

**THE OAKS OWNERS ASSOCIATION
BOARD MEETING MINUTES
MONDAY OCTOBER 24TH, 2016
TOWN OF CASTLE ROCK FIRE STATION,
TRAINING ROOM
300 Perry Street
Castle Rock, CO 80104**

ESTABLISH A QUORUM The meeting was called to order at 6:40pm by Director Duffy. The following Board members were present for quorum.

Molly Duffy, President and Chair
Steve Johnson, Secretary/Treasurer

Lidia Zurek, Vice President

One homeowner was present. Molly Ryan with Metro Property Management was also present.

I. APPROVAL OF THE AGENDA; DISCLOSURE OF CONFLICTS OF INTEREST

Board approves the agenda – On a motion duly made and seconded, it was unanimously resolved to approve the agenda as presented.

Board members disclose any conflicts of interest – There were no conflicts of interest among the Board members related to items on the agenda.

II. HOMEOWNER CORRESPONDENCE –

Homeowner Hearings – There were no hearings scheduled

Board members review correspondence from the community - There was no correspondence for Board review.

III. MINUTES – July 25th, 2016 On a motion duly made and seconded, it was unanimously resolved to approve the minutes from July 25, 2016.

IV. FINANCIALS STATEMENTS – Aug - Sept 2016- The Board carefully reviewed the financial statements for August and September 2016. On a motion duly made and seconded, it was unanimously resolved to approve the financials subject to final audit.

V. UNFINISHED BUSINESS

Manager's Report - Management provided a report of items completed since the last meeting.

Status of Commercial Vehicle Survey – The survey will be posted on Survey Monkey for homeowners to complete by the deadline of December 31, 2016. Information will be supplied in the newsletter as well.

VI. HOMEOWNER FORUM – The Homeowner in attendance suggested the dates for the garage sale are changed to May and late September. The homeowner also reported a retaining wall has not been repaired despite the homeowner being notified several months ago. Unit 1405 has broken windows and there is a recreation trailer commonly found in the community being staged. One of the garage sale banners was taken and will need to be replaced.

VII. NEW BUSINESS

2017 Budget Proposal – The Board carefully reviewed the 2017 Budget proposal. All questions were fielded, On a motion duly made and seconded, it was unanimously resolved to approve the 2017 budget with an increase of 2%.

Holiday Lighting Proposal- The Board reviewed the proposal from Shad Wilson to purchase, install and store Holiday lights for the monument islands. On a motion duly made and seconded, it was unanimously resolved to approve the contract for \$

Food Truck Proposals – The Board is going to bring a food truck in for the Holiday festival. Los Cabos does not require a deposit and requires they are the only food truck at the event. The board approved the Los Cabos for the food vendor. Other arrangements will be made for hot chocolate.

Prizes for Holiday Lighting contest – The Board members considered cash prizes for the Holiday lighting contest and determined to hand out two awards. On a motion duly made and seconded, it was unanimously resolved to give away a gift card for \$100 to the first prize winner and \$50 to the second prize winner.

Newsletter – Board members reviewed the newsletter and made changes. The Board instructed management to include a waste company policy refresher and the phone number for Waste Management. The Board would also like the newsletter to request email addresses. The newsletter will be mailed with the Board approved budget.

Next Meeting Date and Location – Monday January 23, 2017 at 6:30pm Town of Castle Rock Fire Station

Other – There were no other items brought before the Board.

VIII. REPORTS

ARC Committee – On a motion duly made and seconded, it was unanimously resolved to ratify the paint requests for:

1565 Willow Oak Road
1577 Willow Oak Road
1405 Willow Oak Road
1417 Willow Oak Road
1540 Live Oak Road
1546 Live Oak Road

Social Committee – The Social Committee will prepare for the Holiday festival. Since it is being held at the end of the cul-de-sac near 1577 Willow Oak Road, the homeowner will be asked to move their vehicles off the street.

IX. ADJOURNMENT – On a motion duly made and seconded, it was unanimously resolved to adjourn the meeting at 7:38pm to executive session.

X. EXECUTIVE SESSION (Discuss delinquencies)

Respectfully Submitted by Molly Ryan

Approved by an Officer