**COP CONDO ASSOCIATION MEETING**

**MINUTES for Saturday 02.19.22 @ 9:30 AM**

**Davis’ at 12711 W CASTLE ROCK DR**

***Please use our website: “copcondo.org”***

**RECOGNITION OF VISITORS:** President Ken Davis welcomed all visitors.

**CALL TO ORDER: President (Ken Davis):** President Ken Davis called the meeting to order at 9:30 AM.

**RESIDENTS PRESENT (Pass Sign-in Sheet):** Bob Frank, Jim and Susan Sutherland

**BOARD MEMBERS PRESENT (Establish Quorum):** President & Treasurer Ken Davis, Secretary Pat Sannerud, Grounds Committee Chairperson Jan Nelson, Architecture Committee Chairperson Tom Smith, Tina Blair Painting Committee Chairperson, and Welcome Committee Chairperson Sharon Davis.

**APPROVAL OF MINUTES: (SECRETARY: Pat Sannerud)**

1. Board approved the Regular Meeting minutes for 15 January 2022. Motion made to approve by Ken Davis, seconded by Jan Nelson; motion carried. The Minutes are posted on our website “copcondo.org” once approved.

**PRESIDENT’S REPORT: (Ken Davis)**

1. Since the last meeting, we formed a Nomination Committee to recommend candidates for two Director positions. Our bylaws require us to maintain a minimum of 5 directors. Diane will be retiring after 12 years of excellent service to our HOA community. Also, Tom Smith has said he will be submitting a letter of resignation after one year. Planning for our Annual Meeting of Members is underway. The date will be Saturday 12 March 2022 at 10:00 am in the Cul-de-Sac.
2. At the December 11, 2021, Board Meeting, the BOD approved moving the HOA Master Insurance policy to State Farm or CAU pending final coverage and premiums. State Farm (SF) was selected as costs and coverage were comparable. Over the course of negotiations, SF Underwriters got involved and essentially doubled the annual premium we would have to pay. Due to increased property values, they raised our current replacement cost by approximately $7 M to $19.7 M. As a result, we are now negotiating with Community Association Underwriters (CAU) to see if they can give us a better deal than our current insurer which is Farmers Insurance.
3. President Ken Davis is currently taking some Leadership Classes at OHOA-SCW to learn more about running an HOA. The classes cover types of meetings, contracting, budgeting, reserves, and risk management.

**VICE PRESIDENT REPORT: (Diane Shapiro):**

1. Nothing to report.

**TREASURER’S REPORT: (Ken Davis)**

1. The December Financials (not avail at meeting time) were briefly discussed at our last meeting but subsequently reported in the January Minutes. Motion made to approve the December Financials by Jan Nelson, seconded by Pat Sannerud; motion carried. The financials will be posted on our website “copcondo.org”.
2. Last year’s surplus of $ 11,586.28 was added to 2022 Homeowner equity.
3. January Operating Balances
	* Asset Total – $116,458.84
		+ Operation Total - $12,052.74
		+ Reserve Total – $104,404.10
	* January Reserve Equity –
* Painting - $69,388.54
* Sprinkler - $9,960.00
* Major Maintenance - $25,043.15
1. Disbursements for January include:
	* Nelson Weed and Pest for $1200
	* Brian Wier for Website Maintenance $125
2. The 2022 Budget received the Board’s approval at the December BOD Meeting. Changes from last year were all due to increased costs for this year. Based on the 2022 Budget the Monthly Assessment Fee is $285. The 2022 Budget will be presented at the March 12, 2022, HOA Annual Meeting for approval by the community.
3. Working with Jeff Leane at LaBarre/Oksnee Agency in Scottsdale to secure a new Master Insurance Policy. Initial estimates will save us money on a policy that compares favorably with Farmers Insurance. Waiting on the CAU Underwriters to determine current replacement cost for buildings and common space to determine final policy premium will be determined. Our goal is to start the new coverage by 1 March.

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Tom Smith):**

1. New Architectural Requests submitted since the last Board Meeting:
* Irene Marschke to replace her front patio gate.
* Committee reviewed the request and recommended approval. Motion to approve by Ken Davis, seconded by Jan. Motion; motion carried. Request approved.
* Bob Frank to extend the back patio.
* Committee reviewed the request and recommended approval. Motion to approve by Pat Sannerud, seconded Jan Nelson; motion carried. Request approved.
* Curt Mentzer to extend the back patio.
* Committee reviewed the request and recommended approval. Motion to approve by Jan Nelson, seconded by Pat Sannerud; motion carried. Request approved.
1. Homeowners are reminded that an Architectural Request must be approved by the Board before any new exterior projects are started.

**GROUNDS (Jan Nelson):**

1. Water use report for December-January. We are down again compared to last year. Our landscapers are carefully watching for any leaks and managing sprinklers based on the weather.
2. Loma Verde Land Design (Landscaper) Report
	* Shrubs – Overgrown shrubs are being trimmed in preparation for house painting. Tina Blair will provide the landscaper with the painting schedule to help plan trimming.
	* Weeds – All common areas were spayed on February 28th. Frequency of herbicide application will be determined by the weather.
	* Irrigation –
		+ Replaced valve at 12607 Castle Rock
		+ Started valve box repair behind 12631 Castle Rock. Waiting on part arrival to complete. This repair should cut water usage.
		+ Plans in place to install a new section of pipe at 12729 Castle Rock to reroute the pipe around the ash tree. This section has been losing pressure causing uneven watering coverage of the lawn.
	* Lawn – Starting in March, the grass will be cut shorter to begin aeration.
3. A Grounds Committee meeting will be held on March 9th. Please provide Jan Nelson with any questions or issues that need to be addressed at the meeting.
4. Citrus Tree Gleaning will start March 26. Forms to request gleaning and/or trimming will be delivered by February 25. The forms including your request and payment must be returned to Jan Nelson. Citrus tree trimming amount will be determined by the landscaper to ensure that the trees do not burn. Canopies will be trimmed as needed.
5. Based on requests from homeowners, the COP HOA Tree Policy was distributed to board members and guests. This policy defines the HOA policy for all trees in the common and boulevard areas. The policy can be found on our website COPCONDO.ORG under Grounds Committee Info.
6. REMINDER: Citrus trees should be fertilized three times a year. This is the responsibility of the homeowners.
7. REMINDER: Vegetation in courtyards must be trimmed before leaving for extended period to time. Overgrown shrubs are a great hiding place for our wildlife neighbors.

**PAINTING Committee (Tina Blair):**

1. Started meeting with homeowners to select their color scheme. As of today, completed 11 out of 25 units. Meeting with all homeowners will be completed by March 28th. Painting will start in October 2022.
2. Loma Verde Land Design will help with trimming plants around your house to assist with painting. The cost will be from $25 to $50.

**NOMINATION Committee:**

1. Our HOA Annual Meeting is scheduled for 12 March at 10:00 am. A ballot and agenda are in the works and will be distributed February 25 and 26. The balloting will be conducted just like last year.
2. Nominees for our two director positions are Tina Blair and Jan Nelson. Tom Smith’s remaining director position term will be appointed at the next board meeting. The position term will be filled by Gerald Phipps.

**WELCOME Committee (Sharon Davis): Next Gathering on the Green**

1. We are having a POTLUCK at our next Gathering on the Green (GoG) to be held on 15 March (3rd Tuesday) at 3:00 pm behind Sutherlands. The HOA will provide a cake to celebrate February and March birthdays. Please bring a *main dish or side* for 6-8 people to share, as well as, your favorite drink and a chair.
2. The HOA will be providing coffee, water, and pastries at the Annual Meeting on March 12th. We could use some volunteers to help setup tables etc. Please contact Sharon Davis to help with the setup.

**UNFINISHED BUSINESS: (None)**

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

1. A suggestion to add house numbers at the back of the house to help people identify the homes from the back. Will consider in the future to ensure consistent implementation.
2. Additional information on tree removal in the common and boulevard areas was requested from the floor.
	* HOA stipend for tree removal by owner is $300.
	* Rather than remove the tree, consider trimming to save the tree.
	* Consider having a video inspection of the sewer to look for damage from tree roots. If there is damage, then petition the HOA board to get permission to remove the tree.

**NEXT MEETING DATE:**

1. The members Annual Meeting is scheduled for 12 March at 10:00 am in the Cul-de-Sac. The next Regular Board Meeting is scheduled for Saturday 19 March at 9:30 am at 12711 Castle Rock Drive.

**MOTION TO ADJOURN:** Motion to adjourn the meeting made by Tom Smith, seconded by Ken Davis; meeting was adjourned at 11:02 AM.