

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

**Thursday, August 25, 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 out-of-town.

The meeting of the Board was called to order at 6:30PM. In attendance were 7 homeowners 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, with one item added.
- B. No conflicts of interest relative to agenda items were reported.

**II. SPECIAL GUESTS:** none

**III. HOMEOWNER FORUM**

- A. Homeowners at 22435 (1) paid for additional landscaping (ARC-approved). Summit Services offered to plant, tie into drip system, and bill them. Summit could not find a drip system near where the landscaping was put in; they say the zone was abandoned, we need clarification. Melcher says a large irrigation line runs along the side of the sidewalk, find out from Summit what it would cost to connect – may need to trench. Anderson will ask Summit for a bid. (2) Homeowners have a list of issues, both interior and exterior, for Saddle Rock Duplexes (SRD) to correct within the warranty period. Anderson will send suggestions to homeowners for their letter to SRD. (3) The lot continues to have serious drainage problems. Melcher questioned how the lot passed inspection, suggested asking City of Aurora to come back to check the water pooling in the center instead of draining; perhaps ask SRD to produce evidence of city approval. It is believe a French drain needs to be installed to provide proper drainage.
- B. A question was raised about fireworks being set off in the community and whether there was a police presence. Melcher responded that there was no regular police presence or private security in the community, but if the homeowners wanted to, they could call the Arapahoe County Sheriff's non-emergency number and file a complaint.
- C. Hogan requested that Anderson ask SRD if they could turn on the garage coach lights for all of the new homes (possibly install sensors like the rest of the community).
- D. Discussion about snow removal: Melcher reports that HOAs similar to ours, such as The Cottages and Turnberry, do their own snow removal. The City of Aurora plows streets only for school bus access. There is no snow removal by Saddle Rock South or Master.

**IV. MINUTES OF PRIOR MEETING**

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

## **V. FINANCIALS**

Financials for July were unanimously approved by the Board pending audit. Melcher discussed budget projections and actual expenditures for certain items. Anderson will check on account 07600-000 to find out what the miscellaneous amount is for.

Melcher also explained that the Board, erring on the side of caution, did not budget for any additional revenue based on new home sales. Reserve contributions could be generated in the amount of \$6,000 (\$500 for each of 12 homes sold) by year's end. Dues assessments would amount to \$260 per month per home beginning with the receipt by the builder of a Certificate of Occupancy.

## **VI. COMMITTEE REPORTS**

- A. Social Committee: The August 15<sup>th</sup> luncheon at the Parkway Bar & Grill was attended by 19 homeowners; as always, the food and service were tops.
- B. ARC Committee
  - 1. The homeowner at 22397 suspended the new concrete request.
  - 2. The ARC approved Saddle Rock Duplexes (SRD) requested footprint layout modification for Lots 3 and 4 (22431 and 22441 E Portland Place). Both garages will now be front load due to garage access concerns. SRD will be responsible for paying for and relocating all utilities (electrical, cable, phone).

## **VII. VENDOR REPORT**

Summit Service's August newsletter was received.

## **VIII. MIKE MELCHER'S NEIGHBORHOOD PROJECTS REPORT**

- A. Water Feature: left pump keeps shutting down, circuit breaker trips every day possibly due to pump overheating. Russ from CEM Lake will check. Russ also was requested to remove debris that he neglected to remove at the beginning of the season, and that was completed.
- B. Homeowner at 22409 has a gap in the landscaping and is considering a choice of replacements.
- C. Governing document review is pending.
- D. Repaired three decks. We now have a supply of deck boards that match older decks from a homeowner who had his deck rebuilt, with ARC approval (thank you B.R.).
- E. Diagnosed and repaired several drainage systems.
- F. Repaired minor concrete cracks in steps and patios.
- G. Destroyed additional wasp nests around the community.

## **IX. 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. 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 and Saddle Rock Duplexes) as needed. Received summer project proposals from several vendors as requested.
- D. Completed a follow-up walk through to evaluate rusted window wells.
- E. Attended a Work Session held on August 9<sup>th</sup> at Holland's home. Van Etten was unable to attend due to travel.
- F. Confirmed that Summit Services sprayed weed killer inside of window wells and, as requested, removed a pine tree located behind and between 22355 and 22359.
- G. No homes have sold since the July Board meeting, but Anderson has Land Title paperwork in hand for 22365, with closing scheduled for August 25<sup>th</sup>. At the time of this report, no Certificate of Occupancy has been received. The required HOA paperwork will not be provided to Land Title until the Certificate becomes available.

#### **X. PENDING ITEMS / UNFINISHED BUSINESS**

- A. As recommended by Anderson, discussed and agreed to by the Board, a new Snow Removal Committee has been formed to evaluate next season's approach to the ongoing lack of attentive service by Summit Services. Anderson has asked several homeowners to sit on the Committee and has had acceptable response. He has provided to Melcher a list of potential snow removal/landscape companies as well as a list of homeowners who may want to be part of the Evaluation Committee.
- B. Completed onsite window well walk-through earlier this year. Returned to once again evaluate known rust issues; it appears there are no safety issues, only cosmetic. The worst of the known locations is one window well at 22363, closely followed by one well at 22446. Next in line with heavy rust is one well at 22333. Wells at 22337, 22331, and 22479 also have noticeable rust. Homeowner at 22469 reported one rusting window well, but Anderson was unable to make a visual inspection because all wells at this location are secured with plastic covers. Anderson is seeking bids for replacement window wells from known vendors.
- C. Several pending items/projects that need to be refreshed with HPS: 22321 retaining wall cap; 22397 corrective roof and sidewall issues/estimate cost reduction; 22469 onsite roof evaluation due to attic invasion by raccoons; 22499 garage ceiling water leak stain.
- D. During our Work Session, many open project items were discussed. Once distilled down, three topics remained: (1) Proposed exterior phase painting, estimated at about \$20,000; (2) Proposed mailbox replacement project, estimated at about \$11,000; and (3) Proposed Landscaping Project, estimated at \$5,000–\$15,000, near the detention pond, basically behind new construction at 22369 E. Plymouth Place.

It was determined that only one of the three projects could be funded based on the 2016 approved budget. Through Board discussion and debate, completing the 2016 Paint Phase Project on five duplex units (10 homes) surfaced as the number one priority. This includes painting all surfaces including the stucco body of the homes.

Out of five bids, Vivax Pros and Platinum Coatings were very close in price. The Board asked Anderson whether either would consider a price reduction if the HOA committed to a two-year contract for five duplex units. Vivax Pros offered a 7% reduction in price,

which was very close to Platinum Coating's proposal which remained unchanged. The Board voted and approved the Vivax Pros proposal with an Addendum to the Contract regarding cracks in the stucco.

- E. The approved removal and replacement project by Atlas Concrete is slated for end of August into September, depending on the weather. Board also has approved the removal of two lower steps located along the driveway at 22375 (safety issue), at the homeowner's request. The homeowner at 22397 has elected not to have the sidewalk extended at his own expense. Anderson will confirmed scheduling with homeowners affected by concrete work on their lots. He has been advised that car-travelled surfaces require a 7-day concrete dry/cure time; all other foot-travelled surfaces require a 72-hour dry/cure time.
- F. Summit Services is scheduled to do 4 to 5 plant replacements.
- G. Landscaping of a large area of HOA-owned property adjacent to the detention pond at the Plymouth Place cul-de-sac has been tabled, and will be considered in next year's budget.
- H. Miscellaneous landscaping project have been tabled due to budget constraints, and will be considered in next year's budget (Summit Services estimates #2739, 2779, 2818, 2819).
- I. Replacement of mailboxes has been tabled due to budget constraints, and will be considered in next year's budget.

#### **XI. NEW BUSINESS**

- A. Summit Services proposals for miscellaneous landscaping items were reviewed and approved by the Board (estimates #2816 and 2899).
- B. Van Etten requested possible modifications to financial reporting for 2017; Samples were provided by Metro Property Management, and they will be discussed upon Van Etten's return in September.
- C. The next Board Meeting is scheduled for October 27, 2016 at Saddle Rock South Clubhouse beginning at 6:30PM. No meeting is scheduled for September, but a Work Session will be held early in October (to accommodate Board members' travel plans) to discuss the 2017 budget and sign checks.

#### **XII. ADJOURNMENT**

The meeting was adjourned to Executive Session at 7:40PM.

- 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