

# DEER CREEK VILLAGES OWNERS ASSOCIATION

PO BOX 1142

855 SE Stonebridge Dr.

CEDAREDDGE, CO 81413

## MINUTES

### Regular Board of Directors Meeting

December 13, 2023

1. The meeting was called to order by Tracy Brown, Association Manager at 9:10 AM. Board members present were Marcia Martin, Coy McTernan, and John Farrell.
2. Others in attendance: DRC members Kristy Adams and Judy Farrell; owner Stan Adams
3. Agenda items additions/changes:
  - a. Mr. Farrell suggested having our names on the table and introducing ourselves at the beginning of each meeting.
4. Ms. Scott moved to approve the minutes from the November 15, 2023 meeting as presented. Mr. Farrell seconded. The motion passed unanimously.
5. Ms. Scott presented the financial statement for November. We are at 93% of our budget and have no anticipated large expenses in December. Ms. Martin moved to approve the statement as presented. Ms. McTernan seconded. The motion passed unanimously.
6. CAM Report
  - a. Property Transfers in November:
    - i. 815 SE Pinyon Street Lee Bemis, / Al & Joanne Flonness
    - ii. SE Spruce Way David & Patty Sullivan / Vera Christine Rees
    - iii. SE Fairway Drive New Beginnings New Homes LLC / Carlos & Kareena Lovera
  - b. 1440 SE Stonebridge - Plan submittal:
    - i. Special Meeting called. See special meeting minutes from November 17, 2023.
  - c. C/Os in November:
    - i. 1470 SE Stonebridge Drive
    - ii. 615 SE Spruce Way
  - d. Two landscape Violations were sent USPS Certified Mail, and PayHOA Violation Email, as directed by the BOD: 300 SE Sandstone and 325 SE Sandstone. They have until December 15, 2023 to remedy.
  - e. Annual Meeting packets were mailed out by November 20, 2023 with only one being returned for insufficient postage. November was busy preparing for the Annual Meeting.
  - f. On December 7, 2023 Ms. Martin and Ms. Brown attended the Stonebridge Townhome Annual Meeting. At that meeting the members voted in a third BOD member: Victoria Walker.

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- g. Mr. Locke arrived at 9:33 AM.
  - h. What can we do More, Better, Different for future annual meetings?
    - i. One owner suggested dinner first then meeting.
    - ii. If possible, I'd like to mail in regular envelopes to reduce postage and envelope fees.
    - iii. Send out year end tally of changes voted throughout the year
    - iv. Make clear that the board adopts the budget PRIOR to the annual meeting and it will be ratified at the annual meeting.
  - i. Newsletter will go out on January 1, 2024 with space for the annual meeting recap. Submissions from the BOD are welcomed.
7. New Business
- a. Welcome new Board member John Farrell.
  - b. Assign Board officer positions:
    - i. Ms. Scott moved to elect Ms. Martin as Vice President. Ms. McTernan seconded. The motion passed unanimously.
    - ii. Mr. Locke moved to elect Ms. Scott as Treasurer. Mr. Farrell seconded. The motion passed unanimously.
    - iii. Ms. Martin moved to elect Mr. Locke as President. Ms. Scott seconded. The motion passed unanimously.
    - iv. Ms. Martin moved to elect Mr. Farrell as Secretary. Ms. Scott seconded. The motion passed unanimously.
  - c. Ms. Martin moved to approve Mr. Locke and Ms. Scott as document and bank account signers for 2024. Ms. McTernan seconded. The motion passed unanimously.
  - d. Contract for 2024 managerial services:
    - i. Ms. Brown noted a change in the contract language to allow her to receive the \$200 fee assessed for special meetings. The Board had previously agreed to do this but had not formalized it. Going forward, payment coming in for special meetings will be made to the Association. Ms. Brown will include these meetings in her monthly invoice.
    - ii. The contract also includes an option for invoicing for meetings outside the scope of the contract at \$30 (thirty) per hour.
    - iii. Mr. Locke signed the contract.
  - e. Lease for 855 SE Stonebridge Dr. for 2024 at \$500 per month:
    - i. There are no changes to the lease agreement for 2024. Mr. Locke will send the lease for signature before January 1, 2024
  - f. Mr. Locke left the meeting at 10:19 AM. Ms. Martin assumed running the meeting.
  - g. Meeting dates and times for 2024:

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- i. Meetings are scheduled to take place at 9:00 AM on the third Wednesday of each month except for December. The next annual meeting is tentatively scheduled for December 9, 2024. The new calendar is posted on PayHOA. Any changes made to BOD meeting times or dates will be posted on PayHOA's message board, calendar, and the office door at least 5 days in advance of the meeting.
      - ii. Work sessions on the budget are tentatively scheduled for September and October and November.
      - iii. The HOA office will be closed on December 24, 25 and 31, 2024 and January 1, 2025.
8. Old Business
  - a. 300 SE Sandstone Court and 325 SE Sandstone Court - see notes under CAM report.
    - i. The Board discussed the process for issuing violations and the ramifications of changes to Policy 5 required by HB 22-1137.
    - ii. Updates are scheduled for the January 17, 2024 regular Board meeting.
9. Design Review Committee Report: Kristi Adams
  - a. The Board welcomed new DRC member Judy Farrell.
  - b. Denied Requests
    - i. 1045 SE Stonebridge Drive: At the November 11, 2023 meeting the request to install a hot tub was approved but the lattice (white vinyl) request was denied. The owner attended the DRC meeting on December 5, 2023 and asked for a vote to approve using wood lattice panels to be stained a natural color and placed around the hot tub area. Ms. Fitzgerald and Ms. Adams voted to approve the use of materials and asked that the owner provide his color choice prior to the start of the project this spring.
  - c. The DRC is planning a full-day work session to update and clarify the Design Review Guidelines, builder checklist, and procedures.
10. Open Comments and Discussion from the Floor:
  - a. There were none.
11. Agenda items for next regular meeting:
  - a. Goal discussion
  - b. Violations for 300 and 325 SE Sandstone Court
  - c. Better definition of relationship between the Master and Sub-Association including the role of the DRC
  - d. Letter to Town of Cedaredge regarding path maintenance and dog poop removal
  - e. SOP for Board members

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- f. Discuss developing a new relationship with CCIOA-specific attorney in the Denver area
- 12. Time and date of next regular meeting:
  - a. January 17, 2024 at 9:00 AM.
- 13. Board of Director training with CAM:
  - a. Ms. Brown distributed and discussed updated notebooks for Ms. McTernan and Mr. Farrell.
  - b. Ms. Brown distributed Conduct of Meetings (Policy #4) and Duties of a Board Member.
- 14. Ms. Scott moved to adjourn the meeting at 10:39 AM. Ms. McTernan seconded. The motion passed unanimously.

**Respectfully submitted,**

**Marcia Martin**