**COP CONDO ASSOCIATION MEETING**

**Minutes for Saturday 04.22.23 @ 10:00 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 10:02AM.

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

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

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

1. The Board approval the Regular Meeting minutes for 18 February 2023. Motion to approve by Ken Davis, seconded by Jerry Phipps. Motion carried. The Minutes are posted on our website “copcondo.org” once approved.

**PRESIDENT’S REPORT: (Ken Davis)**

1. The COP HOA Annual Meeting was held Saturday 11 March 2022 at 11:00 am in the common area behind Davis’. Twenty-six (26) homeowners were in attendance. Forty-five (45) ballots were returned and counted, easily exceeding at quorum of 26 out of 50 possible. All nominees for the BOD (Ken Davis, Pat Sannerud, Jerry Phipps, and Myra Fribourg) as well as, the 2023 Budget were approved.
2. Since our last meeting, a contract was signed with Community Association Underwriters (CAU) to provide our 2023-24 Master Insurance Policy beginning 1 March 2023. Our agent, Jeff Leane with LaBarre/Oksnee joined us at the Gathering on the Green (GoG) on Tuesday 18 April. Jeff provided an update on our current coverage, including a handout detailing what should be included in your personal condo policy. Please contact Ken Davis to get a copy of the handout if you were unable to attend.

**ELECTION OF OFFICERS FOR 2023-24: (Ken Davis)**

1. The new officers elected for the 2023-2024 year are President Ken Davis, Vice President Jan Nelson, Secretary Myra Fribourg, and Treasurer Pat Sannerud.

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

1. None.

**TREASURER’S REPORT: (Ken Davis)**

1. The board approved the February Financials. Motion to approve by Jerry Phipps, seconded by Myra Fribourg. Motion carried.
2. March Financials – Operating balances.
	* Assets Total $63,486.50
		1. Bank Operating Total $32,607.03
		2. Reserve Total $31,879.47
			1. Bank Reserve $25,666.56
			2. Bank Certificate $6,212.91
	* Liabilities and Equity Total $63,486.50
		1. Operating Equity Total $31,607.03
			1. Homeowner Equity $22,045.57
			2. Operating Current Year Surplus $9,561.46
	* Reserve Equity Total $31,879.47
		1. Painting $2358.54
		2. Sprinkler $11,950.50
		3. Major Maintenance $17,283.15
		4. Reserve Interest $287.28
3. Disbursements for March include:
	* CAU Insurance Down Payment $5,008
	* Colby IRS Tax Prep $245, AZ Tax Prep $50
	* Nelson Weed and Pest Control $1300
	* Pine Tree Removal Stipend to Cousin’s $300
	* Renew Annual Membership to SCW OHOA $135
	* Sharon Davis for Annual Meeting refreshments $82
4. The new annual CAU Master Policy Premium beginning 1 March 2023 is $15,016.

**COMMITTEE REPORTS:**

**ARCHITECTURAL (Jerry Phipps):**

1. New Architectural Requests (AR) submitted since the last Board Meeting:
* Charlotte Bailey and Nora Guest submitted an AR for a new shingled roof. Motion to approve the request by Jan Nelson, seconded by Pat Sannerud. AR approved by BOD.
* Jan Nelson submitted an AR to replace black screen door with black security door. Motion to approve the request by Pat Sannerud, seconded by Ken Davis. AR approved by BOD.
* Jan Nelson and Linda Roberts submitted an AR to replace rain gutters on front. Motion to approve the request by Myra Fribourg, seconded by Ken Davis. AR approved by BOD.
* Ken & Sharon Davis submitted an AR to replace their roof mount heat pump. Motion to approve the request by Jerry Phipps, seconded by Jan Nelson. AR approved by BOD.
1. Homeowners are reminded that an Architectural Request (AR) must be approved by the Board before any new exterior projects are started.
2. Deadline for Architectural Requests is one week before the next BOD meeting.

**GROUNDS (Jan Nelson):**

1. Water use Feb 10 – Mar 10
	* Lowest water use in a *month* since the HOA started tracking in 2001, 392,00 Gallons used in 2022, 179,000 Gallons used in 2023.The reduction is due to:
		1. Our landscaper monitoring the shrubs and grass and shutting down water when appropriate based on rain fall.
		2. Prompt fixing of several leaking values.
2. Year to date water usage, 963,000 gallons in 2022, 700,000 gallons in 2023
3. Water rates have stayed the same, sewer rate was raised by 11 cents per meter.
4. All planned shrub and tree replacements have been completed based on plan by Grounds Committee presented at the February Board Meeting.
5. Citrus tree gleaning and trimming completed.
6. Completed bee removal at 12626, 12618, and 12610 Prospect by Beesville Bee Farm (Scott Clark).
7. Need a plan from the Grounds Committee on maintenance required in the common area. Tree replacement, filling of uneven ground, and refresh of rock around each home.

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

1. Our last Gathering on the Green (GoG) for this season was a Potluck held on 18 April at 3:30 pm at Sutherland Crossing. Jeff Leane gave a very informative briefing on our Master and individual HO-6 insurance policies. Ken Davis has additional handouts for anyone who wants one. We will start Gathering on the Green events again in the fall.

**UNFINISHED BUSINESS: (None)**

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

1. Jan Nelson has additional paint for touch-up. Jan has the list of who has the additional paint.
2. Need a plan to determine where rock needs to be replaced and what type of rock is needed. Also, need to have a written specification on what rock the HOA is responsible for replacement.
3. Need to determine how many plants should be on the side of the house ensure that we are conserving water.

**NEXT MEETING DATE:**

1. The next Regular Board Meeting is scheduled for Saturday 24 June at **09:30** **am** at Davis’ front patio located at 12711 Castle Rock Drive.

**MOTION TO ADJOURN:** Motion to adjourn by Jan Nelson, seconded by Jerry Phipps. Motion carried. Meeting adjourned at. 11:21AM.