**Executive Board Meeting**

April 27th, 2016

Location: The Residence of Peter May and Carol Nieuwenhuizen – 703 Kings Row Avenue

Board Members in Attendance: Peter May, Carolyn Dahlgren, Antonia Cooper, Gerald Fielding and Krystle Beattie (recording secretary)

Homeowners in Attendance: Carol Nieuwenhuizen, David Bell, Susan Cuseo and Mimi Trombatore

1. Call to order at 6:05pm; a Quorum was present.
2. Approval of February 10, 2016 meeting minutes – GR Fielding motioned to approve the meeting minutes as amended; Peter May second; all were in favor.
	1. The meeting minutes were read through to see if assignments had been completed:
		1. Minimal size structures – proposing 8x10 structures
			1. GR Fielding suggested that this be consistent with what county regulations allow without having to obtain a building permit. *Assignment from 4/27/2016 meeting: GR to look into Garfield/Eagle County Regulations and send to Carolyn Dahlgren.*
		2. Assignment: Carolyn Dahlgren will discuss with the attorney if the water decree will allow for horses on lots with less than 3 acres. – *Carolyn Dahlgren is meeting with lawyer on 4/28/16 to follow up on this assignment.*
		3. Revisions to documents approved at December 9th meeting:
			1. Windmill property - *Carolyn Dahlgren is meeting with lawyer on 4/28/16 to follow up on this assignment. Assignment from 4/27/2016 meeting: Carolyn Dahlgren to look at Assessor’s site to see who the owner of the ‘windmill property’ is.*
		4. Letter to Leavenworth (Lot 39) regarding easement to HOA
			1. Lee Leavenworth has told Carolyn Dahlgren that he will give a true easement to the HOA to access open space from his property. *Assignment from 4/27/2016 meeting: Carolyn Dahlgren to contact Lee Leavenworth to discuss if the easement will allow access to Kings Row homeowners ONLY or all people?*
		5. Open Space draft covenant – legal review and timing of distribution
			1. Assignment: Carolyn Dahlgren to send open draft covenant to lawyer for review. – *Per Carolyn Dahlgren the draft Open Space covenant had been given to lawyer for review.* *Assignment from 4/27/2016 meeting: Carolyn Dahlgren to send use agreement along with lawyer’s memo to Tim & Mimi Trombatore and Bill and Liz Phillips.*
		6. Signage on Open Space – legal review, estimated cost to make and set signs; referrals for sign maker?
			1. Assignment: Carolyn Dahlgren to research the sign code for Garfield and Eagle counties. – *Carolyn Dahlgren sent suggestions of signs to lawyer for review.*
		7. Hunt Ranch taps – Dick Wells’ meeting with Lee Leavenworth – *Carolyn Dahlgren reviewed water tap documents with one of the new owners of portion of Hunt Ranch that was subdivided. The new owner is discussing subdividing a smaller lot from the larger lot; the financial responsibility is Hunt Ranch’s. Assignment from 4/27/2016 meeting: Carolyn Dahlgren to make sure RESO was filed that eliminates water tap fees.*
		8. Leavenworth files – Carolyn’s meeting with Jeff Conklin
			1. Carolyn Dahlgren will meet with Jeff Conklin and determine what files they want/need. – *Carolyn Dahlgren met with lawyer and combined these files with files that Peter May had.*
		9. Krystle now Registered Agent and will manage Secretary of State Filings – *CIOA states that if the registered agent changes than homeowners must be notified. Assignment from 4/27/2016 meeting: Carolyn Dahlgren to look into if it is okay to notify homeowners via email, Krystle Beattie to send notification.*
		10. Not done:
			1. Scan signed Board Resolutions, up load to website
				1. Assignment: Carolyn Dahlgren to scan and email signed Board Resolutions to Krystle Beattie. Krystle Beattie will then upload them to the website. –*Still needs to be completed.*
		11. Contact with Brad Zanin regarding Hunt Ranch purchase and development – *Carolyn Dahlgren met Brad Zanin at the annual MHMMIC meeting. Assignment from 4/27/2016 meeting: Carolyn Dahlgren to send a review of the MHMMIC annual meeting.*
		12. Carolyn’s discussion with Tom on insurance and open space. –*Still needs to be completed.*
		13. ARC e-mail address. *Assignment from 4/27/2016 meeting: Krystle Beattie to send email to homeowners notifying them of new ARC email address.*
3. ARC, money deposit as enforcement mechanism: ARC
	1. Suggestions were made to require a completion deposit on any project that requires ARC approval and payment. Assignment: Carolyn Dahlgren to contact lawyer to determine if an escrow account has to be set up for this sort of deposit system and to see if interest has to interest accrues.
	2. Assignment: Susan Cuseo and David Bell are to review the draft covenant regarding ARC.
	3. Lot 4 – Roshni Slali and Jerry Kopitsky would like to build privacy fence to the bank of their property, which is along the road. They sent their proposal to the ARC for review. The current covenants don’t cover privacy fences. The Board reviewed the proposal, and decided to ask owners to communicate with neighbors before considering a formal variance from no solid fencing rule Carolyn will send letter to Roshni and Jerry.
	4. Lot 33 – Leo and Barbara Carmichael would like to add corrugated metal to their house that they consider a decorative addition. The ARC will do a full review before the Board acts on ARC recommendation. Carolyn will email Leo to tell him the project has to go to ARC.
	5. Lot 6 – Holly & Joshua Nelson – would like to replace the siding on the exterior of their home. The ARC will review and send to Board to approve. The issue is composite, not wood siding.
		1. Assignment: Carolyn Dahlgren to email lot owners (4,33 and 6) that the ARC will meet, review and respond.
	6. Lot 22 – Matt Campbell – Garage Project – has been over 1 year since the project was started. Assignment: Carolyn Dahlgren to draft a “reminder” letter to Campbell’s and send to the ARC for review. A decision needs to be made on if the letter is to come from the ARC or the Board.
	7. Lot 27 – Tim Herried and Paula Ponto – is their project complete? If not, Carolyn will send reminder letter to them, also.
	8. Per David Bell, ARC packet needs to be condensed and rewritten. Assignment: ARC to complete.
4. Open Board Position(s)
	1. Mimi Trombatore will think about joining the Board.
5. Update on ADU letters
	1. Lot 8 – Bell/Ashton – Jo Ashton sent an email to Carolyn Dahlgren stating that they do not have an ADU – Peter May seconds this.
	2. Lot 9 – Cooper – verbally stated that there is no ADU on her property.
	3. Lot 16 – Fielding – verbally stated that there is no ADU on his property.
	4. Lot 38 – Bartholow – responded that they would like to be grandfathered in. Assignment: Carolyn Dahlgren to respond that per county regulations they need to remove the stove so that it is not considered and ADU; there is no way to treat this lot different from any other lot
	5. Lot 36 – Rex – no response. Assignment: Carolyn Dahlgren to contact.
	6. Lot 4 – Slali & Kopitsky – responded that they do currently have a second kitchen that creates an ADU but they will be removing it.
	7. Lot 11 – Webster – no response – Assignment: Peter May to contact.
6. Article III rewrite
	1. GR Fielding believes that ‘hardscapes’ need to be defined.
	2. Assignment: Carolyn Dahlgren will send Article III to Dick Wells for review.
7. Documentation Retention Policy and electronic filing: external drive
	1. Keep all meeting minutes and RESO’s
	2. Assignment: Carolyn Dahlgren and Krystle Beattie to go through pump house documents.
	3. Assignment: Carolyn Dahlgren to contact lawyer to see how long legally documents must be kept.
	4. Assignment: Krystle Beattie to purchase external hard drive and transfer HOA documents to it.
8. Verbal offer of purchase of small triangle parcel
	1. Gay Lewis has verbally offered to purchase triangle parcel of HOA’s open space.
		1. Does Board want Carolyn Dahlgren to work on purchase offer?
		2. Peter May suggested a long-term lease Assignment: Carolyn Dahlgren to discuss long-term lease or sale with lawyer.
		3. Variables that need determined:
			1. Does HOA need a minimum amount of open space?
			2. Is that parcel used for drainage?
9. President’s report regarding communication with lawyer – this was discussed throughout the meeting
10. Krystle’s financial and late fee reports
	1. Peter May motioned to file lien on Misuna/Boyd property for non-payment; GR Fielding second; all were in favor. Krystle Beattie gave lien to Carolyn Dahlgren for signature and notarization. Assignment: Krystle Beattie to file lien.
	2. Krystle Beattie to send non-payment form letter to Gault and Hutter if they haven’t paid their dues by 6/1/16.
11. Assignment: Carolyn Dahlgren to contact Tom Hazard to see if he’s still interested in being HOA’s representative at county court. GR Fielding volunteered to go to county court if Tom Hazard is unwilling or unavailable.

There being no further matters to come before the HOA, the meeting adjourned at 7:28pm.