

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

**Thursday, July 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, was out-of-town.

The meeting of the Board was called to order at 6:30PM. In attendance were 4 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. A couple of items were added as the meeting progressed.

B. No conflicts of interest relative to agenda items were reported.

IV. HOMEOWNER FORUM

A. Homeowners observed that the newly completed homes have no light sensors and their garage coach lights are not on at night. Although there are no regulations governing this, the Board will ask the new residents to leave their garage coach lights on, or perhaps have a sensor installed.

B. There is a dead tree by the foot bridge; it will be replaced in 2017.

C. Summit Services creates beauty bands at the base of trees so that the bark is not damaged by weed whackers used to edge the beds.

D. This year, because of the amount of rainfall, shrubs and bushes have grown faster than in any other year. However, the Board contracted with Summit Services for only two trimmings and did not budget for a third. Some homeowners are trimming their greenery manually.

E. Mike has emailed Russ of CEM Lake that the float valve is not adjusted correctly. The debris basket is full of construction debris from Richmond Homes. The left pump circuit breaker keeps tripping because there's not enough water. Russ scoured the pond last week and water ran clear but appears green again.

F. Homeowners expressed concern that certain areas are being water in the afternoon. Melcher explained that there are 3 control boxes for the whole property. Additional watering is required for new sod, so unfortunately existing properties are being watered as well, causing excess runoff. Summit is watering for shorter periods three times a day.

V. MINUTES OF PRIOR MEETING

Minutes of the May 26, 2016 meeting were unanimously approved by the Board.

VI. FINANCIALS

Financials for May and June were unanimously approved by the Board pending audit. Melcher discussed budget projections and actual expenditures for certain items.

VII. COMMITTEE REPORTS

- A. Social Committee:** Shadow Creek's annual Chillin' and Grillin' cookout was held on July 2, with 38 homeowners attending. Many thanks to Patty & Chris Hogan and Mike & Susan Melcher for hosting the event; to Mike & Susan for preparing the entrees; to Barry Rice for letting us use his driveway for seating and eating; to the homeowners for their wonderful appetizers, side dishes, and desserts.
- B. ARC Committee**
 - 1. 22344 (Santella): Board approved plantings approved at homeowner's expense.
 - 2. 22409 (Bowen): Board approved fence.
 - 3. 22435 (Dunbar): Board approved patio extension.
 - 4. 22371 (Rice): Board approved patio extension, rails, and gate.

VIII. VENDOR'S REPORT

- A. Summit Service's July Newsletter** on tree pruning, turf and fertilization.
- B. Summit Service's Summer Landscape Report** included work completed between June and July. In addition to routine services, August will include Round 2 of turf fertilization and weed control.

IX. MELCHER'S REPORT

Removed wasp nests; reinstalled bricks; replaced rotted deck planks and beams; researched drainage issues; pull weeds trimmed small trees; miscellaneous self-help projects; mounted the new second display case, cleaned up and painted parts of mailbox kiosk.

X. MANAGER'S REPORT: ITEMS COMPLETED

- A. Day-to-day monthly activities:** processed accounts receivable, prepared payables, reviewed aging report; sent communication on delinquencies as appropriate.
- B. Corresponded with vendors, Saddle Rock Duplexes, the Board, and homeowners** as needed. Met onsite with vendors (Summit Services, Atlas Concrete, HPS, Saddle Rock Duplexes) as needed. Received summer project proposals from several vendors as requested.
- C. Confirmed that work approved by Board on July 17 walk-through** was completed correctly by CrackerJack Mud Jacking.
- D. Confirmed that requested cleaning, etc., on the water feature** was performed properly by CEM Lake.
- E. Attended a Board Member Orientation Meeting and Work Session** held at MPM offices on May 24. Dave Van Etten was unable to attend due to travel.
- F. A new second display case arrived and was delivered.**

- G. Three homes have sold since the May Board meeting: 22371 (resale – Rice) for \$355,000; 22435 (new construction – Dunbar) for \$484,502; and 22393 (Langley – new construction) for \$422,937.

XI. PENDING ITEMS / UNFINISHED BUSINESS

- A. Proposal for general review of Shadow Creek's governing documents was received from Mark Payne and provided to the Board. Prep work is being done by Melcher at this time.
- B. As discussed and agreed to, Anderson recommended forming a new Snow Removal Committee to evaluate next season's approach to the ongoing lack of attentive service by Summit Services. He has asked several homeowners to sit on the Committee and has had acceptable response. He will provide the Committee with few company names in the industry.
- C. As requested, Anderson wrote a letter to Summit Services disputing Invoices #13645 for \$6,412.50 and #13911 for \$6,236.25. The amounts charged for snow removal were excessive compared to Invoice #14081 for \$4,632.50. All three invoices were for storms which each dropped about the same amount of heavy snow.

A Summit Services reply letter was received and forwarded to the Board for review and comment. No reduction was offered. The Board rejected the letter and then directed Anderson to draft a second letter, which was done. This letter pointed out a few discussion points which were restated in a different manner.

A new follow-up Summit Services reply letter was received and forwarded to the Board offering a 5% reduction. Although the subject needs to be discussed, old payment checks have now been voided and new checks have been cut reflecting the 5% reduction.

Claassen recommended a snow removal company he is familiar with.

Anderson was told that Summit Services is scaling back their snow services; difficult to find qualified subcontractors.

- D. Completed onsite window well walk-through. Need to return to conduct a follow-up visit designed to prioritize the worst of the worst. Once ready, Anderson will seek bids for replacement window wells from known vendors who do this type of work.
- E. Several projects are pending that need to be refreshed with HPS: 22321 (Gourley) retaining wall cap and garage ceiling water leak stain; 22397 (Johnson) corrective roof and sidewall issues/estimate cost reduction; 22469 (Van Etten) onsite roof evaluation due to attic invasion by raccoons.
- F. Anderson request six bids for this year's exterior paint phase and has received four. Progress has been somewhat delayed due to the nature of the industry and time of year. Need proposal to specify painting trim only or entire unit.
- G. The Board discussed landscaping the HOA-owned property at the back of and between 22369 and 22375. Until construction was completed in this cul-de-sac, the area had been left empty and not landscaped. Construction has now been completed.
- H. Onsite concrete walk-through was completed. Due to the nature of concrete issues throughout the property, the approved "Scope of Work" was awarded to CrackJack Mud Jacking, who has completed their part of the project. The approved removal and replacement project by Atlas Concrete is slated for late August depending on weather.

Confirmed scheduling communication will be provided. Board has also approved the removal of two lower steps located along the driveway at 22375 at the homeowner's request (safety issue).

- I. Mailboxes have been broken into several times. The Board is considering replacing them with better quality mailboxes and possibly a security system.

The Board received a proposal for two different security systems from Arapahoe Security. The surveillance approach was discussed by the Board, but not approved.

Page Specialty provided a \$5,479 quote plus freight for replacement mailboxes only. On-Line Mailboxes.com provided a \$6,100 quote plus freight for the same mailboxes.

HPS bid \$4,380 to uninstall and reinstall the new mailboxes which includes all kiosk cosmetic work. HPS will not provide the mailboxes because they work exclusively with Page Specialty as a subcontractor. HPS confirmed that Page Specialty deals directly with all postal regulations and postal communication.

It is estimated that postal delivery to homeowners would be delayed one week during this project.

The Board discussed costs for this project in view of the huge overage on the budget for snow removal. Further discussion is required.

XII. NEW BUSINESS

- A. Summit Services proposals requested for miscellaneous items.
- B. The Board discussed and approved the application of weed control for Crabgrass by Summit Services (additional \$325) at the same time they do broadleaf weed control under our contract.
- C. Next Board Meeting is scheduled for August 25, 2016 at Saddle Rock South Clubhouse beginning at 6:30PM.

XIII. ADJOURNMENT

The meeting was adjourned to Executive Session at 8:15PM.

- 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,

Harriet Holland
Secretary