

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

Thursday, January 26, 2017  
Saddle Rock South Clubhouse 6800 S Liverpool St., Aurora CO 80016

**ESTABLISH A QUORUM** (3 of 5 directors needed). Quorum established: Patty Hogan, Vice President; Mindy Dunbar, Secretary; Ray Blazak, Treasurer; Dave Van Etten, Member-at-Large. Dan Anderson of Metro Property Mgmt. was also in attendance. Meeting of the Board was called to order at 6:30.

- I. **APPROVAL OF THE AGENDA/DISCLOSURE OF CONFLICTS OF INTEREST:** Approval of agenda was moved/seconded by Ray/Dave. Mindy Dunbar will have a conflict of interest under unfinished business VIII E.
- II. **SPECIAL GUESTS:** None
- III. **MINUTES:** December 1, 2016 minutes were approved. Moved/seconded Ray/Mindy.
- IV. **FINANCIALS:** Dan Anderson led us through the 12/31/16 financials. Mike Melcher (who is out of town) had 4 questions which were addressed via email amongst the Board members and Dan. Dan reminded us that as we use accrual accounting method, these financials are a draft. Acceptance moved/seconded by Ray/Patty.
- V. **HOMEOWNERS FORUM:** Subjects brought up included 1) What communication if any can we expect from Summit Services once the summer landscape program kicks off? None – they operate per schedule in their contract. 2) Snow removal service is improved over both last year and the first snow fall. Several in attendance expressed concern over the use of ice melt.
- VI. **COMMITTEE REPORTS:** Patty advised that 37 residents attended the holiday party; 12 attended last week's luncheon. Upcoming will be another luncheon in February and then a St. Patrick's Day party in March. Announcements of such will be communicated as usual by posting and email. No ARC requests.
- VII. **MANAGER'S REPORT:** See unfinished and new business sections.
- VIII. **UNFINISHED BUSINESS:**
  - a. A thank you gift has been purchased for Harriet Holland who served as Board Secretary for many years.
  - b. 22499 East Plymouth Circle – water stain in garage will be corrected in spring
  - c. 22397 East Plymouth Circle - minor roof repair/enhancement will be corrected in the spring.
  - d. 2017 Exterior Paint Phase Project — 5 buildings were painted in 2016; 5 more are slated for 2017. Contract was signed last year at a favorable rate to paint 10 in two years.

- e. 22435 exterior drainage issue – Builder – who requested HOA partially fund the project - has yet to provide plans, cost etc. This has been promised within the week. No decision possible until then.
- f. 2017 Financial reporting format – as requested, new format will be used in 2017 which will not show reserve funding as income.

**IX. NEW BUSINESS :**

- a. Water feature service maintenance contract is forthcoming. No opposition to continuing with same provider. A new pump will be included in the contract bid.
- b. Proposed Reserve Study – It is deemed appropriate that we move ahead with this. Dan will contact Aspen who we used for the prior study.
- c. 2017 landscape maintenance, Summit Services proposal. As there are no changes from last year's contract and we are satisfied with the service provided, the contract was accepted. Moved/seconded Patty/Ray.
- d. 22353 East Plymouth Circle inspection report (home sale). The report highlighted one issue which is HOA responsibility – minor stucco repair; Dan will arrange for this to be taken care of. All other issues are homeowner responsibility.
- e. New signature cards – Board members will sign 2017 forms for our bank. Two Board member signatures required for each check written.
- f. 2017 Management Agreement – As there are no material changes to the contract from 2016, the 2017 contract was approved. Moved/seconded Patty/Dave.
- g. Next Meeting — March 23, 2017, 6:30 — 8:00 PM — Clubhouse. No February meeting.

X. **ADJOURNMENT:** Board adjourned to executive session at 7:40. Moved/seconded Ray/Patty.

XI. **EXECUTIVE SESSION:** Commenced when the regular session meeting adjourned. Homeowners were excused from the room by the Chair. (Discuss delinquencies, violations, legal counsel.)

Respectfully submitted,

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Mindy Dunbar/Secretary