**Please remember to use the HOA website**

**(copcondo.org)**

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

**Saturday 2.13.21 @ 9:30 AM**

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

**RECOGNITION OF VISITORS:** Visitors were Sharon Davis and Pat Sannerud.

**BOARD MEMBERS PRESENT:** Acting President Diane Shapiro, Treasurer Ken Davis, Secretary Dave Roeker, Director Ruth Arzt, Director and Grounds Committee Chair Jan Nelson, and Director and Architecture Chair Tom Smith.

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

 **APPROVAL OF THE LAST REGULAR BOARD MEETING MINUTES (Dave Roeker):** Jan Nelson made a motion to approve the 01/16/2021 minutes. Ruth Arzt seconded. Motion carried.

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

1. In preparation for the Annual Meeting on March 6th, the Grounds Committee has prepared the proposed changes to our HOA Rules and Regulations.
2. The Nominating Committee (Ruth Arzt and Sharon Davis) will submit the new and returning member names to the ballot for the March 6th Annual Meeting. Once the nominees are approved by the Homeowners at the Annual Meeting, these Board members will be eligible to fill vacant Officer positions as needed. The BOM will elect its own new Officers at the next Regular Board Meeting tentatively scheduled for Saturday April 10th.

**VICE PRESIDENT REPORT:** None at this time.

**TREASURER’S REPORT: (Ken Davis)**

1. Board approval of the November financial statements from Colby Management. Dave Roeker made a motion to approve the November financial statements. Diane Shapiro seconded. Motion carried. Financial statements are posted on our website “copcondo.org” once approved.
2. Review the Financials for December.
	* Discuss Operating and Reserve balances. The operating account total was $10,770.93. The bank reserve total was $74,480.87. The reserve total was $80,541.09. The liability and equity total was $91,312.02. We had a $7,137.89 operating surplus as of the end of the year. Ken Davis made a motion to split the surplus equally between the Painting Reserve and the Major Repair Reserve. Dave Roeker seconded. Motion carried.
3. Disbursements for December include:
	* Jan and Ken submitted office supplies bills and these were paid.
	* Maintenance expenses paid. $16.15 was paid for community wheelbarrow repairs.
	* Expenses to be paid in January. Ray submitted a gardening bill too late to be paid in December. It was paid in January.
4. The 2021 Budget was approved by the Board and submitted to Colby Management. It must be approved by the majority of Homeowners (HO) at our Annual Meeting in March. It is on the website and should be reviewed by all residents before the annual meeting.
* EPCOR Water/Sewer rate hikes are planned for 2021. Hearings are ongoing and we will not know which of 5 scenarios will be approved until after the March Annual Meeting. RCSCW and PORA represent us.

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Tom Smith):**

1. No new projects have been announced since October
2. The Board approved a revised Architectural Plans Form to add Committee Member signature, date and recommendation. The requested additional information was added in Version 4. It is available to Homeowners on our website “copcondo.org”.
3. Tom noted that any contractors hired by residents should be bonded and insured.

**GROUNDS (Jan Nelson):**

1. Jan presented proposed new Rules and Regulations as developed and approved by the Grounds Committee.
2. Jan presented proposed new Maintenance and Common Area Regulations as developed and approved by the Grounds Committee.
3. Ken Davis made a motion to approve both a and b. Diane Shapiro seconded. Motion carried.
4. Jan presented a proposed board tree resolution that would allow the board to make changes to the tree policies without waiting for the next annual meeting. Ken Davis made a motion to approve. Jan seconded. Motion carried.
5. Water usage for December. No area was over the 100,000 gallon limit for December. Cost was down $886.88 from last month. It should be better next month as sprinklers were off for two weeks due to the rain.
6. Nelson Weed Control sprayed our grass areas on Thursday, January 7th. There are some brown patches and bare spots. These may be due to the weeds dying.
7. Update on removal of dead shrubs and thinning of dead tree branches. Ray has removed all the original Japanese privet. Most of these were brown and bug infested.
8. Update on the status of the annual ‘citrus gleaning’ and tree trimming. Loma Verde is offering this service with fruit going to St Mary’s. All but one resident have signed up for gleaning/trimming. We are set to go in March.

 **NOMINATING COMMITTEE (Ruth Artz & Sharon Davis):**

1. We have three board members returning in March. Diane Shapiro and Jan Nelson have another year on their present term. Ken Davis has completed his 2-year term as Treasurer, but will be on the ballot for another 2-year term. New nominees include Tom Smith and Pat Sannerud. Ruth Arzt has one year remaining on her term but has decided to resign as of the annual meeting. Due to the lack of candidates the board should be reduced from 7 members to 5. Ruth Arzt made a motion to reduce the board from 7 to 5. Jan Nelson seconded. Motion carried.

 **SOCIAL/HOSPITALITY (Sharon Davis):**

Need setup help for annual meeting. Since there will be no refreshments or decorations it will be simply setting up some tables and chairs for the board.

**UNFINISHED BUSINESS:**

1. Reminder to use the Colby digital monthly fees form for quarterly statements and Sure Pay to auto pay your monthly assessment.
2. Continued encouragement to use the web site “copcondo.org” to be maintained current by Ken Davis and Paul Hubbard

**NEW BUSINESS*: Floor now open for anyone to speak.***

1. Pat Sannerud noted that she was interested in obtaining the sewer line insurance coverage. She went out to the website for American Water Resources but was confused by all the options available. Jan Nelson has the coverage and offered to help her procure what is needed.
2. Ken Davis reported that the Gathering on the Green (GOG) was successfully held in January. All new residents were in attendance. He suggested that future gatherings be held the 3rd Tuesday of every *other* month (i.e., March 16th, May 19th and so forth). Note the change from Thursday.
3. Diane Shapiro and Sharon Davis decided to honor people with an “outstanding resident of the month” award. The honor for January went to Jan Nelson for all her work with the Grounds Committee.

**NEXT MEETING DATE:**

1. The HOA Annual Meeting is scheduled for Saturday, March 6th at 10:00 AM in the Cul-de-Sac. There will be no refreshments served this year due to the pandemic. Please bring a chair or golf cart to sit on. Masks will be required and social distancing will be observed.
2. It must be held between February 13th and March 16th. The Agenda and new Director Ballots must be delivered to members two weeks prior.

**MOTION TO ADJOURN:** Motion to adjourn was made by Diane Shapiro and seconded by Dave Roeker. Motion carried. Meeting was adjourned at 10:42 AM.

Respectfully Submitted

Dave Roeker

COP HOA Secretary