

DEER CREEK VILLAGES OWNERS ASSOCIATION

PO BOX 1142

855 SE Stonebridge Dr.

CEDAREDDGE, CO 81413

MINUTES

Regular Board of Directors Meeting

January 17, 2024

1. The meeting was called to order by Marcia Martin, Vice President at 9:01 AM. Board members present were Marcia Martin, John Farrell, and Linda Scott.
2. Others in attendance: DRC member Judy Farrell; owners Linda Johnstun, Barb Klein, Marc DeMaio, and Steve Blackburn.
3. Agenda items additions/changes:
 - a. Two letters were received from residents expressing interest in participating in the Design Review Committee (DRC) (see below).
 - b. Ms. Scott noted two certificates of deposit (CD) will soon mature requiring Board of Directors (BOD) action (see below).

(Tate Locke arrived 9:04 - assumed role of leading meeting)

4. Financial Review
 - a. Ms. Scott moved to approve the minutes from the December 13, 2023, meeting as presented. Mr. Locke seconded. The motion passed unanimously.
 - b. Ms. Scott presented the Profit and Loss YTD Comparison sheet for December, sourced from the QuickBooks accounting system (see the referenced document for details). Ms. Scott noted that the rent for the meeting facility was paid in December, 2023 and the rent is settled. Mr. Locke tabled a detailed review of the December statement until a budget review is conducted at the next BOD meeting.
5. Community Association Manager's (CAM) Report (Ms. Brown)
 - a. Property Transfers in December:
 - i. none
 - b. Certificates of Occupancy in December:
 - i. none
 - c. Residents are calling to reserve spaces in the recreational vehicle lot when they become available.

01-17-2024

Final

1

Note: **Red lettering** indicates minutes corrections approved by BOD vote at February 15, 2024 Meeting.

DEER CREEK VILLAGES OWNERS ASSOCIATION

PO BOX 1142

855 SE Stonebridge Dr.

CEDAREDDGE, CO 81413

- d. A new lease agreement was sent to the Back Nine organization regarding the lease of the meeting facility, same terms as 2023.
 - e. Tax forms 1099 are being sent out this month. No W2s are due.
 - f. Per a letter from Blair and Associates, Ms. Brown expects a 15% increase in billing from tax preparer Blair & Associates.
6. Design Review Committee Report: Ms. Farrell
- a. Landscaping
 - i. 700 Stonebridge. ~~Ms. Crisell Tuckel~~, the homeowner, delivered the documents on 1/9/2023. We still need rock samples, and her south fence needs to be set back 10 ft from the front of the house. Update: ~~Kristy Ms. Adams~~ contacted the homeowner on 9/10/2023 regarding fence change. ~~Crisell Ms. Tuckel~~ will update the plans and re-submit.
 - b. Requests that are still on hold
 - i. 300 SE Sandstone Ct. ~~Owner~~ Bradbury – Rock applied/work to continue in spring 2024. They need to submit a new plan that is readable (too small). ~~Kristy Ms. Adams~~ contacted the Bradburys requesting a revised plan as well as samples. This was a violation, but they are in communication. Extension of April 30 for completion of work approved by the board (includes new submittal of materials which DRC will need to approve).
 - ii. 325 SE Sandstone Ct. ~~Owner~~ Henries – Transferred to BOD since they are past their 12/15/2023 due date. Comment added to PayHOA stating such. Homeowner did not open email, pick up certified letters or respond to ~~Tracy's Ms. Brown's~~ phone call. Fencing and landscape are not complete. The violation covers both issues. BOD voted to send a 2nd violation with a \$75 fine with 30 days to remedy.
 - iii. 545 SE Stonebridge. Owner Heyn has listed the house for sale. The realtor knows of allowance for landscaping and landscape due date and will communicate this to prospective buyers. Owner knows if their one-year date expires they will have to provide landscaping.
 - c. Footing Measurements/Windows/Walk Arouns since the last meeting.
 - i. 775 SE Pinyon – Mayberry – window measurements completed 12/15 (~~Judy and Kristy Ms. Farrell and Ms. Adams~~)
 - ii. 770 SE Pinyon – Casa Bella – window measurements completed 12/14 (~~Judy and Kristy Ms. Farrell and Ms. Adams~~)
 - iii. 1310 SE Fairway – foundation measurements completed (~~Kristy and Tracy Ms. Adams and Ms. Brown~~)

DEER CREEK VILLAGES OWNERS ASSOCIATION

PO BOX 1142

855 SE Stonebridge Dr.

CEDAREIDGE, CO 81413

- iv. 710 SE Pinyon Architectural Request – Walk Around Completed – ~~Kristy Ms. Adams~~ did final inspection with ~~Matt~~ **Builder Matt Furubotton** on 1/4/24. ~~Tracy~~ **Ms. Brown** pointed out that we need a copy of the CO. ~~Matt~~ **Mr. Furubotton** should get this to us.
- d. Pending and Expired Projects
 - i. 700 SE Pine **Owner** Blackburn – Blackburn will resubmit new plans in February, per ~~Matt~~ **Mr. Furubotton** (\$200 to be paid for resubmittal)
 - ii. 750 SE Pine – **Owner/Builder** Bill Morris – waiting on final plans and foundation. Nothing new.
- 7. Old Business
 - a. 300 SE Sandstone Court violation.
 - i. Existing violation remedy was expected by 12/15/23 but remains pending.
 - ii. Property owner is working with DRC and communicating with Ms. Brown to assure landscaping will soon be completed to address the violation. Their communication notes that landscaping rock was installed over part of the incomplete area. The DRC will communicate with the owner to resubmit the DRC application to reflect the owner's current plan. Ms. Martin moved to grant an extension of the completion date to April 30, 2024, Ms. Scott seconded. The motion passed unanimously.
 - b. 325 SE Sandstone Violation.
 - i. Existing violation remedy date was 12/15/23 but has not been remedied.
 - ii. Ms. Brown reports the owners have not opened the email, and that the Certified Letter was sent back to DCVOA as undelivered (owner didn't come in to sign for letter) addressing the first violation. The violation involves partially completed fencing and incomplete landscaping.
 - iii. Ms. Martin moved to send a 2nd violation with \$75 fine, per Policy #5. Ms. Scott seconded the motion. The motion passed unanimously.
 - c. Reserve fund organization.
 - i. Ms. Brown spoke with Blair & Associates about some existing reserve fund categories identified in part as a landscape category and a general fund category. Ms. Brown noted that the categories may never have been elected as official categories. Ms. Brown requested the BOD review and assign all necessary reserve categories.
 - ii. Mr. Locke suggested the BOD need not assign a landscaping category given the association's landscaping is complete.

DEER CREEK VILLAGES OWNERS ASSOCIATION

PO BOX 1142

855 SE Stonebridge Dr.

CEDAREDDGE, CO 81413

- iii. Ms. Martin stated that the prerequisite step to assign reserve categories is to inventory the association's physical assets. Then the BOD can perform budget planning applying reserves as necessary to maintain them.
 - iv. Mr. Locke deferred the discussion until the New Business discussion (below).
- d. CAM 2024 contract approval.
- i. Ms. Scott moved to accept the contract as reviewed and signed at the December meeting. Ms. Martin seconded the motion. The motion passed unanimously.
8. New Business
- a. Goal Review.
 - i. Mr. Locke supported the suggestion to set a minimum of one goal for discussion and plan of action for each regular BOD meeting.
 - ii. Mr. Locke requested a goal discussion in the February 2024 meeting to cover the category, purpose, and allocation of reserves. Ms. Martin suggested the BOD adopt a policy on how the BOD handles reserve funds and how frequently reserve studies be conducted.
 - iii. A discussion of a goal to clarify the relationship between the Master Association and Sub Association, as well as the role of the DRC, will be deferred until a subsequent meeting. Ms. Brown suggested a working group be organized to include residents to address the matter.
 - iv. Ms. Martin stated the BOD needs to develop a Standard Operating Procedure (SOP) for collaboration and communication. Mr. Locke nominated Coy McTernan in absentia to perform preparations. Ms. Scott offered to assist Ms. McTernan with the task. Ms. Martin also offered support. Mr. Locke asked to lead the effort. Ms. Brown agreed to schedule a work session for SOP discussion for March or April.
 - b. Letter to City of Cedaredge regarding dog waste on Surface Creek path.
 - i. The Board asked Ms. Brown to draft a letter stating this concern as well as deteriorating general maintenance of the path and suggesting the city review maintenance after the snow clears.
 - c. Development of a relationship with a law firm specializing in the Colorado Common Interest Ownership Act (CCIOA).
 - i. Ms. Brown has found (online) a law firm in Denver for this.

DEER CREEK VILLAGES OWNERS ASSOCIATION

PO BOX 1142

855 SE Stonebridge Dr.

CEDAREDDGE, CO 81413

- ii. Mr. Locke suggested the open issue of the covenants requiring an impractical minimum of 67% of residents and owners to vote for modifications would be a good first step in assigning work to a law firm.
- iii. Ms. Martin thought a reserve fund category could be established to cover costs of such work.
- d. Discuss bylaw to address electronic recording of BOD meetings.
 - i. General discussion identified the need to amend the bylaws to allow but not require the electronic recording of the meeting for transcription by the Secretary or acting Secretary for the purpose of transcribing information to support preparation of minutes as deemed necessary by the Secretary.
 - ii. Ms. Martin moved to approve modification to the bylaws, and Ms. Scott seconded the motion. The motion passed unanimously.
- e. Discussion of Design Guidelines Section 9. Signs and current State regulations (AN ACT -HOUSE BILL 21-1310) implemented 07/21/2021
 - i. Ms. Brown received complaints about political signs possibly posted for too long, in violation of the neighborhood design guidelines.
 - ii. Ms. Brown found the guidelines need to be updated to honor state law.
 - iii. The State ACT allows the BOD latitude to limit the size, number, and placement of signage. Ms. Brown proposed discussing it during the February BOD meeting.
 - iv. Ms. Martin suggested Ms. Brown transmit a neighborhood communique, so residents don't overwhelm the BOD with questions or complaints about this, and invite them to the February meeting to offer opinions
 - v. Mr. Locke characterized this as a BOD matter not a DRC matter and suggested it should be removed from the DRC guidelines to avoid potentially conflicting or duplicate verbiage.
 - vi. ~~Barb~~ **Ms.** Klein mentioned that large wooden real estate signs have been known to block SBTH lawn sprinklers causing dry grass problems
- f. Mr. Farrell proposed updates to the neighborhood cadastral (property boundary) map.
 - i. Mr. Farrell discovered errors in an existing neighborhood map posted in the office of Ms. Brown, and suspects the source of error is faulty data in the Delta County property boundary representations furnished to the public from the Delta County Geographic Information System (GIS).
 - ii. Mr. Farrell contacted the surveying company responsible for the neighborhood property boundary survey plats on file with Delta County and asked them to estimate the cost of furnishing the BOD with reliable

DEER CREEK VILLAGES OWNERS ASSOCIATION

PO BOX 1142

855 SE Stonebridge Dr.

CEDAREDDGE, CO 81413

- GIS data for BOD use. Mr. Farrell will provide this cost information to the BOD once he receives it.
- iii. Mr. Locke requested the BOD obtain and discuss a cost estimate before further action is taken by DCVOA to pay for these updates
 - g. Mr. Farrell proposed a wildland fire awareness campaign.
 - i. Mr. Farrell contacted Fire Chief Keith Stillings and discovered there is no neighborhood wildland fire evacuation plan, but the neighborhood is covered by a general plan for the City of Cedaredge.
 - ii. Mr. Farrell provided the BOD with a map reflecting the general plan as well as a FEMA Wildfire Evacuation Checklist that provides useful information for owners.
 - iii. Ms. Brown agreed to assemble some of these materials and add to April newsletter and hyperlinks on the DCVOA website.
 - iv. ~~Barb~~ Ms. Klein suggested similar materials covering flood risk also be considered for future consideration.
 - 1. Mr. Farrell said he would look further into a flood evacuation plan for our community.
 - h. There were two additions to New Business Agenda:
 - i. Resident Jenny Larson submitted a request to join the DRC.
 - 1. Ms. Martin moved to approve the request, and Mr. Locke seconded the motion. The motion passed unanimously.
 - ii. Resident Guida Anderson submitted a request to join the DRC Advisory Committee.
 - 1. Ms. Scott moved to approve the request, and Ms. Martin seconded the motion. The motion passed unanimously.
 - i. Ms. Scott addressed (2) CDs maturing soon. She suggested moving both to a new 12-month 4.5% CD. Mr. Locke asked to meet the banker with Ms. Scott to discuss the details.
9. Open Comments and Discussion from the Floor:
- a. Steve Blackburn 700 SE Pine is rescoping the build plans for his home and requested the BOD waive the \$500 submittal, but to pay \$75 for the draft review cost. Mr. Locke pointed out that an architect will need to review the new plan, Ms. Brown will be required to process the resubmittal, and the BOD and DRC will need to perform the usual approval processes.. For these reasons the BOD determined the case

DEER CREEK VILLAGES OWNERS ASSOCIATION

PO BOX 1142

855 SE Stonebridge Dr.

CEDAREGE, CO 81413

does not warrant a waiver and the standard resubmittal fee of \$200 (not \$500) is still required.

10. Agenda items for next regular meeting:

a. TBD

11. Time and date of next regular meeting:

a. Thursday, February 15, 2024 at 9:00 AM.

12. Ms. Scott moved to adjourn. Ms. Martin seconded. The meeting adjourned at 11:27 AM.

Respectfully submitted,

John Farrell

APPROVED