Pending

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

**SATURDAY, FEBRUARY 15, 2020 @ 9:30 AM, 12631 W CASTLE ROCK DR, SCW**

Vice President Diane Shapiro thanked the Sutherlands for the use of their patio for today’s meeting.

**Items to be added to agenda:** None

**Recognition of visitors:** There were seven residents present at this meeting: Jan Nelson, Jim Kossman, Paul Hubbard, Abel Alday, Jim Sutherland, Sue Sutherland, Donna Roeker.

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

**Open meeting:** Vice President Shapiro called the meeting to order at 10:05 AM

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

Regular board meeting minutes from January 25. Secretary Dave Roeker noted that a correction was made on page 5 to remove two sentences from the operative documents section. Motion to approve amended minutes by Ken Davis. Seconded by Sue Vasconcellos.

**Treasurer’s report:** Reports of the financial and balance statements from January of 2020.

As of January we have $16,346 in Operating Equity and $63,522 in Reserve Equity. We have $45,944 in Painting Reserve, $2,227 in Sprinkler Reserve and $15,331 in Major Maintenance Reserve. Ken reported that we had $9,600 in surplus. He recommended that we divide that into thirds and put $3,200 into each of our reserve accounts: Painting, Sprinkler and Major Maintenance. The Painting reserve is the only dedicated reserve which cannot be used for anything else. The estimated painting cost for next time is $87,000. We currently have $46,000 in the painting reserve. The next scheduled painting will be in 2022 and 2023. We are adding $8,000 per year to the Painting reserve. We will have $70,000 by then which will leave us short by $17,000. We could transfer money from the other two reserves if they are not needed. Jim Snyder made a motion to move $3,200 into each reserve. Sue Vasconcellos seconded. Motion carried.

Bills paid in January included installation of six trees, reimbursement to Dale Stroh for pine tree removal and renewal of website for another year. Paul Hubbard, Jim Kossman and Rich Hoyt will maintain the website. Items completed in January to be paid in February include $5,090 to Ramon Ruelas for tree trimming, $1,150 to Nelson for weed treatment in grass areas and $50.00 for the Chicory Room for the annual meeting.

Discussion followed regarding changing monthly assessment statements to email from postal mailings. This could save the HOA $600.00 per year. Ken will contact Colby to see how many residents have requested email statements. We will push for this at the annual meeting.

It was suggested that we show residents how to access the website. This would hopefully increase website usage. After 2020, meeting minutes will only be available on the website. Jim Kossman agreed to demo this if there is WiFi available in the Chicory Room.

Jim Snyder made a motion to approve the amended minutes from the January 25th meeting and the Treasurers report for January. Ken Davis seconded. Motion carried.

**COMMITTEE REPORTS:**

**Architectural report.** Jim Snyder reported that Ron Steel will continue on the committee and Dale Stroh has agreed to join. Jim will be contacting a couple more. A motion was made by Rich Hoyt and seconded by Jim Snyder to approve Dale Stroh as a new member of the Architecture Committee. Motion carried.

Jim indicated that he wants to table the item on the architectural planning document until after the annual meeting. Work on it is in progress.

Jim received a request from roof mates Paul Hubbard and Dale Zimmerman to replace their garage doors. The doors will be steel and will be the same color with no windows. Jim recommends approval.

Jim received a request from Rich Sorenson on January 31st to install solar on his roof. Sue noted that it has already been installed. Jim stated that he gave his approval since the colors would be the same as others in the neighborhood. He recommends approval.

Roof mates Diane Shapiro and Ken Davis have indicated that they will be replacing theirs roofs and would like to change the color. The color they have chosen is old english pewter. The contractor is DNA roofing. Ken still needs to get a written estimate for his half. Diane also wishes to install solar on her roof. Jim recommends approval.

Jim Snyder made a motion to approve the Hubbard/Zimmerman garage door project, the Sorenson solar project and the plan for the Shapiro/Davis roof replacement project and Shapiro solar project. A special board meeting may be needed to approve the final Shapiro/Davis project. Ruth Arzt seconded. Motion carried.

Discussion followed on the Dyksterhouse patio project. Ray and Paul came up with a plan for remediation of the problem. The last we heard was that Paul thought the estimate for the remediation was too high. Jim Snyder will follow up.

**Grounds:** Jan Nelson reported that Kevin Blair and Sheryl Hoyt have resigned from the Grounds Committee. She stated that Jim Kossman, Chet Penta, Linda Roberts and Tom Smith would continue on the committee. Abel Alday has agreed to join the committee. Jim Snyder made a motion to approve Abel Alday as a Grounds Committee Member. Sue Vasconcellos seconded. Motion carried.

There was discussion on Nelson doing weeds in grass areas and Ray doing weeds in the rocks. We need to pay Ray for his portion and redo his contract to reflect new responsibilities. It was also mentioned that we need to pick up downed fruit on a daily basis to discourage rats.

A repair of a leaky shutoff valve near Pentas needs to be done. Ray is attempting to find parts to do the repair. If parts are not available we may need to replace the valve. This could cost up to $1,000.

Any irrigation problems should be reported to Jan Nelson or Chet Penta by phone, email or text. Any leaks should be flagged. Flags will be provided to all residents.

Paul, Jan and Jim will come up with a gardening rules document before the annual meeting.

Ken Davis made a motion to accept the Grounds Committee report. Jim Snyder seconded. Motion carried.

**Old Business:**

**Homeowners List:**  Contact Meg Quarrie for any changes to address, phone numbers or emails. A new resident is moving into Diane Harvey’s unit in the next 7 to 10 days. New copies of the list will be distributed at the annual meeting. It was suggested that we include the state where our “snowbirds” are from. We could also add an indicator for full time or seasonal residents.

**Monthly Assessment Statements:** Covered in Treasurers report.

**New Business:**

**Web site discussion:** 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.

**List the issues we want to include on the annual spring meeting ballot amending the current bylaws or rules:** None noted.

**Paul Hubbard on operative documents:** He will make sure that the web site has all current pertinent documents including CCR’s, Bylaws, Rules and Regulations.

**Discuss the possibility of renting an overhead projector and creating a power point presentation for the spring meeting:** Ken Daviswill submit a request and pay for the overhead projector. Anything we need to project should be on a thumb drive.

**Deal with new issues submitted by the Architectural Committee:** Handled as part of the Architecture Committee report.

**Deal with new issues submitted by the Grounds Committee:** Handled as part of the Grounds Committee report.

**Saturday, February 29th will be the last possible legal date to disseminate the ballots and other information to the residents before the annual spring meeting:** Paul Hubbard and Rich Hoyt will prepare and disseminate the necessary documents.

**Welcome Committee:** Diane Shapiro will chair the Welcome Committee. We would like to see the welcome packet be presented to new residents on thumb drives rather than paper documents. Jim Snyder made a motion to approve $50.00 for paper, folders and flash drives. Ken Davis seconded. Motion carried.

**Next meeting date:** The next meeting will be the annual meeting scheduled for Saturday, March 14th @ 1:00 PM in the Chicory Room at the Beardsley Rec Center.

**Motion to adjourn:** A motion was made by Jim Snyder, seconded by Diane Shapiro to adjourn the meeting. The motion carried. The meeting was adjourned at 11:08 AM.

Respectfully submitted,

Dave Roeker

COP HOA Secretary