

**SHADOW CREEK HOMEOWNERS ASSOCIATION  
MINUTES OF BOARD MEETING**

**Thursday, April 28, 2016, 6:30PM**  
Saddle Rock South Clubhouse  
6800 S Liverpool St, Aurora CO 80016

**I. ESTABLISH A QUORUM** (three of five directors needed)

Quorum established: Mike Melcher, President; Patty Hogan, Vice President; Harriet Holland, Secretary; Ray Blazak, Treasurer; Dave Van Etten, Member-at-Large.

The meeting of the Board was called to order at 6:30PM. In attendance were 5 homeowners and Dan Anderson II, Community Manager representing Metro Property Management.

**II. SPECIAL GUESTS: none**

**III. APPROVAL OF AGENDA; DISCLOSURE OF CONFLICTS OF INTEREST**

- A. The Board unanimously approved the Agenda.
- B. No conflicts of interest relative to agenda items were reported.

**IV. HOMEOWNER FORUM**

- A. D. Grant (22455) asked when his sunken and spalled walkways and driveways are going to be repaired and/or replaced. Melcher replied that there will be a concrete walk-through as soon as weather permits and Board member/management schedules can be coordinated. In prior years, the HOA has addressed safety issues first in order to stay within the budget. There is \$4500 in the concrete maintenance budget for 2016. Grant also observed that turf was torn up by Summit Services; Melcher said that Summit will be replacing any damaged turf that doesn't survive after having been put back in place.
- B. F. Claassen (22425) observed that the base of the steps for new construction is right at the exit of his drainspout. Melcher and Anderson will look and discuss rerouting drainage with the builder. It was noted that Amber Homes, the prior builder, was lax in maintaining property lines when installing drainage pipes and lines.
- C. M. Melcher noticed two drainage lines coming out of one of the new properties, literally spouting water towards the greenbelt adjoining our property.
- D. C. Kurtz (22322) noticed a bush pulled out of the ground; Mitch (Summit Services) will look at it.
- E. At February's meeting with SRD, we discussed Saddle Rock South Master Design Guidelines with respect to garage and porch lights (photosensor without an on/off switch). Need to find out status at upcoming meeting.

**V. MINUTES OF PRIOR MEETING**

Minutes of the March 24, 2016 meeting were unanimously approved by the Board.

## **VI. FINANCIALS**

- A.** Financials for March were not approved pending review by Dan Anderson of the Community Activities line item numbers.
- B.** Van Etten discussed with Anderson the accounting method being used for Assessment Income and Reserve Income. Anderson explained that the method used was standard and approved by our CPA; it would be explained more fully at Board member training.

## **VII. COMMITTEE REPORTS**

- A.** Social Committee: none
- B.** ARC Committee: none

## **VIII. VENDOR'S REPORT**

- A.** Turf pulled out by Summit Services' truck-mounted snow plow was put back in. If it doesn't grow, Summit Services replace the damaged turf at no charge.
- B.** Summit Services also will make all irrigation repairs when testing the irrigation system, and will not charge for damage caused by the snow plow or snow shovellers.
- C.** Generic monthly written update was included.

## **IX. STREET REPORT**

- A.** Saddle Rock Duplexes estimates \$9,000 to repair the damaged asphalt areas that their construction vehicles have caused. They have asked the HOA to help with the expenses, even though they previously agreed to take responsibility. The Board voted NO. The HOA spent over \$31,000 in 2014 to bring the private roads up to code in order to turn them over to City of Aurora. Road damage by Saddle Rock Duplexes began immediately when their heavy construction vehicles came onto Shadow Creek property.
- B.** While looking over a Shadow Creek Plat, Melcher found a parking parcel that does not exist, but for which Shadow Creek HOA has been taxed over the years; he will investigate.
- C.** Melcher reported that City of Aurora Public Works had cored out, implanted survey markers ("monuments") and backfilled with asphalt approximately 41 survey points described in the original plat to assist the HOA in complying with requirements for turning our private roads over to City of Aurora.

Originally, City of Aurora requested that Shadow Creek HOA foot the bill (about \$40,000) for the monumentation work. Mike Melcher opened communication with City Councilman Bob Broome over a two-year period, and pressure was brought to bear because Shadow Creek residents had been paying full taxes for public road works, yet receiving no road repair or maintenance services from City of Aurora. Because of Melcher's efforts, the monumentation work was performed at no charge to Shadow Creek. [Thank You Mike!]

- D.** Melcher presented Anderson with the signed and notarized Quit Claim Deed (provided by City of Aurora) which will officially dedicate Shadow Creek's private roads to City of Aurora. This will relieve Shadow Creek HOA of the monetary burden of repairing and maintaining E. Plymouth Circle, E. Plymouth Place, and E. Portland Place as private roads. The HOA will continue to be responsible for designated parking areas. It is estimated that

private road maintenance and repair has been 30% to 40% of reserve costs. The Board will order a new Reserve Study to "reset" reserve requirements.

#### **X. MANAGER'S REPORT: ITEMS COMPLETED**

- A. Day-to-day monthly activities such as processing accounts receivable, preparing payables, reviewing aging report, sending delinquent communication as appropriate. No communication with collection attorney needed at this time.
- B. Corresponded with vendors, Saddle Rock Duplexes, the Board and homeowners, as needed.
- C. Met onsite with vendors (Summit Services, Arapahoe County Security, and HPS) and received summertime project proposals from them. Directed Summit Services to rake out, fertilize, and seed vole-affected areas throughout the property.
- D. As discussed with the Board, due to increased work hours required by the new Saddle Rock Duplex homes joining the HOA, the Summit Services Landscape Agreement may need to be amended. As directed by the Board, Anderson has been in contact with Summit Services to discuss the situation. They have confirmed that no additional fees will be charged for the 2016 season and Agreement modifications are not needed. Thank You Summit Services.
- E. Confirmed through Page Specialty that damage from the most recent round of mailbox break-ins has been repaired.
- F. Affixed a 72-hour Tow Warning to a blue Chevy Cavalier parked in a Visitors parking space located near 22304 EPC. It had no license plates and a shattered windshield. Returned the following day to find that the car was parked in the driveway at 22304 EPC. Have been advised by members of the Board that both the offending vehicle and its owner have left the community.
- G. Handed off many miscellaneous exterior maintenance projects reported by homeowners to Melcher. As in the past, the list of repairs will grow as the weather warms up and issues surface.
- H. No homes have sold since our last meeting.

#### **XI. UNFINISHED BUSINESS**

- A. Cost for governing document review: bid requested from Vial Fotheringham. Main concern is to obtain, in writing, the responsibilities of the HOA and the Homeowners. The proposal was \$1,400 for a simple opinion plus \$400 for a written resolution. Approved by the Board.
- B. A second display case for the mailbox kiosk is needed. Holland provided dimensions of the existing display case along with other requested information. Anderson researched additional manufacturers and pricing. Ordered one new display case as approved by the Board.
- C. There has been no Snow Removal Equipment Modification information or correspondence provided by Summit Services, even after several written requests from Molly Ryan (owner of Metro Property Management) to the owner of Summit Services. Board is withholding payment of February and March invoices until Summit Services answers our questions and works with us to negotiate fair discounts. Holland suggested a 50%

discount on each invoice based on the very poor service received in February and March as documented in homeowner email complaints and as witnessed by the entire community.

- D.** As discussed and agreed to, it is Anderson's recommendation to form a new Snow Removal Committee to evaluate next season's approach to the ongoing lack of attentive communication. He has asked a few homeowners to sit on the Committee and has had acceptable responses so far. Will continue the process of forming this Committee. Melcher, Blazak, and Van Etten have agreed to be on the committee as well.
- E.** Exterior 2016 paint phase proposals will be requested once Anderson presents materials for evaluation.
- F.** The Board has advised that the irrigation system has been tested and charged. The pond pumps are stored in Skramstad's garage (22488). Anderson will notify CEM Lake in order to get the pond feature up and running (sometime in May if the snow ever stops).
- G.** Board Member HOA training: Board members were asked to email Anderson all dates on Mondays and Tuesdays in May that they are available; he will coordinate a schedule for training.
- H.** Concrete and window well onsite walk-through has been scheduled for Monday, May 16, at 9:30AM.
- I.** Anderson and Melcher will confirm that the exterior rear capstone located at 22317 needs to be replaced this year.
- J.** Anderson and Melcher will determine if an outside contractor needs to address exterior drainage issues occurring at the doorway entry sidewall area at 22397.
- K.** MAXX Auto Recovery contract was approved and signed. Anderson will forward to vendor, then MAXX will install their signage.
- L.** Certain incoming mailboxes and the outgoing mailbox located in the mailbox kiosk have been broken into several times. The Board is considering replacing them with a more secure system.
  - 1. Anderson provided a couple of mailbox catalogs suggested by Page Specialty.
  - 2. Board reviewed bids for different options for replacement mailboxes:
    - Retro-fit kiosk with new mailboxes: Page Specialty \$5,500 for mailboxes plus HPS \$4,400 for installation
    - Remote pedestals around neighborhood (similar to Star Pass community): Page Specialty \$6,500 plus HPS \$5,800 installation per structure
  - 3. Board reviewed estimates for a proposed security system from Arapahoe County Security:
    - Standalone camera basic system, including installation \$2,500
    - Four-channel real-time live system, including installation \$4,200

Board may delay making a decision about installing a security system pending installation of the new, stronger mailboxes to see whether they thwart future attempts at break-ins.

4. Melcher requested that Anderson research whether we can purchase mailboxes at a lower markup than charged by Page Specialty, perhaps from HPS.
  5. Melcher requested that Anderson research whether HPS is certified by the USPS to perform repairs and installations.
- M.** Received Summit Services landscaping proposals for work to be performed this season throughout the property. All estimates were unanimously approved by the Board:
1. Estimate #2647 for \$2,482.51 to replace dead and damaged shrubs, trees, etc.
  2. Estimate #2671 for \$4,823 to continue the replacement of wood mulch with ¾-inch Mountain Granite at specified locations. Locations chosen by the Board were the most conspicuous. Board hopes to complete the project in 2017.
  3. Estimate #2647 for \$168 for deep root feeding of evergreens on kiosk-side of entry road.

## **XII. NEW BUSINESS**

- A.** Received a call and documentation from a realtor regarding a home for sale at 22446. According to the Inspection Report, there is a loose electrical box mounted to a temporary service pole in the front yard which may be a safety hazard. The Report calls for a repair. The realtor called to confirm that this was the HOA's property and responsibility. Anderson confirmed that the HOA is responsible and let her know that repairs would not be completed in time for the scheduled closing of April 29, 2016. Melcher will secure the installation.
- B.** See **Item IX. STREET REPORT** for details.
- C.** Next Board Meeting is scheduled for May 26, 2016 at the Saddle Rock South Clubhouse beginning at 6:30PM.

## **XIII. ADJOURNMENT**

The meeting was adjourned to Executive Session at 7:50PM.

- XIV. EXECUTIVE SESSION** (to discuss delinquencies, violations legal counsel) commenced when the regular session meeting adjourned. Homeowners were excused from the room by the Chair.

Respectfully submitted,

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Harriet Holland  
Secretary