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

**SATURDAY, JANUARY 25, 2020 @ 9:30 AM, 12627 W CASTLE ROCK DR, SCW**

**Items to be added to agenda:**

1. Vacated board position.
2. Dates and times for Gatherings on the Green.
3. Release of 2020 budget.
4. Nominating Committee for Annual Meeting board election.

**Recognition of visitors:** There were sixteen residents present at this meeting: Jan Nelson, Chet Penta, Jim Kossman, Paul Hubbard, Jim Snyder, Bill Kram, Abel Alday, Deb Penta, Joan Kossman, Jim Sutherland, Bob Frank, Donna Roeker, Joan Frank, Don Rife, Sue Sutherland, and Sheryl Hoyt.

**Board members present:**  President Rich Hoyt, Vice President Diane Shapiro, Treasurer Ken Davis, Secretary Dave Roeker , Director Sue Vasconcellos, and Director Ruth Arzt.

**Open meeting:** President Hoyt called the meeting to order at 9:38 AM

**Nominate a new person to complete a vacated board position for board approval:**  Rita Johnson is having health issues and will not be here until at least late February. She has missed the last 5 board meetings. Rich talked to her and they agreed she would step down for this term but may run again at a later time. Rich talked to several people about the open position and Jim Snyder expressed an interest in filling Rita’s spot until her term expires in 2021. Rich made a motion to approve Jim Snyder for the vacant position. Diane Shapiro seconded. Motion carried.

**Approval of the last COP Board meeting minutes (dates):**

Regular board meeting minutes from December 18. Motion to approve by Sue Vasconcellos. Seconded by Diane Shapiro. Motion carried.

**Treasurer’s report:** Reports of the financial and balance statements from December of 2019.

As of December we have $13,095 in Operating Equity and $63,412 in Reserve Equity. We have $45,274 in Painting Reserve, $2,057 in Sprinkler Reserve and $15,749 in Major Maintenance Reserve. Our current year surplus is $10,513. This surplus should be moved to reserve accounts to avoid tax liability. Don Rife asked about the 2020 budget. He felt that the budget should be provided to residents before the annual meeting so that they could review and compare to last year. The budget is available under financials on the website: copcondo.org. Ken noted that he talked to Colby about sending assessment statements out quarterly rather than monthly to save mailing costs. Colby was reluctant and said they could not do this without us changing our bylaws which state monthly statements. It also might be difficult for some residents to pay three months at a time. We should have all residents request that they receive statements by email rather than US Mail. This would save us $50 per month. This will be addressed at the Annual Meeting.

**Approval of the financial statements (dates):** Approval of the financial statements and balance sheets from December 2019. Ruth Arzt made a motion to approve the December 2019 financial statements. Diane Shapiro seconded. Motion carried.

**COMMITTEE REPORTS:**

**Architectural report.** Sue discussed the issues with the Dyksterhouse patio project. The patio is much higher than the surrounding greenway which required fill and seeding. The recent heavy rains eroded the soil at the patio edge. Ray and Paul Dyksterhouse are working on a solution which will involve more fill and sod to be laid on the slope as well as raising an irrigation valve box several inches.. Ray is getting estimates for the materials. Paul is aware that this remedy is his responsibility. Much discussion followed regarding the form used for architectural changes. Language should be added to account for grade/elevation changes. A checklist of required items should also be added. New roofs also need to go through the Architecture Committee and common roofs must be the same color and style of shingles. It was also noted that doors, including garage doors are the responsibility of the resident but must be approved by the Architecture Committee. These items will be addressed at the Annual Meeting.

**Grounds:** Report on issues discussed and evaluated at the December 25th Grounds Committee Meeting.

Jim Kossman reported that bids were obtained for weed control. None of the vendors did weed control in rock areas so Ray will continue to do that. Grounds Committee recommends we go with Nelson Weed and Pest Control. They will do two applications a year for $3500. We have $9852 budgeted for grass seed, fertilizer, and weed control. By shifting the weed control to Nelson, we will spend $9397 which is a savings of nearly $500. We will need to get a bid from Ray for weed control in the rock areas. We will have to renegotiate Ray’s contract to remove weed control in grass areas. Sue Vasconcellos made a motion to approve the $3500 bid from Nelson for broadleaf weed control. Ruth Arzt seconded. Motion carried.

Jim reported that we received bids from Ramon Ruelas and Loma Verde for tree trimming. Ray’s bid was $5,800 and Ramon’s was $5,090. Ramon will do more trees than Ray including the 9 palm trees. Ramon is bonded and licensed. The Grounds Committee recommends that we go with Ramon. Sue Vasconcellos made a motion to accept the Ramon Ruelas bid for $5,090. Ruth Arzt seconded. Motion carried.

Jim reported that water and sewer costs were down in all but three zones. We need to investigate why these zones are higher. It could be leaks in the irrigation system or leaks in units in these zones. There was a lot of discussion on water leaks. It was noted that several years ago, we asked to inspect units looking for leaks such as running toilets or leaking faucets. Perhaps we need to do this again.

Jim Kossman resigned as chairman of the Grounds Committee effective January 15th. He will remain on the committee and will continue to monitor our water usage. Rich thanked him for his service and all the water monitoring procedures he has implemented.

**Old Business:**

**Email option for monthly statements:** This was covered as part of the Treasurer’s report.

**Surepay option for monthly payments.** Rich emailed out the form to have monthly assessment payments automatically deducted from a resident’s checking account. This will have the assessment amount automatically changed when it is changed by the board. This is the most convenient way to handle this. No monthly bills, no checks to write and mail to Colby.

**Various issues:** Mostly covered under the grounds report.

**Approval of the Spring Annual Meeting:** We scheduled the annual meeting as late as possible to get everything done for the meeting. It will be on Saturday, March 14th at 1:00 PM in the Chicory Room at Beardsley. Ken Davis made a motion to approve this date. Diane Shapiro seconded. Motion carried.

**New Business:**

**Survey to feasibility of the web site:** Rich asked how many people used the website. About half did and about half didn’t. This will be our preferred method of disseminating information going forward. We need to get people in the habit of using the web site. Our cost for the web site is $100 per year which is really cheap. It was suggested that we have the webmaster log how many hits there are by month.

**Review the option of giving our local government over to Colby Management:** Rich checked with Colby and it would cost a minimum of $275 per month for them to do this. This would be $12.20 per unit. This would be bare bones without a lot of help from them. The more we want them to do, the higher the cost. We will not pursue this any further at this time. We now have a full board again. Rich noted that nobody wants to be on the board. We are doing it to enhance our community for everyone’s benefit. Every resident has a responsibility to serve the HOA in some capacity for a period of time. Some people have served many years.

**Board approval of resident initiated changes in bylaws:** We need to have better clarification of responsibilities. There was a lot of discussion of resident versus HOA responsibility. We need to update our architectural change documents to include a checklist of things to consider for a project and who is responsible for them.

**Introduce Meg Quarrie for phone and email changes:** Meg has agreed to keep our resident member list phone numbers and email addresses up to date. If you have changes to your contact information, please contact Meg Quarrie at 602-228-0887 or mquarrie@cox.net

**Paul Hubbard on operative documents:** He will be gathering information and soliciting ideas from residents, PORA and OHOA. His goal is to get all operative documents on the website. New residents need to receive a whole packet of CCR’s, Bylaws, Rules and Regulations. This should outline what they can and can’t do and how to go about doing it.

**Gatherings on the Green:** Diane Shapiro noted that since the gatherings are now scheduled on Fridays, she cannot attend due to religious observances on Friday nights. She would like them moved to another day. Rich noted that we would take that into account in the future.

**2020 Budget:**  This was covered as part of the Treasurer’s report.

**Grounds Committee Chairman:** Since Jim Kossman has resigned we need a Grounds CommitteeChairman. Jan Nelson agreed to run for the board and to become the chairman however, she goes back to Minnesota for a portion of the year. Rich suggested that we have a co-chair that would handle things when Jan is gone. Sheryl Hoyt agreed to take on this responsibility. Rich Hoyt made a motion to accept Jan Nelson and Sheryl Hoyt as Co-chairmen of the Grounds Committee. Ken Davis seconded. Motion carried.

**Architecture Committee Chairman:** Sue Vasconcellos announced that she is resigning immediately as the Architecture Committee Chairman due to the ongoing conflicts. She noted that the rules and regulations need to apply to all residents equally. You have to get permission from the Architecture Committee and the board to make architectural changes to your unit. We need a new Architecture Committee Chairman and that person must be a board member. Jim Snyder volunteered to become the chairman until March 14th. He is eligible since he is now on the board. Diane Shapiro made a motion to accept Jim Snyder as the new Architecture Committee Chairman. Ken Davis seconded. Motion carried. Rich thanked Sue for her years of service to the board.

**Boulevard Trees:** There was a great deal of discussion regarding boulevard trees. What kinds of trees are acceptable, how many can we have and where can they be planted? How about boulevard tree replacement? None of these issues are documented anywhere. We have been going by unwritten rules which are open to different interpretations as board and committee members change. These should be documented somewhere.

**Nominating Committee for Annual Meeting board election:** Paul Hubbard agreed to act as the Nominating Committee for the board election. He nominated Jan Nelson, Ruth Arzt and Diane Shapiro. Ruth and Diane are both incumbents and have chosen to serve again.

**Next meeting date:** The next meeting was scheduled for Saturday, February 15th @ 10:00 AM at 12627 W Castle Rock Dr, SCW.

**Motion to adjourn:** A motion was made by Sue Vasconcellos, seconded by Ruth Arzt to adjourn the meeting. The motion carried. The meeting was adjourned at 11:55 AM.

Respectfully submitted,

Dave Roeker

COP HOA Secretary