:00 pm.

XI. Adjournment – Cyndi moved to adjourn the meeting and was 2nd by Branden. Meeting was adjourned at 8:32 PM.