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

**SATURDAY, MARCH 28, 2020 @ 10:00 AM, CASTLE ROCK cul de sac, SCW**

**Recognition of visitors:** There were nine residents present at this meeting: Rita Johnson, Ron Steel, Jim Kossman, Tom Smith, Sheryl Hoyt, Deb Penta, Donna Roeker, Kevin Blair and Tina Blair.

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

**Open meeting:** President Hoyt called the meeting to order at 10:02 AM

**Opportunity to add items to the agenda:** None noted.

**Approval of the 2.15.20 regular board meeting minutes and the 3.14.20 special meeting minutes:**

Regular board meeting minutes from February 15th and special board meeting minutes from March 14th. Motion to approve both meeting minutes by Diane Shapiro. Seconded by Jim Snyder. Motion carried.

**Treasurer’s report: (Ken Davis):**

**Board approval of the February financial statements from Colby Mgmt.**

As of February we have $18,645 in Operating Equity and $53,651 in Reserve Equity. We have $50,069 in Painting Reserve, $5,852 in Sprinkler Reserve and $13,996 in Major Maintenance Reserve. Ken reported that we split the surplus into the three reserves as we discussed last month. The Major Maintenance reserve looks lower than expected due to tree trimming cost.

**Modification of the Loma Verde contract for 2020.**

The contract for Loma Verde for 2020 will be $9,090 for Ray which is $905 less than last year. This is due to Nelson Weed Control now doing weed control in the grassy areas. Ray will only do weed control in the gravel areas.

**Receipts and disbursements.**

 Disbursements for the month included $1,150 to Nelson for semi-annual weed control, $150 for bee removal at the Kangas residence, $278 to Ray for fertilizer and $446 to Ray for irrigation valve repair.

**Other Issues:**

Ken noted that water use was up for March of 2020 compared to March of 2019. This was thought to be due to the two water leaks at Saillards and Roekers and the bath tub leak at Graheks.

 A bill for pine tree removal in 2013 was presented to the board by a resident. In 2013 the board agreed to reimburse residents $300 for tree removal. Discussion followed regarding Arizona statute of limitations and the difficulty of budgeting when bills are not presented promptly. Ken recommended that we not reimburse this resident. Ruth Arzt made a motion to deny reimbursement. Jan Nelson seconded. Motion carried unanimously.

Jim Snyder made a motion to approve the Treasurers report for February. Ruth Arzt seconded. Motion carried.

 **COMMITTEE REPORTS:**

**Architectural report.** Jim Snyder reported that no new architectural requests have been received. Jim presented the new Architectural Change Form and noted that it will be on the website upon approval. Rich Hoyt made a motion to approve the new Architectural Change Form. Diane Shapiro seconded. Motion carried unanimously.

Discussion followed regarding architectural change procedures during the COVID19 pandemic. Jim thought we should suspend all non-essential architectural changes until the pandemic is over. Anything that is already approved can proceed. Jan Nelson made a motion to suspend all non-essential architectural changes until further notice. Jim Snyder seconded. Motion carried unanimously.

**Grounds report:** Jan Nelson presented a new Shrubbery Maintenance Opt-Out Request form. She noted that it had been reviewed by Paul Hubbard. This is for residents who want to maintain their own shrubs on the side or in the rear of their units. Residents would still be responsible for shrubbery in the front courtyard. This form will be available on the website upon approval. Jim Snyder made a motion to approve the new Shrubbery Maintenance Opt-Out Request form. Ken Davis seconded. Motion carried unanimously.

 Discussion followed regarding revision of landscape contract with Loma Verde. Ray needs to submit revised contract to board for approval. He should just need to line out items which no longer apply (weed control in grass areas). Jan will talk to Ray and we will table new contract approval until Ray submits amended contract.

There was much discussion about bee problems in the HOA. Bees are necessary for pollination of citrus trees so we need to avoid killing swarms if possible. Ray from Loma Verde seemed to think that honey bees are not a problem since they are not aggressive. Most swarms will move on their own without any action by us.

New water use statistics will be available on the website. At this point, water usage is down 29%.

**President’s Report (Rich Hoyt)**

1. **Approval of the COP governing board officers for 2020-21.**

Rich nominated Dave Roeker for Secretary. Dave agreed to serve again. Jan Nelson made a motion to approve Dave as Secretary. Rich seconded. Motion carried unanimously.

Rich nominated Ken Davis for Treasurer. Ken agreed to serve again. Jim Snyder made a motion to approve Ken as Treasurer. Ruth Arzt seconded. Motion carried unanimously.

Rich nominated Diane Shapiro for Vice President. Diane agreed to serve again. Ken Davis made a motion to approve Diane as Vice President. Ruth Arzt seconded. Motion carried unanimously.

Rich noted that he and Sheryl have put their house up for sale but he would be willing to serve again as President as long as they are residents. He also stated that he would not run for another term if they do not sell their house. Jan Nelson made a motion to approve Rich Hoyt as President. Ken Davis seconded. Motion carried unanimously.

1. **Reminder to use the digital monthly fees form**

Rich reminded us that getting our monthly assessment notices from Colby by email rather than U S Mail saves us money. 29 residents now get email versus 21 who still get U S Mail. Ken Davis volunteered to get a list of residents who still get U S Mail. Perhaps we could make personal contact with them to encourage and show them how to sign up for email notices.

1. **Continued encouragement to use the web site**

Rich encouraged the use of our website (COPCONDO.ORG) for HOA news and documents. The new forms for architectural changes and shrubbery maintenance opt-out will be there soon. Perhaps we could encourage usage of the website for new residents by having the Welcoming Committee explain it to them. Our newest residents, Mike and Mark Nelson, haven’t been approached yet as Mike is still in rehab.

1. **Discuss the possibility of skipping the regular board meeting for** **April and/or May if the government continues with Corona Virus warnings.** PORA and OHOA have both recommended that we have no group meetings while the Corona Virus is still an issue. After discussion Jim Snyder made a motion to suspend all board meetings until fall. Ken Davis seconded. It was noted that we could still call a special meeting if necessary. Motion carried unanimously.

**Dyksterhouse patio remediation**

Rich reported that the Dyksterhouse patio remediation has not been completed yet as Ray feels that it is not a feasible time to plant the Bermuda grass sod.

**Welcome Committee:** Diane Shapiro reported that the Welcoming Committee met as a group to discuss how to proceed. Paul Hubbard put together flash drives with all applicable documents for new residents. Jim Kossman asked when Welcome Committee would start operating. This is a bad time what with the COVID19 virus. There is one new resident and one unit in escrow on Castle Rock. Rich will get copies of documents to Diane and she can mail welcome packets without meeting personally.

**Next meeting date:** The next meeting will be the 3rd week of September with the date and location to be determined.

**Motion to adjourn:** A motion was made by Jim Snyder, seconded by Ken Davis to adjourn the meeting. The motion carried. The meeting was adjourned at 11:17 AM.

Respectfully submitted,

Dave Roeker

COP HOA Secretary