

MINUTES KINGS ROW HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS
January 31, 2018 Dahlgren Residence 7 pm

Board Members present: Julie Hazard, Jo Ashton, Carolyn Dahlgren, Sauron Chapman

Homeowners present: Butch Peterson, Connie Wood, Patrick Chase, Peter May, Carol Nieuwenhuizen

Bookkeeper/Admin. Assistant, Krystle Beattie, and – Board Member, Josh Nelson, were not able to be present.

The meeting was opened at 7 with a quorum present. List of 2017 and 2018 Board and ARC members handed out; Carolyn stated contact information would follow from Krystle. The Board re-arranged the agenda so that the topic of interest to neighbors present would be discussed first.

1. Present potential enforcement – Covenant 11 “Unsightly”: Neighbors of Lot 48 presented their complaints about the unsightly appearance of the RV parked in the driveway of Lot 48, along with a ski mobile and trailer. All present reviewed the language of Paragraph 11: the importance of length vs. general “unsightliness,” the issue of screening or enclosure, definition of “disabled,” and potential diminution of view and other values in Paragraph 23. There was a significant amount of discussion about the application of the 32’ length limitation.

Carolyn reviewed email communication with owners; neighbors discussed their interaction with Alan McNeilly and Sandy Francis, owners. The owners have stated that they plan to screen the RV somehow. The neighbors do not want to wait until an ARC application is processed. In the end, the Board decided: (1) will contact owners and ask for specifications on the RV; (2) require application now, before construction season starts, especially considering weather; and (3) ask that the RV be removed until the application is approved, if approved.

The Board will also contact the owners of Lot 21 about the RV parked in the driveway and ask for information as to whether the RV is a “disabled” vehicle under Covenant 11. The Board will require an ARC application for screening or enclosure, whether disabled or not.

Assignment: Carolyn to research adoption of amendments to Covenant 11; Board representative(s) to communicate with owners in question.

2. Minutes from December 13, 2017: Approved with one change on page 2.

Assignment: Carolyn to send final version to Krystle; Krystle to upload to website.

3. New Board installation, election of officers, selection of meeting dates: Carolyn described content of “Board Books” and members stated their preference for hard copy over electronic format.

Julie Hazard was elected President, Jo Ashton Vice President, and Carolyn as Secretary/Treasurer. Elections were unanimous. Carolyn expressed her hope that

Sauron and Jeff, as Board members who have lived in the neighborhood the shortest periods of time, will want to take on officer positions in 2019. The group generally expressed an understanding of the time commitment of being a Board member and the increased difficulty of serving for owners with young children, as well as jobs.

The Board decided to keep the third Wednesday of each month as a potential meeting date, with the 4th Wednesday as the back up date.

Assignment: Carolyn to print Board Resolutions and distribute Board Books. Carolyn to communicate with Keith about scheduled meeting dates. Once settled, Board will communicate with ARC on timing of ARC and Board meetings.

4. Manager: Carolyn advised that Keith was not able to attend due to last minute work that he had to complete; Keith and his wife are leaving on a 3-week out of country trip. She also briefly reviewed the Association's unsigned contract with Keith, that is to begin March 1, 2018, and passed out the contract Scope of Services. The Board discussed the need to differentiate responsibilities of Keith, Krystle, Board members, committees, and utility contractors and, as an example, reviewed a copy of the ARC Spreadsheet. This document includes, among other information, dates of ARC and Board action and the one-year completion dates. Krystle updates this spreadsheet once the Board acts on applications. Over last few years Carolyn has scanned in and sent ARC and Board approval sheets (cover sheet of ARC Application package) to applicants and to Krystle, and has returned original ARC materials to David Bell. In the future, Keith will be responsible for communicating Board action to applicants, maintaining this document and contacting applicants prior to the completion date. ARC will keep original materials, not Keith.

Assignment: Carolyn to get signatures on final contract document; ask Krystle to send updated spreadsheet to Keith.

5. ARC: The ARC and Board expect at least two landscaping applications – Sauron and Christian Lewis. There is a possibility of variance requests by the RV owners and by the owners of Lot 1. Carolyn advised Board of formal variances found in records: Lot 45 school and Lot 23 horses. The Board discussed the Misunas family's chicken coop, when begun and ended; complaints; potential new Covenant allowing chickens with certain limitations. The Board will communicate with the owners of Lot 1 to make sure the owners know there is no variance.

Board briefly touched on possible need to change the ARC Resolution and the need for the ARC to update forms. Depending upon content of current documents, timelines may need to be changed once ARC and Board meeting dates are set.

Assignment: Carolyn to draft email to Tara and Adam regarding chickens.

6. Signature Authorization: Signed ByLaw Amendment and Revenue Ruling (no opting out from e-mail communication by Krystle) need to be up-loaded to web. Julie will review CPA Engagement Letter and return to Krystle.

Assignment: Krystle to upload Resolutions; Julie to review and sign CPA letter.

7. Finances: The Board reviewed Krystle's document and asks for more information about Reserve transfers. The Board decided who would make courtesy calls to the 5 owners who are behind in payments.

Assignment: Carolyn to ask Krystle about 2017 transfer out of reserve and let Board know. Carolyn to send contact information to each Board member for the person each is to call/email about assessments.

8. Potable Water Design Review: Carolyn announced receipt of CDPHE's letter regarding Entry Point and Well No. 4; general relief expressed. Sauron stated that his company may be able to provide some of the labor needed on construction of "Entry Point" in pump house and connection/extension of distribution line.

Assignment: Carolyn and Julie to meet with Tom Zancanella to get specs on construction of new Entry Point.

9. 2018 Work Plan with *Assignments*:

- a. Carolyn to talking with EPC and Zancanella, if needed, on testing requirements
- b. Entry Point: (above)
- c. Carolyn to be back up for GR Fielding in working with Alan (and Engineer, if needed) on 10-yearplan; Carolyn and Julie to work with Keith on McDermott valve project and state DNR/DWR (SEO) reporting "Notebooks"
- d. Sauron is available to work with Tom Hazard on irrigation
- e. MHMMIC Annual Meeting: Carolyn to check with Gaye about meeting date and advise the group interested, + Julie.
- f. Cross Connection- Carolyn to make sure Tom and Alan and Keith in communication about which lots need Back Flow Preventers and get a draft of Resolution to lawyer.
- g. 8-1-1 – Manager
- h. SWPP – Peter and Carol described work on the Source Water Protection Plan; they said no discussion of "contingency plan" at the time. Sauron will review and consider taking responsibility; Carolyn to get copies to Sauron and Manager.
- i. Hard copy files- Carolyn to get together with interested group
- j. Covenants – Carolyn to get committee going again.

9. Annual Meeting Follow up: Carolyn explained CCIOA restriction and reviewed School House complaint. The Board approved sending \$25.00 to Missouri Heights School House, to cover their stated cost for trash removal. Board also approved asking Krystle to send out email on "opt-in" required by law on Kings Row's contact list.

Assignment: Carolyn to work with Krystle and Julie on both.

10. There being no other business to discuss, the meeting was closed about 9:15 pm.