**Executive Board Meeting**

February 8th, 2017 – 7:00pm

Location: The Residence of Carolyn Dahlgren – 0034 Kings Row Avenue

Board Members in Attendance: Peter May, Carolyn Dahlgren, Mimi Trombatore and Krystle Beattie (recording secretary)

Homeowners in Attendance: Carol Nieuwenhuizen, Tim Trombatore, Tom Hazard and Antonia Cooper

Experts in Attendance: John McDermont – Western Colorado Hydrant and Valve

1. The Meeting was called to order at 7:03pm and the order of agenda items was re-arranged.
2. Potable Water Curb Stops - John McDermont – Western Colorado Hydrant and Valve
   1. Presentation by John McDermont regarding curb stops and fire hydrants.
   2. ***Curb Stops***
      1. Kings Row needs to know where each curb stop in the subdivision is located.
      2. The HOA is interested in hiring John McDermont to locate and map where each curb stop is within the subdivision.
      3. The HOA will provide a blue flag to homeowners who already know where their curb stop is located. This will save money to the HOA since John will not have to locate those curb stops.
      4. John will create a document with each lot’s curb stop location.
      5. John will provide a quote to the HOA for the cost to locate the curb stops – he believes it will be approximately $100/house. If digging is required to check the operation of the curb stop that will be an additional fee of approximately $80.00/hour.
      6. **Assignments:** Carolyn Dahlgren to send ‘record improvements’ from the 70’s to John McDermont and communicate with him about contracting with Kings Row. Krystle Beattie to purchase blue flags and send an email to homeowners who know where curb stops are located. Tim and/or Tom will deliver blue flags to those homeowners.
   3. ***Fire Hydrants***
      1. John recommends that the fire hydrants within the subdivision be inspected 1x/year.
      2. The cost to inspect the fire hydrants is approximately $500.00.
      3. John has noticed that fire hydrant #7 sits low and may need to be raised – the cost to do so would be approximately $800-$900.00.
3. ARC Matters
   1. Cooper Ryan House – Antonia Cooper
      1. Ryan Turner is the legal owner of 0507 Kings Row Avenue.
      2. Exterior of house – waiting until spring to complete – ARC application needs to be signed by Ryan.
      3. Antonia Cooper will deliver ARC application by mid-February.
      4. **Assignment:** Carolyn Dahlgren to look at website to verify that the ARC documents are the most up to date ones.
   2. Bader – no ARC application was received.
   3. Campbell – rock pile – landscaping needs to be finished
   4. Misunas/Sahnow – ARC exterior – will get ARC application completed
   5. ARC Board does not want to be responsible for reminders/enforcement of ARC regulations; they would like the HOA Board to do this. Krystle Beattie and Carolyn Dahlgren are keeping a spreadsheet to know which projects are ARC approved, who has paid ARC dues, when project should be completed, etc.
4. Cross Connection Surveys
   1. Collate survey information – **Assignments:**  Tom Hazard and Tim Trombatore have volunteered to collate the cross connection surveys. Carolyn Dahlgren has prepared a spreadsheet to use to put survey data on and Tom Hazard will fill out the spreadsheet – or create his own - with the survey information.
   2. Follow up calls – **Assignment:** Once survey info is collated Tom and Tim and/or Board members and Krystle will follow up with homeowners who have not responded to the survey.
   3. At the annual board meeting it was voted on that all dual systems need to have a back flow device. If the Board (as the HOA water provider) can ensure that all dual systems have a back flow device then there is no need to have a back flow device between the main and every house in the subdivision.
      1. **Assignment:** Tom Hazard to determine, from survey responses, who has a dual system. Krystle Beattie will send an email to those homeowners letting them know that Tim and Tom are available to help determine if a back flow device is in place or if one is needed.
   4. Only homes with back flow devices would need to be tested. The Board would be responsible for verifying that annual testing has been completed by the lot owner.
   5. Tim Trombatore stated his position that all lots should be required to install back-flow preventers between the main and the house in the road right of way. That way, Board would not need to keep up with who has a dual system and if the lot owner has the back flow preventer on their property inspected each year. Carolyn expressed her concern that lot owners would complain about the cost of such B-F preventers, which are fairly expensive pieces of equipment. Further discussion was tabled until after survey response collating and follow-up completed.
5. ISDS and Irrigation Square footage Updates –
   1. The HOA is required to provide information annually to the CDPH&E Division 5 Augmentation Group (Melissa Behlow).
   2. The HOA has the 2008 square footage study. **Assignment:** Carol Nieuwenhuizen to collate current information and compare with 2008 study.
   3. Carol and/or Carolyn will then communicate with the State.
6. State request for publication of SWPP
   1. The Board discussed the State’s request to put our Source Water Protection Plan on line on a public web site and decided that EPC is better positioned to make decisions about what should be confidential information and what can safely be made public.
   2. **Assignment:** Carolyn Dahlgren to hire EPC to communicate on SWPP with State, and provide State with the plan and appropriate drawings.
7. Krystle’s Reports
   1. End of Year – the HOA took $1,000 from the Reserves – should we repay? Not right now – revisit in June. Tabled.
   2. Taxes – nothing to report yet.
   3. Western Electric bill – Krystle received a voicemail stating that the invoice was accurate – go ahead and pay.
   4. Assessments – Krystle Beattie has received multiple requests to forgive interest/late fees. **Assignment:** Krystle Beattie to use the following message: “I do not have the authority to forgive interest/last fees. The next Board meeting is \_\_\_\_; please make an appointment to speak with the Board regarding late fees/interest.”
   5. As to Sahnow (and any others), the Board directs Krystle to call the lot owner if she receives a check that is too small to cover what is due.
8. Zancanella Bill – bill has been paid, however Zancanella told Carolyn that he did not remember what the bill was for. Zancanella will reimburse the money to the HOA. Assignment: Carolyn to follow up with the engineering firm.
9. Sign on Open Space
   1. Carolyn showed Board Chip McCrory’s temporary signs that the HOA can use for Open Space. The Board’s decision, after discussion, was to have Krystle purchase permanent signs, as earlier discussed, and not use the temporary signs; send thanks to Chip.
   2. Jeff (attorney) was working on revisions for easement agreement with Trombatore’s – **Assignment:** Carolyn Dahlgren to follow up with Jeff regarding easement agreement and language for open space signs.
10. Annual Meeting Business
    1. Elect officers –
       1. Carolyn Dahlgren – President and Secretary
       2. Peter May – Vice President
       3. Gerald Fielding – Treasurer
    2. Krystle is not a Board member so we need a Board Resolution to appoint Krystle Beattie as the Association’s Secretary. That way she is formally authorized to sign bank insurance documents, etc. Assignment: Carolyn to draft a resolution and talk with Jeff.
11. Annual Meeting
    1. Overview
       1. The Board felt that the annual meeting had good energy and that the attendance has increased over the last couple of years.
    2. Minutes review
       1. Board needs to review the annual minutes. **Assignments:** Mimi Trombatore to help verify who was in attendance. Carolyn Dahlgren to spend time with Jacquie Tannenbaum on minutes. Carolyn asked all Board members to fill in the blanks in accordance with their memories.
12. Approval of Minutes from past Board Meeting(s) – Not accomplished at this meeting.
    1. July 28, 2016 - handed out – need to be approved at next meeting
    2. August 24, 2016 - handed out – need to be approved at next meeting
    3. October 12, 2016 - handed out – need to be approved at next meeting
13. Updated owner contact information
    1. Krystle Beattie and Carolyn Dahlgren will continue to work on updating contact information as it becomes known. **Assignment:** Krystle Beattie to send spreadsheet to Peter May.
14. President’s Report – this was not discussed
15. Set next meeting date and Motion to Close
    1. The next meeting will be held on April 12th at 7pm at Carol and Peter’s Residence.
    2. There being no further matters to come before the HOA, the meeting adjourned at 8:51 pm.