**COP CONDO ASSOCIATION MEETING**

**MINUTES for Saturday 01.21.23 @ 10:00 AM @**

**Davis’ on the Cul-de-Sac 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 call the meeting to order at 10:00 AM.

**RESIDENTS PRESENT (Pass Sign-in Sheet):** Roger and Lee Cousins, Tammy Arms

**BOARD MEMBERS PRESENT (Establish Quorum):** President Ken Davis, Secretary Pat Sannerud, Treasurer Ken Davis, Director and Grounds Committee Chairperson Jan Nelson, and Director and Architectural Committee Chairperson Jerry Phipps, and Social and Welcome Committee Chairperson Sharon Davis

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

1. The Board approved the Regular Meeting minutes for 17 December 2022. Jan Nelson made a motion to approve, seconded by Jerry Phipps. Motion carried. The Minutes are posted on our website “copcondo.org” once approved.

**PRESIDENT’S REPORT: (Ken Davis)**

1. The painting by Albrecht and Son LLC is complete. We need to evaluate the quality of the work and the cooperation/friendliness of the Albrecht personnel. If you have comments, either positive or negative, please pass them along to President Ken Davis or any board member. The BOD will summarize and submit the overall evaluation.
2. New entries for 2023 are in the process of being added to our website “copcondo.org”. Please be patient while changes are being made and follow the “hints” to locate the information for which you are looking.
3. **The COPC Annual Meeting will be held Saturday 11 March at 11 AM**. The meeting will be held in the green area behind Davis’ at 12711 Castle Rock. Refreshments (fruit, pastries, coffee, and water) will be served. Ballot preparation is in work. We need names of members that would be willing to serve a 2-year term on the BOD. We have 3 openings. Please contact a Board Member by 15 February to sign-up.
4. The HOA purchased a 50 lb. bag of grass seed for use by homeowners who want to reseed minor brown spots near their home. Contact Ken Davis to obtain needed seed.

**VICE PRESIDENT REPORT: (Vacant):**

1. We need a COP homeowner to step up and serve on the BOD to complete the remaining year of Tina Blair’s term. Note: At present, all 4 Directors live on Castle Rock.

**TREASURER’S REPORT: (Ken Davis)**

1. Board approved the November Financials. Jerry Phipps made a motion to approve, seconded by Jan Nelson. Motion carried. The approved November Financials are posted on our website “copcondo.org.”
2. December Financials – Operating balances**.** 
   * Assets Total $61,517.69
   * Bank Operating total $22,045.57
   * Bank Reserve Total $39,472.12
     + Bank Reserve $33,281.38
     + Bank Certificate $6,190.74
3. Liabilities and Equity Total $61,517.69
   * Operating Equity Total $22,045.57
     + Homeowner Equity $11,586.28
     + Operating Current Year Surplus $10,459.29
4. Reserve Equity Total $39.472.12
   * Painting $11,598.54
   * Sprinkler $11,350.50
   * Major Maintenance $16,278.15
   * Reserve Interest $244.93
5. Budget Variances 2022 – The 2023 budget addresses the 2022 budget variances.
   * Over Budget
     + Insurance by $1475.00
     + Extra Yard Maintenance by $1548.00
   * Under Budget
     + Water by $5813.25
     + Sewer by $1290.65
     + Grass Seed/Fertilizer by $4469.06
     + Repairs and Maintenance by $1260.00
6. Disbursements for December include:
   * Albrecht and Son LLC $11,600 3rd draw for Painting
   * Albrecht and Son LLC $11,200 4th draw for Painting
   * Loma Verde Landscape $1,168 for overseeding front yards and repairing a valve manifold at 12610 Prospect
   * Loma Verde Landscape $880 for palm tree trim and major shrub trim on Castle Rock prior to painting
7. The budget for 2023 was approved by the BOD in November and forwarded to Colby Management along with other end of the year documents. The Monthly Assessment has increased to $300 for 2023. Colby Management is very busy with year-end accounting currently. Please email Colby Management with any questions. Please visit our website for their email information.

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Jerry Phipps):**

1. New Architectural Requests (AR) submitted since the last Board Meeting:
   * Susan Sutherland and Pat Sannerud submitted an AR to build and installed a Pergola over their front patios
     + Architecture Committee approved the request
     + Motion to approve the request by Jerry Phipps, seconded by Jan Nelson. AR approved by BOD
   * Jerry Phipps submitted an AR to have his HVAC system replaced.
     + Architecture Committee approved the request
     + Motion to approve the request by Pat Sannerud, seconded by Jan Nelson. AR approved by BOD.
   * Mary Cichos submitted an AR to have her HVAC system replaced.
     + Architecture Committee approved the request
     + Motion to approve the request by Jan Nelson, second by Ken Davis. AR approved by BOD
2. Homeowners are reminded that an Architectural Request must always be approved by the Board *before* any new exterior projects are started.
3. Deadline for Architectural Requests is one week before the next BOD meeting.

**GROUNDS (Jan Nelson):**

1. December water use was way down from last year because of the amount of rain we received. Ray is monitoring on a regular basis.
2. Status of Landscaping Submissions
   * Rodger and Lee Cousins previously submitted a Landscaping Submission Form to have their pine tree removed. It was approved by the BOD. The tree has been removed.
   * The Grounds Committee met this week to come up with a plan to replace shrubs as requested by individual homeowners. Implementation of the plan will begin in the coming weeks.
3. Bees are still swarming at 12626 Prospect. A plan to remove them and take action to prevent future bee nests from forming in the olive trees is in the works. Jan Nelson will organize the work to prevent future bee nests.
4. A new action item (AI) was submitted to perform limited reseeding of *front* lawns that need improvement now that the painting is nearly complete. The board approved this AI via email. Ray completed the reseeding.
5. Homeowners are reminded that a **Landscaping Submission/Application** **Form** is available on our website under the Information and Forms tab. Please use this form to request changes to landscaping. The Grounds Committee will use this information to plan landscaping needs.

**PAINTING Committee (Jan Nelson):**

1. Painting was completed on 4 January, ahead of schedule. All but two Condos on Castle Rock were finished by the end of the year 2022.
2. Jan is on back on duty to answer any phone calls after recovering from back surgery. Tom Smith and Dale Stroh are assisting Jan as needed.
3. Please get information to Ken Davis or other director regarding issues or complements for the painting company. The completed evaluation will be sent to Albrecht and Son LLC.

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

1. Due to the Annual Meeting in March, our next Gathering on the Green (GoG) will be a Potluck and is scheduled on 18 April (3rd Tuesday) at 3:30 pm at Sutherland Crossing. Please bring a chair, a drink, and a dish to share.
2. The Welcome Committee visited new resident, Nancy Toland to welcome her to the community.

**UNFINISHED BUSINESS: (None)**

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

1. Reminder – Get any grass seed you need from Ken Davis.

**NEXT MEETING DATE:**

1. The next Regular Board Meeting is scheduled for Saturday 18th of February at 10:00 am at the Davis’ in the cul-de-sac at 12711 Castle Rock Drive.

**MOTION TO ADJOURN:** Ken made a motion to adjourn. The motion was approved by Jan, and it was seconded by Jerry. Meeting adjourned at 11:25 AM.