

DEER CREEK VILLAGES OWNERS ASSOCIATION (DCVOA)

PO Box 1142, Cedaredge, CO, 81415 – Meeting Location: 855 SE Stonebridge, Cedaredge

Regular Board of Directors (BOD) Meeting

MINUTES

March 19, 2024 9:00 AM

1. Call to Order (President)
  - a. The meeting was called to order by Mr. Tate Locke, President at 9:05 AM. Board members present were Mr. Tate Locke, Ms. Linda Scott, Mr. John Farrell, Ms. Marcia Martin, and Ms. Coy McTernan. Design Review Committee members present were Ms. Judy Farrell, Ms. Kristi Adams, and Ms. Jenny Larson. Community Association Manager (CAM) Ms. Tracy Brown was present.
  - b. Owners in Attendance were Mr. Stan Adams, Ms. Linda Johnstun, Ms. Dee Blackburn, Mr. Steve Blackburn, Mr. Mark DeMaio, Mr. Pete Doerfler and Mr. Larry Brown.
2. Agenda items additions/changes
  - a. Ms. McTernan asked to add an item under “old business” regarding signs.
3. Approve minutes of February 15, 2024 meeting (Mr. Farrell)
  - a. A motion to approve the minutes was rejected by Mr. Farrell because he had not reviewed the final draft prior to the meeting and the draft was too lengthy to review on the spot. The draft will be considered for approval at the next BOD meeting.
4. Financial review for January 2024 (Ms. Scott)
  - a. Ms. Scott presented the financial review in the form of a paper report “DCVOA 2024 Financials January, 2024” distributed to the BOD. Ms. Martin made a motion to approve January’s financials as presented. Ms. McTernan seconded. Motion passed unanimously.
5. Financial review for February 2024 (Ms. Scott)
  - a. Ms. Scott presented the financial review in the form of a paper report “DCVOA 2024 Financials February, 2024” distributed to the BOD. Ms. Martin made a motion to approve the February financials pending the \$50 code correction for the Storage lot (should be in income not expense) . Ms. McTernan seconded the motion. Motion passed unanimously.
  - b. A Budget vs Actuals report was presented to give an overall look for the year to date financials. Information only - no vote necessary.
6. CAM report (Ms. Brown)
  - a. Property transfers (one) 750 SE Pinyon Street (found to have taken place last summer as Quit Claim Deed but Ms. Brown just learned of it during 1st quarter assessments).
  - b. Builder’s submittals (one) 700 SE Pine St. (resubmittal).
  - c. As requested by the BOD, the letter regarding trail maintenance was sent to Mark Relph, Cedaredge interim town administrator, including an invitation to this BOD meeting. No response yet.
    - i. During the CAM report, the BOD asked Ms. Brown to forward that letter to the new town Administrative Assistant, Mr. Carl Holm.
  - d. A 2nd violation payment of \$75 was received from 325 SE Sandstone.

- e. Property taxes were paid in full on Feb 29, 2024 using online electronic funds transfer at no charge.
7. Design Review Committee (DRC) Report (Ms. Farrell)
- a. The BOD reviewed the house plans for 700 SE Pine. Ms. Farrell said the DRC had approved the plans. Ms. Martin asked about the status of the blue paint on the south side of the house. Ms. Farrell noted that the homeowner had adjusted the windows on the house to accommodate the adjacent house. Ms. Adams said the DRC approved blue on all sides of the house. Mr. Blackburn stated that the blue color had been significantly reduced on the south side of the house. Ms. Scott made a motion to approve the plan for 700 SE Pine Street as presented today. Ms. Martin seconded. The BOD unanimously approved.
  - b. Mr. Locke, Ms. Farrell, and Ms. Larson plan to visit 300 SE Sandstone to review the landscaping plans. Ms. Farrell will contact the homeowner to set this meeting up preferably Wednesday, March 27 to seek resolution of open items to support the homeowner's efforts to reach completion of the landscaping.
8. Old business
- a. Per the BOD meeting plans for 2024, there was a goal and related plan of action presented at this meeting regarding reserve fund allocation. (Presented by Mr. Locke and Ms. Scott)
    - i. Three designations for reserves were proposed; 1) storage lot reserve (a new reserve designation), 2) capital improvement reserve (a new designation), and 3) general/legal reserve (a new designation). A paper copy of a block diagram of proposed financial organization supporting this goal titled *"Proposed flow – QB & Banking. To align with Proposed Policy #7"* was provided to the BOD at this meeting by Mr. Locke and Ms. Scott. Ms. Martin moved that we establish three reserve accounts as of 2024 specifically, Storage Lot Reserve, Capital Improvement Reserve, and General/ Legal Reserve. Ms. McTernan seconded the motion. - Motion passed unanimously. To support the storage lot reserve and the storage lot operating funds, the establishment of two new bank accounts were proposed by Mr. Locke and Ms. Scott, 1) storage lot operating savings account, and 2) storage lot reserve savings account. The signers on these accounts will be Ms. Linda Scott (Treasurer) and Mr. Tate Locke (President). Ms. Martin moved to open two new bank accounts with the Bank of Colorado, specifically, one for Storage Lot Operating account, and one for Storage lot Reserve account. Ms. McTernan seconded this motion. No further discussion. Motion passed unanimously.
    - ii. A proposal was made to update the QuickBooks accounts with Journal Entry to zero out the old equity accounts 1) Landscaping Reserve, 2) Contingency Reserve, and 3) Master Reserve and establish two new reserve accounts 1) Capital Improvement Reserve and 2) General/Legal Reserve. Ms. Martin made a motion to update the QB accounts with Journal Entry to zero out old equity accounts, specifically landscaping reserve, contingency reserve, and master reserve, and establish new equity account names of general legal reserve, and

capital improvement reserve.” Ms. McTernan seconded the motion. Motion was passed unanimously.

iii. A proposal was made to make a JE to move the QB allocated funds from the newly “zeroed” reserve accounts of Landscaping Reserve, Contingency Reserve, and Master Reserve, into the newly established “General/Legal” reserve account until Policy #7 is established at which time the actual allocations can be determined. Ms. Scott, moved that “we reallocate the funds currently listed for Master reserve, contingency reserve, and landscape reserve into the newly established general/legal reserve until the Reserve Fund Policy #7 is established.” Ms. Martin seconded. Motion unanimously passed.

iv. The BOD plans to create a policy #7 for Reserve Fund Accounts at an April work session.

b. A follow-up of a March goal discussion to better understand and define the relationship between the Master Association and Sub Association was provided by Ms. Martin. A subcommittee comprised of Ms. Martin, Ms. Scott, Ms. Larson, and Ms. Brown had previously met to discuss this matter. Ms. Martin shared information gained from reading previous legal counsel found in a letter sent from the Laws Offices of Brown & Schottelkotte to Mr. Nick Streza, dated January 30, 2009, regarding this matter. This subcommittee will meet again to prepare verbiage for the upcoming BOD work session to consider for the Standard Operating Procedure. There will be no BOD goal topic for April as a work session will be scheduled to discuss a Reserve Fund Policy #7, BOD standard operating procedures, and possibly other goal topics. The date is yet to be determined.

c. Ms. McTernan presented a page from the DRC guidelines addressing signage. Ms. McTernan showed verbiage within the ACT that allows the BOD to enforce an existing DRC guideline that asks owners “to respectfully refrain from displaying signs or flags containing obscene, profane, or vulgar symbols or language”. This verbiage is “or other objective factors”.

i. Ms. Brown plans to add an informational piece to an upcoming community newsletter regarding signage.

#### 9. New Business

a. Ms. Brown discussed the property at 805 SE Pine Street. Closing of sale was 03/13/2024, the assessments on the property are now up to date.

b. Mr. Locke discussed a proposal to purchase dog waste stations to donate for the Surface Creek Trail if the City of Cedaredge will maintain them. Mr. Locke requested a newsletter piece pertaining to dog waste issues.

#### 10. Open Comments and Discussion from the Floor

a. None.

#### 11. Agenda items for Next Regular Meeting

a. Dog waste station proposal.

#### 12. Time and Date for Next Regular Meeting

a. Wednesday, April 17 2024 900 AM.

#### 13. Adjourn

- a. Ms. McTernan moved to adjourn, and Mr. Locke seconded, Board unanimously approved.

Respectfully Submitted,

John Farrell, Secretary

APPROVED 04/17/2024