

**FIRST HYLAND GREENS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 16, 2018**

DRAFT

REVIEW OF INVOICES / SIGNING OF CHECKS

CALL TO ORDER

The meeting was called to order at 7:03PM. Board Members in attendance were Linda Mollard, Mathew Brozovich, Tyler Urruty, Joe Armstrong, Kevin Murphy, Allan Meers, Charles Smith, Pamela Moores, Heather LaPuma and William West. In attendance from MSI, LLC was Kisa Minardi. Board Members not in attendance included James Gilmer, Courtney Mollard, and Monte Thompson.

OPEN FORUM

Homeowners in attendance were Lee (Karl) Elliott, Liz Elliott, and John Van Royen.

APPROVAL OF PREVIOUS MINUTES

The minutes from the September 18, 2018 meeting were approved.

MANAGER'S UPDATE

Financials – The Board reviewed the Financials for the month of September, provided by Haven Community Management. The Financials were approved.

Delinquencies – One delinquency was available from Business Management Law Group. The Manager was directed to obtain all records back from legal services, in order to review and proceed with legal action where appropriate.

Violations – The manager has not yet written any violation letters. She has inspected the community and reported back regarding common issues of concern. She sought board guidance on types of violations to pursue and letter schedule clarification. The manager also noted that she would like to send courtesy letters for post lights, if the committee could submit a list to her.

Association Insurance – The manager reported that portions of the insurance policy are due for renewal and advised the board of the price of obtaining Workers Compensation, if desired. Joe Armstrong has been working with the Association's Insurance Agent with TrueNorth Companies, LC to renew the expiring policies. The manager and Joe will work together to ensure the billings have been received and paid.

Trash Service – The manager sent out a mailing, regarding the new contract for trash beginning December 1, 2018 stating that all homeowners would need to Opt Out by October 24, 2018. The mailing had the exact contract amount per homeowner, with a yearly \$2 processing fee to total \$143.60. The board had approved a higher amount per homeowner during a previous meeting, but the management company was not aware of that decision. The manager explained to the board that there were potentially statutory legal issues in charging any amount over the exact curbside amount homeowners are opting to join and that this practice is not advised. The Board understood why the mailing was sent as it was, but would like for any mailings to be preapproved in the future before sent to homeowners.

Design Review Requests

- Several requests for review were approved during the month of October, including a concrete cap on a small strip of association property that borders 4870 W 102nd Place. The homeowner will continue to maintain this section without seeking to add the land to their title, for the benefit of the community.
- The association is considering continuing to use the Smartwebs Architectural Utility, as it did with previous Management. There is a monthly fee to continue the service. No decision was made at this time.
- The community manager will continue processing requests using the original request form created by First Hyland Greens. She will utilize the orange window notices presented at the meeting. She will pull a report of all requests before each meeting to submit as an addition to the board packet.

TREASURE’S UPDATE

Budget – Tyler Urruty presented the 2019 proposed budget, highlighting areas of interest. He proposed that mature Certificates of Deposit be laddered, to ensure availability to funds while providing a higher yield. The board approved moving 50% of the reserves to money market accounts and laddering the remaining 50% of reserves.

COMMUNICATION & TECHNOLOGY UPDATE

Social Media – Mathew Brozovich reported that the HylandGreens.org website and Facebook URLs will not change. Owners will still be able to utilize these sites. Also, owners will be able to select a link to their MSI managed, homeowners’ accounts from our website.

Email – The Board would like to attend a training on accessing administrative features of their MSI online accounts. The board is interested in email accounts to do association business, instead of using personal accounts. Kisa will work with Mathew on these topics.

Newsletters – Newsletters will no longer be printed and delivered to all homes beginning in February. Heather will continue to manage content for the newsletters, but MSI will begin providing desktop publishing and email blasts of the monthly newsletter. Management will continue to process advertisements and revenue generated by newsletters, but ads will now be limited to half-page.

POOL UPDATE

Maintenance – The addition of more pool furniture has resulted in more furniture being stored out-doors. Suggestions are needed for storing furniture, so these items last longer.

Services – Allan Meers noted that Front Range Patrol performs year-round security for associations, in addition to summer services. He will obtain a quote for year-round services, so the board can consider placing this service on a future budget.

ASSOCIATION COMMON AREA UPDATE

Grounds & Snow Contract – The Board discussed the three proposals for grounds and snow services from LMI, Keesen, and Metco. William West provided details regarding all three contracts. The Board decided to execute the 2018/2019 Landscape Management Agreement. The Manager will submit the approved, signed contract to LMI.

Fence Project – John Van Royen is working to identify engineers who can provide their services in planning and replacing the association fence. The work includes perimeter fencing along Sheridan, 104th Avenue and Wolff.

Tot Lot – Weather has delayed some of the work. No status update is available on the lot or the climbing wall. The Hyland Greens Mom’s Facebook page has photos and information about the Tot Lot.

Concrete Project – The 2018 concrete project is scheduled to begin October, weather permitting. Work will be performed in various areas throughout the association, according to the planning done in 2017.

Master Locks – Mathew Brozovich has contracted with Jimmy’s Lock & Key to rekey the master locks at both pools.

Solar Lighting – John Van Royen is working to replace community entrance lighting with Solar powered fixtures.

NEW BUSINESS

- Item: Procurement Policy
 - Discussion/Summary: John Van Royen reported to the Board that the current procurement policy is restrictive, due to inflation since the policy in place was written.
 - Board Decision: The Board decided that an update to the policy should be performed, to allow for current costs of typical association service and maintenance needs.
 - Action: Joe Armstrong will begin drafting a new Bylaw for Board approval.

- Item: Association Legal Retainer
 - Discussion/Summary: The Board is interested in reviewing options for legal counsel, to include updating of Association documents, delinquencies, and enforcement of Architectural and Covenant Violations.
 - Board Decision: The Manager obtained bids for review.
 - Action: Linda Mollard will begin reviewing bids for services.

- Item: Annual Meeting
 - Discussion/Summary: The Annual Meeting will be held on November 13, 2018 from 7PM to 9PM at Ciancio’s Restaurant in Westminster, CO. The Annual Meeting includes election of Board Members, up to a total of 15.
 - Board Decision: Heather LaPuma will provide a projector, so that a slide show can be played during the meeting. The Manager will provide Sign-In Sheets and Voting Ballots.
 - Action: The Manager must provide the Annual Budget Ratification Meeting Notice no later than November 3, 2018.

- Item: Delinquency Policy
 - Discussion/Summary: The Association’s Delinquency Policy is currently non-standard in comparison to other associations managed by MSI. The Manager recommended updating the policy for improved enforcement and clarity for homeowners.
 - Board Decision: The Board decided to pursue updating the policy, using recommendations from management.
 - Action: Joe Armstrong is working to revise the policy. When it is ready for approval, it will be emailed to the Board for review. This item is deferred until the January meeting.

NEXT MEETING DATE, TIME & LOCATION

The next meeting will be the Annual Meeting. It will be held on November 13, 2018 from 7PM to 9PM at Ciancio's Restaurant in Westminster, CO.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 9:02PM