Pending

**Please remember to use the HOA website (copcondo.org)**

**MINUTES OF THE REGULAR BOARD MEETING OF THE COP HOA**

**Wednesday 10.21.20 @ 9:30 AM**

**12711 and 12715 W Castle Rock Dr on Front Patios**

**RECOGNITION OF VISITORS:** No visitors attended

In keeping with COVID-19 Safety Precautions, only the Board of Directors (BOD) and Committee Chairmen attended.

**BOARD MEMBERS PRESENT:** Acting President Diane Shapiro, Treasurer Ken Davis, Secretary Dave Roeker (remote), Director and Grounds Committee Chair Jan Nelson, Director and Architecture Chair Jim Snyder. **ABSENT:** Ruth Arzt.

**CALL TO ORDER:** Meeting was called to order by acting President Diane Shapiro at 9:34 AM.

**OPPORTUNITY TO ADD TO THE AGENDA:** No additions noted.

**PRESIDENT’S REPORT (Diane Shapiro-Acting):**

1. Diane welcomed everyone back after the HOT/DRY summer.
2. Former HOA Members that have SOLD their units
* Hoyt’s 12627 Castle Rock Dr
* Don Rife 12622 Prospect Dr
* Kossman’s 12707 Castle Rock Dr
* Snyder’s 12619 Castle Rock Dr
1. The Welcome Committee is gearing up to welcome the new HOA members that will be moving in soon. They can use another volunteer or two. Welcome packets have been prepared to include a welcome letter, a declaration to sign that they have read the homeowners manual, an emergency contact information form, a roster of homeowners, and an architecture change application form. Ken Davis and Paul Hubbard will now be maintaining the HOA website. Diane thanked Sharon Davis for all the work she has done on the Welcome Committee.

**APPROVAL OF THE LAST REGULAR BOARD MEETING MINUTES (Dave Roeker):** Diane made a motion to approve the May 19, 2020 regular board meeting minutes. Jan Nelson seconded. Motion passed.

 **TREASURER’S REPORT (Ken Davis):**

1. Board approval of the June through September financial statements from Colby Management. All financial reports are now on the website so that anyone can look at them. Our reserves are currently at $78,000 and growing. Income is looking good. Normal expenses include insurance and Colby Management fees. Water continued to be the big expenditure through the summer. Usage started to decline in September. We are still under budget for the year. Numerous water leaks have been repaired and there will be more to come due to the age of our irrigation system.
2. Receipts and disbursements. No new invoices have been submitted during the summer months. In order for invoices to be paid, they must be submitted within 30 days of work completion. Loma Verde is currently in violation and has been notified. Tree removal at Monastereo and Snyder totaled $850.00 but has not been paid yet.
3. Need a new, PROPOSED two year Loma Verde contract for 2021-22 NLT 15 November. New Landscape bidders will be considered. If we do not get a big bump from Loma Verde we should consider keeping them.
4. Need volunteers for the 2021 Budget Committee to meet early November. Board members should provide input to Ken Davis on the 2021 budget by November 10th. We will need to approve the budget at the December meeting.
5. We just renewed our certificate of deposit with CIT Bank (formerly Mutual of Omaha Bank) for another two years .
6. Jan Nelson made a motion to accept the Treasurer’s report. Seconded by Jim Snyder. Motion passed.

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Jim Snyder):**

1. Boardapproval needed for two ARC Approved projects completed during September or early October.
* Nora Guest replaced her windows with double pane upgrades with frames painted tan to match her unit. Project approved by the architecture committee.
* Chet Penta is adding Security Bars to the two rear windows, painted tan to match the unit. Project approved by the architecture committee.
* Jan Nelson made a motion for the board to approve the above two projects. Ken Davis seconded. Motion passed.
* John Spicer’s request for reimbursement for replacement of a 4x4 patio post without getting multiple bids as advised. John got one bid which was for $500. He tried to get additional bids but most contractors were not working due to Covid or they felt the job was too small. The contractor he got had a cancellation so he was able to get it done right away. He paid for it and sent a letter to the board stating that he did not expect reimbursement. Jim Snyder felt that since it was exterior, it was HOA responsibility and we should pay something. Ken Davis made a motion to reimburse John $200. Dave Roeker seconded. Motion passed.
1. Board approval of the revised Architectural Plans (submission) Form to add Committee Member signature, date and recommendation. Board approved. It was also noted that Dale Stroh is willing to help with the Architecture Committee along with Ron Steel after Jim Snyder leaves.

**GROUNDS (Jan Nelson):**

1. Discuss shrubs and trees. Jan reported that there are dead limbs and shrubs everywhere. Five dead junipers will be removed for $25.00 each and replaced next year with bells of fire. Ken Davis made a motion to approve $500.00 for removal of a dead tree and the dead junipers. Jan Nelson seconded. Motion carried.
2. Discuss water usage. Jan reported that water usage was down 24% from the prior month and was $1,500 less. Three valves were replaced at Ken Nawrocki’s unit. This was to repair a major leak.
3. Discuss winter seeding. Winter over seeding was done on October 14th. New seed must be kept wet so sprinklers will be running 3 times a day at 7:00, 11:00 and 3:00. This must be done for four weeks. Bubblers will run Monday, Wednesday and Saturday at 9:00.
4. Discuss weed control contract. Nelson couldn’t do second weed control application because temperatures were above 93 degrees. He will do it in December. He will not raise our contract price for next year. Board approved weed control contract with Nelson for next year.
5. Discuss Gardening Rules and Regs. The Grounds Committee is currently reviewing the rules and regulations.
6. Discuss signs. Signs are often left at work sites by contractors after work has been completed. These need to be removed. Realty signs need to be removed after units are sold. Political signs must be removed two days after the election.

**OLD BUSINESS:**

1. Reminder to use the Colby digital monthly fees form. All but 7 units are now using the email option for monthly assessment notices.
2. Continued encouragement to use the web site “copcondo.org” to be maintained current by Ken Davis and Paul Hubbard. The web site should be put in all meeting minutes.

**NEW BUSINESS:**

1. We need a working committee to nominate both a new President and Architecture Chairman to replace departing Board Members Rich Hoyt and Jim Snyder. We should also consider the option to downsize the Board from 7 to 5 active members.
2. Add any issues presented before opening the meeting that were not architectural or gardening issues. None.
3. Plan for a “Gathering on the Green” in November if Covid-19 Safety precautions allow. Suggest gatherings be held the 3rd Thursday every other month (i.e., 19 November, 15 January, and so forth). With Covid we need to wear masks and observe social distancing. We will not have the annual pot luck this year.
4. Pest Control from Arrow Exterminators. Diane noted that we are entitled to one free interior spray per year. Additional interior sprays are $5.00 if done on a normal exterior spray day. Special trips would be $35.00.
5. Unit painting. Jim Snyder suggested that we contact Dunn Edwards for a free walk thru to evaluate our painting needs and set up a paint contract uniform bid. Dunn Edwards is a company that sells paint to painting contractors.

**NEXT MEETING DATE:**

1. With the holidays approaching, we agreed to combine the November and December Board Meetings on Saturday, December 12th. Committees will be working on Nominations for new Directors, renewing Landscape and Pest Control Contracts, and working up the 2021 Budget

**MOTION TO ADJOURN:**

Motion to adjourn was made by Ken Davis and seconded by Diane Shapiro. Meeting was adjourned at 11:23 AM.