

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

**Thursday, May 26, 2016, 6:30PM  
Saddle Rock South Clubhouse  
6800 S Liverpool St, Aurora CO 80016**

**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, was not present.

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

**I. 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.

**II. SPECIAL GUESTS: none**

**III. HOMEOWNER FORUM**

- A. Candidate for Xeriscaping is a corner of 22405 (Mayers).
- B. No weed control was done at 22355 (Holland), with very large weeds growing in window wells. Although the wells are covered with open grates, a spray wand would easily fit through.
- C. Chris Hogan reported that the turf damaged in four or five spots by Summit Services snowplows is not coming back and needs to be resodded as soon as possible. Anderson reassured him that Summit will do the work.
- D. Homeowners at 22455 (Grant) and 22446 (Johns) report turf destroyed by dogs of a prior homeowner. This will be handled by Summit Services after additional review by Board.
- E. Melcher reviewed Saddle Rock South Master regulations regarding the basic design of a fence as having to match the white open railings of the perimeter fence around the golf course.

**IV. MINUTES OF PRIOR MEETING**

Minutes of the April 28, 2016 meeting were unanimously approved by the Board.

**V. FINANCIALS**

- A. Financials for March and April were approved pending audit.

**VI. COMMITTEE REPORTS**

- A. Social Committee: nothing scheduled for April, May, or June due to other priorities. The July cookout will be organized as time permits.

- B. ARC Committee: 22344 requested two new trees and additional landscaping, as reviewed by Mitch of Summit Services; homeowner bears all expense; 4 members Approved, 1 Abstained. Same homeowners requested a privacy fence, also at the homeowner's expense; 4 members Denied, 1 Abstained.

## **VII. VENDOR'S REPORT**

- A. Summit Services will repair turf damaged during snow plowing. They also will make all irrigation repairs when testing the irrigation system. Damage caused by snow removal will be corrected and funded by Summit Services.
- B. Generic monthly written update was included. Weekly maintenance will be on Wednesdays this season.

## **VIII. STREET REPORT BY MIKE MELCHER**

- A. Last month, 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.
- B. Water drainage from the sump pump at 22344 needs to be rerouted. Melcher also had to move the pipe back from the curb to prevent future snowplow damage.

## **IX. MANAGER'S REPORT**

### **A. ITEMS COMPLETED**

1. 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.
2. Corresponded with vendors, Saddle Rock Duplexes, the Board and homeowners, as needed.
3. Met onsite with vendors (Summit Services) as needed. Received summertime project proposals from several vendors.
4. Attended a meeting on May 5 with Saddle Rock Duplexes and four Board members for a construction update.
5. On May 16 met onsite with three Board Members and conducted a concrete walk-through. Window wells and other items also were noted and discussed for action if needed.
6. Confirmed through CEM Lake that the water feature has been activated for the season.
7. It was reported that homeowners at 22495 and 22321 were parking vehicles in Visitor Parking Areas. Spoke with them by phone. Mike Gourley said he would relocate the vehicle into his driveway. Kevin Gourley claimed that he had been grandfathered in by the builder due to lack of driveway space. Since then, Kevin Gourley has moved and the vehicle will no longer be parked on the property.
8. MAXX Auto Recovery has posted signage around the neighborhood. Completed 10-day Written Notice which will be mailed out to homeowners as parking violation reports come in. If the owner of a vehicle parked in Visitor Parking is unknown, the vehicle will be ORANGE TAGGED and towed 72 hours after tagging if necessary.

9. Sold Homes since last meeting: 22446 (Johns).
10. No more rental letters will be sent to 22357 (Whitcraft) as the residence is not a rental.
11. Melcher has secured the loose electrical box to the service pole in the front yard of 22446.

#### **B. UNFINISHED BUSINESS**

1. Cost for governing document review: formal proposal was requested twice from Vial Fotheringham. Due to their lack of response, a bid also was requested from Mark Payne.
2. The Board is still researching mailbox replacements and installation, as well as a camera system. HPS has stated that no special permit is required for installation. They estimate 5 to 7 workdays to complete the project. Board needs to investigate advance notice to homeowners, and whether they can pickup their mail at the main Tower Road post office.
3. The second display case for the mailbox kiosk was approved by the Board in order to post additional homeowner information. Anderson ordered it this month; Melcher has volunteered to install. Holland will gather information for Board to review and approve before posting.
4. 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.
5. 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. Specifically, Board is disputing Invoice 13645 (\$6,412.50) and Invoice 13911 (\$6,236.25). The amounts charged for snow removal are excessive compared to Invoice 14081 (\$4,632.50). All three invoices are for heavy storms which each dropped about the same amount of snow.
6. Exterior 2016 paint phase proposals will be requested once Anderson presents materials for evaluation.
7. Concrete and window well onsite walk-through took place on Monday, May 16. Anderson is writing up Scope of Work for vendor proposals.
8. The scheduling of Board Member HOA training is in process, and we are trying to work around seasonal conflicts.

#### **X. NEW BUSINESS**

- A. Summit Services landscaping proposal #2721 dated 5/5/2016 was reviewed. Board approved 22321 (refresh 2"-4" cobble, \$45); 22322 (replace one Cheyenne Privet, \$42).

Not approved 22381 (reseed vole damaged areas \$175 and/or re-sod vole damaged areas \$440) although he can pay for it himself.

- B. American Family Insurance renewal – Holland will again check all property addresses listed in the renewal contract. The addresses have been consistently incorrect with very little feedback from Ella Washington's insurance agency. Renewal pricing is quoted at \$29,410 which includes the additional duplex that received Cert of Occupancy.
- C. Next Board Meeting is scheduled for July 28, 2016 at the Saddle Rock South Clubhouse beginning at 6:30PM. There is no meeting in June.

**XI. RECORD OF WORK SESSION OF MAY 5, 2016 *attached***

**XII. ADJOURNMENT**

The meeting was adjourned to Executive Session at 7:55PM.

- XIII. 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