

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

Thursday, October 27, 2016, 6:30PM
Saddle Rock South Clubhouse
6800 S Liverpool St, Aurora CO 80016

ESTABLISH A QUORUM (three of five directors needed)

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

The meeting of the Board was called to order at 6:30PM. In attendance were 10 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.
- B. No conflicts of interest relative to agenda items were reported.

II. SPECIAL GUESTS: none

III. HOMEOWNER FORUM

- A. A homeowner asked whether the irrigation system had been shut down. We believe it has been, but Dan Anderson will check with Summit Services.
- B. Homeowners have noticed some construction debris in the streets, both from Shadow Creek Duplexes (SRD) and Richmond. Although both crews sweep up at the end of each day, sometimes nails are in the streets during the construction work and that has resulted in flat tires.
- C. A question was raised about construction hours. Hours can begin as early as 7:00AM but are usually pushed back to 8:00AM on the weekends. Shadow Creek Duplexes has been working Mondays through Saturdays in a push to finish the last 6 homes. Construction work and cleanup usually ends before sunset.
- D. Several homeowners observed that high winds frequently blow debris out of the construction dumpsters. Anderson will notify SRD's construction supervisor to keep an eye out when the winds come up to be sure his crews pick up loose debris.
- E. A homeowner recommended JB Landscape for snow removal, perhaps to be considered for 2017.

IV. MINUTES OF PRIOR MEETING

Minutes of the August 25, 2016 meeting were unanimously approved by the Board. There was no September meeting.

V. FINANCIALS

Financials for August and September were unanimously approved by the Board pending clarification of a couple of items, and audit.

VI. COMMITTEE REPORTS

- A. Social Committee: Shadow Creek's Holiday Party will be held on December 3rd at the Clubhouse. Board Secretary will draft an invitation to homeowners for the display board. Also, the Social Committee will schedule planning and decorating meetings for interested homeowners.
- B. ARC Committee – no activity.

VII. VENDOR REPORT

- A. Summit Service's Fall Newsletter.

VIII. MELCHER'S REPORT

The past two months Mike has continued to repair rotting beams under decks, remove wasp nests, repair drainage gutters, and fill in minor spaces and cracks newly discovered in concrete areas.

IX. MANAGER'S REPORT: ITEMS COMPLETED

- A. Day-to-day monthly activities such as processing accounts receivable, preparing payables, having the website updated. Also reviewed aging report, sent delinquency communication as appropriate, communicated with collection attorney as needed.
- B. Corresponded with vendors, Saddle Rock Duplexes, the Board, and Homeowners as needed.
- C. Met onsite with vendors (Summit Services, Saddle Rock Duplexes, HPS) as needed.
- D. Confirmed that the approved concrete removal and replacement project has taken place and is fully complete.
- E. An underground water leak was reported by the homeowner at 22389 E Plymouth Pl on August 19th. Two plumbers were dispatched for evaluation purposes. It was confirmed that there was a live domestic water leak feeding the house. An emergency crew from Pipe-X was contracted with and arrived the next day. An onsite inspection and visit with the homeowner confirmed that the issue had been resolved and the home was back online.
- F. Attended a Saddle Rock Duplexes status meeting on October 10th with a majority of the Board Members. It was determined that at this time, additional meetings will not need to take place unless new unknowns arise which require face to face discussions.
- G. Arranged for and met with the Snow Removal Committee for vendor interview purposes. On October 10th we met with Summit Services and on October 13th with Elite Snow Removal.
- H. Attended a 2017 Annual Budget Work Session held on October 17th at Hogan's home. All Board Members attended. Snow removal also was discussed. Summit Services was selected to provide services during the 2016-2017 season.
- I. Forwarded roll-off request to the Board. Received approval for 22495 E Plymouth Cir, advised the homeowner; the home is being remodeled.

- J. Five homes have sold since our last meeting:
 - a. 22321 E Plymouth Cir (resale – information pending)
 - b. 22365 E Plymouth Pl – Jones \$477,221 (new construction)
 - c. 22429 E Plymouth Cir – Seeley \$464,640 (new construction)
 - d. 22441 E Portland Pl (new construction – information pending)
 - e. 22495 E Plymouth Cir – Santella \$349,250 (resale)

X. PENDING ITEMS / UNFINISHED BUSINESS

- A. Pending projects were refreshed onsite with HPS on October 10th:
 - a. 22499 E Plymouth Cir: Garage Ceiling Water Leak Stain. A repair proposal has been received which now includes possible ice melt heat tape to be installed as a test home. A different homeowner offered her home as a test home, and was willing to pay half the cost. Board approved and signed Scope of Work proposal.
 - b. 22397 E Plymouth Cir: Corrective Roof and Sidewall Issues. A modified proposal, excluding sidewall issues for now, was approved and forwarded to HPS. There is a new single roof repair Scope of Work correction which needs to be discussed and possibly approved. Board approved and signed Scope of Work proposal.
- B. As we know, an exterior 2016 paint phase project was approved that includes five duplexes. Scope of Work authorized all exterior painted surfaces to be addressed. VIVAX Pros was hired to perform the work. An onsite walk-thru took place on October 10th with both the vendor and available Board Members. There were far too many touch-ups to report. At the time of this report the vendor claims that they are once again ready to perform a final walk-thru which is being scheduled at this time. Some touchups are still pending (especially 22468).
- C. Board ratified Pipe-X proposal/work at 22389 E Plymouth Place.
- D. Board ratified and signed Snow Removal Agreement with Summit Services.
- E. Board discussed financial reporting format and how reserves are reported.

XI. NEW BUSINESS

- A. Annual Meeting Notice to be mailed – 2017 Annual Budget to be Ratified.
- B. Next Annual Meeting is scheduled for Thursday, December 1, 2016, 6:30-8:00PM at the Clubhouse. Board Secretary will post a preliminary notice for Homeowners.
- C. Board was asked by Community Manager to approve a Reserve Fund Transfer into the Operating Account in the amount of \$14,000 to cover the checks signed tonight. There were two unplanned bills: (1) An emergency domestic water line replacement; and (2) Unforeseen excessive irrigation water usage required to establish new sod for the new Saddle Rock Duplexes homes.

XII. ADJOURNMENT

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

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,

Harriet Holland
Secretary