

## **First Hyland Greens Association**

### **Board of Directors Meeting**

April 18, 2017; 7:00 – 9:00 pm

Hyland Hills Golf Clubhouse - 9650 Sheridan Blvd., Westminster, Colorado 80021

### **MEETING MINUTES – FINAL**

#### **Call Meeting to Order with a Quorum of Directors**

Vice President Dane Ernsberger called the meeting to order at 7:05 PM. Board members Joe Armstrong, Alan Meers, Linda Mollard, Pam Moores, Chuck Smith, Tyler Urruty and Bill West were present. Board members Matt Brozovich, David Simmons and Monte Thompson provided proxy votes to Board members. Board members Mike McCurdy, Mark Mischke, and Julie Oldham were absent. Shanna Massier represented HAVEN Property Managers & Advisors.

#### **Approval of March 21, 2017 Summary Minutes**

Dane Ernsberger made a motion to approve the minutes of the March 21, 2017 Board meeting. Tyler Urruty seconded. Several corrections were noted including changing “pooling” to “polling” in the Vice President’s portion of the minutes, and removing Bill West as “present” at the meeting. Dane also asked that item “a” under his projects category be revised as follows:

- a. Declaration of Covenants revisions. Vote of the Board members present: 8-3 to move forward with this project. Dane Ernsberger will ~~provide input, but will not oversee project.~~ ~~continue to oversee this project.~~ Tyler Urruty offered to assist.

Motion to approve minutes with these revisions passed unanimously.

#### **Introduction of Homeowners & Invited Guests Present**

No homeowners or guests were present at this meeting.

#### **Camera & Surveillance Committee**

Video Cameras April Recommendation

John Van Royen, Chairman of the Camera Committee reviewed the memorandum from the committee suspending camera funding proposals for 2017. This will allow the Video Camera Committee to continue considering and adjusting to the issues raised at the March Board meeting. The Committee plans to return to the Budget Meeting with a request for potential funding in 2017.

The Committee did propose experimenting with one camera at the small pool house to view the small pool parking lot only. Joe Armstrong made a motion to approve this committee request. Dane seconded. After brief discussion, motion to approve passed unanimously.

#### **Pools**

Pool fence electrical

The electrician contracted to install the new lighting surrounding the pool has inspected all of the electrical systems and expresses concern about the electrical panel in the pool equipment room and suggested that some of the repairs and installation of lighting may need to be upgraded to meet code requirements. This work has been tabled for future discussion to allow the big pool to open as scheduled.

Pool opening schedule

Both pool are scheduled to open on Saturday; May 27, 2017.

9/10/2017 Swim with your Dog

This event has been scheduled for the September 10, 2017 from 2:00 – 6:00 PM.

Pool furniture requirements

Allan noted that both pool could use some additional furniture and asked that the Board keep their eyes open for furniture sales. He would like to try to match the existing furniture styles.

#### **Treasurer**

March 2017 Financial Statements

Tyler Urruty presented the March 2017 financial statements. First Hyland Greens has assets totaling \$250,160.83 in the operating accounts and \$522,992.58 in the reserve accounts.

#### FY2016 Audit Draft Documentation

The FY2016 audit draft was presented by Treasurer Tyler Urruty.

Management Recommendation Letter – Tyler Urruty reviewed this document in detail and suggested that the Association continue to utilize the cash basis accounting method because of its ease of use for homeowners and board members alike. Tyler commended HAVEN Property Managers for its internal control and completeness of the audit draft.

Management Representation Letter – Tyler Urruty made a motion to approve and sign the FY2016 Management Representation Letter. Allan Meers seconded. After brief discussion of the content, motion carried unanimously.

Preliminary FY2016 Audit Report – Tyler Urruty presented the preliminary audit report and made a motion to approve as submitted. Pam Moores seconded. Joe Armstrong initiated a discussion to represent the value of the common areas as a financial asset of the Community. Tyler will initiate a note addendum and present it to the auditor for inclusion before the audit is finalized. Motion carried unanimously.

#### Federal and State Income Tax Returns

Tyler Urruty made a motion to approve the Federal and State Tax Returns as submitted by the Auditor. Linda Mollard seconded. Motion carried unanimously.

### **Secretary**

#### Board Conduct of Meeting Guidelines

Joe Armstrong presented a revision to the Board Conduct of Meeting Guidelines and made a motion to approve as submitted. Dane Ernsberger seconded. The Board discussed using this document as a “stand along” policy for the Board of Directors or incorporating it into the Association’s Conduct of Meetings Policy. After discussion, the motion was amended by Dane Ernsberger to integrate the proposed guidelines into the 2008 Conduct of Meetings Policy. Linda seconded. Joe Armstrong will draft a revised policy to be presented to the membership consistent with the Association’s Adoption of Policies Policy. Motion carried unanimously.

#### Requirements to Amend the Declaration of Covenants

Joe Armstrong provided a document clarifying the process for amending the Association’s Declaration of Covenants. While the 2007 Declaration of Covenants states that 75% of the membership must vote in favor of a Covenant Amendment, State Statute requires 67% of the membership, which supercedes the Association’s percentage requirement.

#### Proposed Amendment Regarding Split Rail Fencing

Joe Armstrong presented a proposal for amending the Association’s Rules and Regulations to allow for the use of a 2” x 4” welded wire on a split rail fence. Tyler Urruty seconded. The Board of Directors discussed the proposal in general and made several suggestions for changes including requiring ACC approval and amending the initial description of the amendment. A second motion was made by Joe Armstrong to approve the proposal for presentation to the membership consistent with the Association’s Adoption of Policies Policy. Pam Moores seconded. Motion carried 9-2.

#### 2017 Committee appointments

Joe Armstrong provided an outline of the initial Board Committee assignments. Dane Ernsberger expressed his concern that with six members of the Architectural Review Committee, there was a possibility that application approvals could be delayed. In light of this observation, Chuck Smith submitted his resignation from the Architectural Review Committee, which was accepted by the Board of Directors. Dane also asked that David Simmons not be included as a member of the Architectural Review Committee until his covenant matter had been completely resolved.

Linda Mollard suggested that members of the Welcome Committee, and Camera Committee be included in the list of Committee volunteers.

### **Budget Ratification**

Proposed Verbiage to amend Fiscal Year in Bylaws

Joe Armstrong made a motion to approve the Bylaw Amendment to change the fiscal year from October 1 to September 30 to January 1 to December 31 beginning in 2018. Linda Mollard seconded. This amendment was reviewed and approved by the Association's legal counsel in advance of discussion. Motion carried unanimously.

### **Vice President**

Acceptance of Clark resignation

Dane Ernsberger made a motion to accept the resignation of Marianne Clark from the Board of Directors. Pam Moores seconded. Matt Brozovich requested in his proxy that the Board initiate an inquiry asking Marianne to reconsider. Joe Armstrong offered to extend this offer to Marianne. In the interim, the Board voted unanimously to accept the resignation.

### **Greenbelts**

Brick Column Cap Project

Bill West provided a brief overview of a proposed Greenbelt Project that would provide for installing concrete caps on each of the brick columns in the perimeter fence. Additional information and pricing will be presented at an upcoming meeting.

### **Communication & Technology**

Website review

Matt Brozovich requested in absentia that Board members who had visited the new website provided input. Several Board members expressed their appreciation for the time that had been devoted to this project and thought that the new site was looking good.

Activities

Linda Mollard provided a report on the Easter Egg Hunt that was held on Saturday; April 15. Many Board members and homeowners alike volunteered for this event and contributed to its overall success. Upcoming Activities include the Food Trucks beginning on May 2 and the Garage Sale slated for the weekend of May 19 and 20.

### **Adjournment**

Linda Mollard made a motion to adjourn the meeting at 8:45 PM. Pam Moores seconded. Motion carried unanimously.

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Joe Armstrong  
Secretary, First Hyland Greens Association

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Date Approved by Board of Directors