**PENDING**

**COP CONDO ASSOCIATION MEETING**

**MINUTES for Saturday 04.16.22 @ 10:00 AM**

**Davis’ at 12711 W CASTLE ROCK DR**

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

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

**CALL TO ORDER: President (Ken Davis):** President Ken Davis called the meeting to order at 10:00 AM.

**RESIDENTS PRESENT (Pass Sign-in Sheet):** Ruth Arzt, and Sandi Tischer

**BOARD MEMBERS PRESENT (Establish Quorum):** Ken Davis President & Treasurer, Pat Sannerud Secretary, Jan Nelson Director & Grounds Committee Chair, and Jerry Phipps Director & Architecture Committee Chair.

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

1. Board approved the Regular Meeting minutes for 19 March 2022. Motion made to approve by Jan Nelson, seconded by Jerry Phipps; motion carried. The Minutes are posted on our website “copcondo.org” once approved.

**PRESIDENT’S REPORT: (Ken Davis)**

1. The Sutherlands and Franks hosted a Farewell BBQ Party for Paul and Susan Hubbard who sold their home and departed to Fargo North Dakota to be closer to family. Some former COP residents and neighbors were there (e.g., Hoyt’s, Snyder’s, Tessin’s) and it was a fun event for all in attendance.
2. We have a new homeowner who will arrive in May from Kansas. Linda Myers purchased the Hubbard’s home at 12606 W Prospect.
3. Our contract with Community Association Underwriters (CAU) to provide our Master Insurance Policy began on 1 March 2022. On 8 April, they sent out a licensed home inspector to perform a Field Survey of our HOA properties. I escorted Mr. Bennett Miller to inspect my home and one other to evaluate the floorplans and condition/state of our interiors. Photos were taken of plumbing and electrical. He also made note of the condition of the building exteriors including roofs, HVACs, electric breaker boxes, and solar installations. He took many photos of our units and the common grounds. He seemed to agree that we have a very well-maintained HOA Community.

**VICE PRESIDENT REPORT: (Tina Blair – Not in attendance):**

1. Nothing new to report.

**TREASURER’S REPORT: (Ken Davis)**

1. The February Financials reported were amended to remove the Loma Verde disbursement for $1,017.13. This invoice was paid in April. Motion made to approve the amended February Financials by Jerry Phipps, seconded by Jan Nelson; motion carried. The financials will be posted on our website “copcondo.org”.
2. March Operating Balances
	* Asset Total – $100,612.40
		+ Operating Total - $13,737.74
		+ Reserve Total – $86,874.66
	* Liabilities and Equity Total - $100,612.40
		+ Operating Equity - $13,737.74
		+ Reserve Equity – $86,874.66
* Painting - $50,808.54
* Sprinkler – $10,336.00
* Major Maintenance – $25,683.15
* Interest - $46.97
1. Disbursements for March include:
	* Loma Verde Landscape $1,017.13 for irrigation repairs (reported last month by mistake)
	* LaBarre/Oksnee Insurance Invoice 22501 for $4,801, a down payment on our new Master Insurance policy

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Jerry Phipps):**

1. Architectural Requests submitted since the last Board Meeting:
* Sundari Ware request for new Garage Door at 12530 Prospect
	+ Request approved by the Architecture Committee. Motion for board approval by Ken Davis, seconded by Jan Nelson. Request approved.
* Charlotte Bailey request to replace heat pump at 12739 W Castle Rock Dr.
	+ Request approved by Architecture Committee. Motion for board approval by Jan Nelson, seconded by Ken Davis. Request approved.
1. Homeowners are reminded that an Architectural Request must be approved by the Board before any new exterior projects are started. We had a recent violation of this COP Regulation as a new homeowner had a replacement garage door installed without getting approval (necessary to insure that style and color match that of the roofmate).
2. Deadline for Architectural Requests for planned summer projects is 8 June. The last BOD meeting of this season is scheduled for 18 June.

**GROUNDS (Jan Nelson):**

1. Water use report for February-March. Water usage is down this year over last year. Please use the flags on your electrical box to flag sprinkler issues. Our landscapers are carefully watching for any leaks and managing sprinklers based on the weather.
2. Bees were removed at Sharon Monasterio’s home.
3. Walked the grounds with Ramon to review tree trimming needs. Current estimate to trim and/or remove dead trees in the common areas is approximately $6000. Board recommends that we get more bids for the same work.
* Post meeting, Grounds Committee determined trimming is urgent due to rising heat. President/Treasurer Ken Davis authorized trimming now, with cost not to exceed $2500. The Board of Directors will revisit removal of dead trees later.
1. The Grounds Committee Chair received requests for removal of Pine trees in front of 12631 and 12627 Castle Rock Dr. Notify the requestors of the cost of tree removal. Allow the requestors to decide on removal versus having the HOA pay for trimming of the trees in the request.
2. Status of the citrus tree gleaning/trimming
* Gleaning completed as of April 14th
* Trimming of citrus trees started but is not complete.
1. The Grounds Committee met on Wednesday March 9, 2022. A copy of the minutes from the meeting is posted under the Grounds Committee tab on our website “copcondo.org”

**PAINTING Committee (Tina Blair not in attendance):**

1. Reminder – Please have a list of repairs needed before painting to Tina Blair by May 1, 2022. Please provide a picture if possible. Contact Tina Blair if you need help in reviewing your property for repairs.
2. Ken Davis has collected information on vendors to do the repairs prior to painting the outside of the homes.

**WELCOME Committee (Sharon Davis not in attendance): Next Gathering on the Green**

1. Since our last board meeting, a very well attended GoG Potluck was held on the 15th of March. Many of our Snowbirds have made plans to depart so we had a chance to say good-bye and wish them safe travels.
2. We are having our next Gathering on the Green (GoG) on 17 May (3rd Tuesday) at 4:00 pm behind Sutherlands. Please bring a snack or dessert to share, your favorite drink, and a chair.

**UNFINISHED BUSINESS: (None)**

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

1. Ruth Artz recommended getting all your vents cleaned to prevent fires, especially from lint in the dryer vent.
2. Since we have a new insurance vendor, insurance information has been posted in the Information and Forms tab on our website “copcondo.org”.
	1. Coverage Summary - “LaBarre/Oksnee Insurance Coverage by CAU Policy 2022-23”
	2. Certificate of Insurance - “LaBarre/Oksnee Certificate of Insurance 22-23”

**NEXT MEETING DATE:**

1. The next Regular Board Meeting is tentatively scheduled for Tuesday 24 May at 9:30 am on the front patio at 12711 Castle Rock Drive.

**MOTION TO ADJOURN:**

Motion to adjourn the meeting by Ken Davis, seconded by Jerry Phipps. Meeting was adjourned 11:18 am.