# MINUTES Regular Board of Directors Meeting May 17, 2023

- 1. The meeting was called to order at 9:05 AM by Sharon Coquillette, Vice President. Board members in attendance were Ms. Coquillette, Marcia Martin, and Linda Scott. Tate Locke, President and Coy McTernan were absent. Tracy Brown, Association Manager was in attendance.
- 2. Others in attendance: Steve and Marjie Symmes, Barb Klein, John and Judy Farrell, Joe and Cherie Lyles, Matt Furubotten.
- 3. The minutes of the last regular meeting on April 26, 2023 were reviewed.
  - a. Ms. Scott moved to approve the minutes as presented. Ms. Coquillette seconded. The motion passed unanimously.
- 4. Tate Locke, President, arrived at 9:09 and took over running the meeting.
- 5. Ms. Scott presented and reviewed the financial statement for April.
  - a. HOA management's line item is \$2520 over budget for April because the anticipated time it took for conducting business was underestimated when the budget was established at the beginning of the year. Particularly, expenses for time related to changing managers were higher than planned. Also, Ms. Brown is taking over more responsibilities for QuickBooks, PayHOA and the DCVOA website among other things. This does not create any financial issue as some additional expenses had been anticipated and budgeted due to changing managers. The BOD will review this midyear. Ms. Brown also gets paid for a special meeting for which the individual who requested the meeting will be invoiced.
  - b. Six transfer fees were received. They will be itemized in the CAM Report.
  - c. Ms. Scott reviewed year-to-date totals for income and expenses and net income.
  - d. Ms. Martin moved to approve the financial statements as presented. Mr. Locke seconded. The motion passed unanimously.
- 6. Additional agenda items:
  - a. Written complaint for weeds and incomplete landscaping for 1350 SE Fairway was received via email. The complaint states that this issue has been ongoing.
    - i. Mr. Locke, Ms. Scott and Ms. Coquillette have seen the property and agree with the complaint.

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- ii. The owner has been contacted in the past, but nothing in writing is on file on PayHOA.
- iii. Ms. Brown will reach out to the property owner and will check the policy for warning, and potentially fining, the owner. She has worked with the owner in the past during assessment changes, and he has been cooperative to work with. It was noted that landscapers have been very busy and work may not be able to be completed immediately; however, the owner needs to demonstrate his intent to comply.
- b. The owner of the vacant lot adjacent to 325 SE Sandstone inspected his lot for weeds and noticed a solid PVC pipe running from the 325 SE Sandstone home onto his lot. He is concerned that it may flood his lot and, once buried, the new home owners won't know about it. He texted pictures which Ms. Brown forwarded to the DRC. The DRC had previously reached out to the owners of 325 SE Sandstone regarding fencing which is being installed without an approved landscaping plan. The DRC has not received a response.
  - i. Mr. Locke noted that the guidelines prohibit dumping excess water on your neighbor's property.
  - ii. Ms. Coquillette had previously spoken to one of the owners regarding the fence with no follow-up response. Mr. Locke had also tried to contact the owners at some point regarding the fencing and landscaping intent/plan.
  - iii. Mr. Locke suggested sending a letter to the owners regarding the fence and the drainage. Ms. Brown noted that the DRC contacted the owners in writing on March 28, 2023 regarding fencing and landscaping and read the letter to the BOD.
  - iv. There was discussion regarding the Design Review Guidelines policy and whether the language specifies if the one-year time limit begins with receiving the certificate of occupancy (CO) or the move-in date. The BOD will review the policy, especially since some homes are spec homes and may sit vacant for a period after the CO is issued.
  - v. Mr. Locke will look at the pipe and attempt to contact the owners either in person or by phone. He will follow up with Ms. Brown as to sending a letter re-iterating the drainage and landscaping policy.

#### 7. CAM Report

a. Ms. Brown sent BOD members a calendar to schedule a work session to complete the unfinished agenda items from the work session in April.

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- b. In April we received submittal fees for 710 E Pinyon and transfer fees for 1410 SE Stonebridge, 1490 SE Stonebridge, 320 SE Cobblestone, 1045 SE Fairway, 1500 SE Stonebridge and 335 SE Flagstone.
- c. The DCVOA website was back online by the end of the last BOD meeting. Ms. Martin will continue to work with Ms. Brown to make the website helpful to owners and the public.
- d. RV lot
  - i. All vehicles were out of the RV lot by the May 1 deadline.
  - ii. Ms. Brown met with Stan Adams who is scheduling the installation of lights and a camera for the lot after flooding danger has passed.
  - iii. An owner in the audience questioned plans for designating slots in the lot. Ms. Brown stated that Mr. Adams will re-evaluate parking to create a more efficient arrangement. Ms. Coquillette noted that parking arrangements may change periodically depending on need.
  - iv. In response to an audience question, Ms. Coquillette clarified that once owners have been notified that they may move back in, they will have one week.
  - v. There is a soft spot that needs to be repaired before everyone moves back in. Ms. Brown will arrange with a contractor to do repairs once all flooding danger has passed and prior to vehicles returning to the lot. This was approved by the BOD.
  - vi. Barb Klein asked if RVs and other vehicles could park in the neighborhood if they aren't renting a space in the lot. She also asked about the type of vehicle that is allowed in the lot. BOD members answered that only those renting space may park in the neighborhood and that all types of recreational vehicles are allowed.
- e. Ms. Brown requested that DCVOA schedule mowing and maintenance of the Stonebridge sign until we can determine who is responsible for it and what the long-term plan is. DCVOA will pay \$20 to have the water turned on again. This is on the agenda for the upcoming work session.
- f. Ms. Brown has reached out to all owners regarding vacant lot maintenance. Most have responded with the name of their contracted maintenance crews. Crews are working hard to catch up and keep up with the sudden weed growth following a wet winter and spring. This week she will contact lot owners who have not responded with their maintenance agreements. Due to the amount of growth, brush hogs will be permitted for only a first mowing when needed and

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also permitted on the vacant townhome lots on SE Stonebridge due to the terrain. DCVOA common property is on Tumbleweed's list for maintenance.

- g. Ms. Brown notified the owners of 710 SE Pine of the BOD's decision regarding the house color of 700 SE Pine.
- h. Ms. Klein shared information with Ms. Brown for owners whose property is on the Alfalfa Ditch. Ms. Brown will notify those owners of potential impact of flooding on their personal landscaping.
- i. There are nine outstanding delinquent accounts for second quarter and one for first quarter. Ms. Brown will continue to reach out to those owners.

#### 8. DRC Report

- a. No one from the DRC was able to attend the meeting, but they shared a written report.
- b. They have requested a non-public work session to complete their work.
- c. Landscaping request for 680 SE Stonebridge was approved and the owner notified.
- d. Kristy Adams will request that the owners of 1005 SE Fairway resubmit their landscaping plans as approval of the previous plan has expired and their plans have changed.
- e. Terri Howe will communicate with the owners of 300 SE Limestone to request rock colors.
- f. A fencing request for 1425 SE Stonebridge was approved. Ms. Howe notified the owners.
- g. Plans, materials and colors for 710 SE Pinyon were approved by the DRC and presented to the BOD. Ms. Coquillette requested that DRC notify the BOD when they have approved new builds so that Directors may review plans and materials prior to meetings.
  - i. Setbacks were not well noted on the site plan. Mr. Locke requested that future plans show better measurements to the setbacks. It would also be helpful to include a plat.
  - ii. They will need a variance for the planned air conditioning unit which will encroach into the setback. The contractor, Mr. Furubotten, has submitted that variance request. To help mitigate noise to the neighbor, the unit must be screened from the street and the neighboring property with a four-foot-tall stucco wall on the front and neighbor-facing side. The wall is approved to be one-foot past the air-conditioning dimensions which still allows for efficient operation of the unit.

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- iii. Ms. Martin moved to approve the plans, colors and materials for 710 SE Pinyon as presented conditional on receipt of an updated site plan with more dimensions, the official plat plan, the exterior window color corrected on the submittal sheet, and the variance for the air conditioning unit with four-foot-tall stucco wall screening on two sides as stated above. Ms. Scott seconded. The motion passed unanimously.
- 9. Mr. Locke requested moving Old Business to the end of the agenda as he had to leave early.

#### 10. New Business

a. Ms. Scott will work with Ms. Brown regarding the time requirements for the work the BOD is asking to have accomplished, and get a cost estimate for the June meeting.

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

- a. Evan Bradbury, 300 SE Sandstone, is moving forward with landscaping. He will be requesting a lot-line dissolution from the county and planning a small addition to their home. They will be completing landscaping in the front but will request an extension and changes to their plans because of the addition. Ms. Brown requested that Mr. Bradbury submit his plans in writing to the office so that the DRC receives them and they can be entered into PayHOA.
- b. Mr. Bradbury voiced concerns about his builder and will make a written complaint to the DRC. Mr. Locke and Ms. Brown informed him that his concerns must be in writing and submitted to Ms. Brown on the appropriate form. Mr. Bradbury said he would follow up with this.
- c. Joseph Lyles of 305 SE Cobblestone spoke regarding a variance for his proposed resin shed which had been denied by the BOD in the April meeting. While a variance for a shed and its location was approved at the April 26, 2023 meeting, the materials for the shed had been denied. He had been told, both by the previous manager and by previous BOD members, that a resin shed would be allowed. Mr. Locke noted that DCVOA guidelines have been updated throughout the years. Also, he and previous boards have been reluctant to set a precedent to approve plastic sheds. Ms. Coquillette noted that resin sheds have never been allowed, and that the shed materials must match the house. Both Mr. and Ms. Lyles described the good quality and appearance of the shed and plans for screening plantings around it. Ms. Symmes, a neighbor, spoke in support of the Lyle's request. Ms. Farrell, a homeowner, noted that plastic does not hold up in this climate. Mr. Lyles said that he purchased the shed only after he had received verbal approval. Ms. Martin stated that the requirements for approved shed

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materials were clearly written in the guidelines when Mr. Lyles purchased the shed. After further discussion, Ms. Martin moved to approve a variance for the Lyle's resin shed. The motion died for lack of second. Ms. Symmes expressed her disagreement with the Board's decision. Ms. Farrell voiced her support. The BOD would consider an application from the Lyles for a shed constructed of materials matching their house.

- d. Ms. Symmes spoke regarding a planned fence color. Mr. Locke asked her to submit a sample to the DRC.
- e. Ms. Klein asked to be notified of the planned work session.
- 12. Mr. Locke left the meeting at 10:45 AM.
- 13. Old Business
  - a. At the April meeting, homeowner Bruce Joss was approved to create the application for tax exempt status for the RV lot. Ms. Brown called a number provided for the State of Colorado and was told the fee is \$175 per application and that there was no record of DCVOA having previously applied for tax exempt status for the three other parcels owned in common by DCVOA. Possibly it was filed with Delta County so long ago that it was never communicated to the State. DCVOA has the opportunity to submit separate applications for each parcel or DCVOA may choose to do nothing. There is a concern that Delta County could then bill DCVOA for back taxes. Once DCVOA applies, the State will determine which Colorado Revised Statute applies and submit the applications to Delta County. Ms. Coquillette referenced the plat map which shows the parcels owned by DCVOA. Ms. Brown would describe the RV lot as a common area provided for the HOA homeowners. Fees for RV storage cover maintenance on the lot. The BOD directed Ms. Brown to file applications for tax exemption for all common properties at \$175 each to Delta County. This will require some extra time from Ms. Brown to submit the applications in person to the county. Ms. Coquillette moved to approve Ms. Brown completing and submitting to Delta County all the necessary applications for four DCVOA-owned parcels including the RV lot at \$175 each for property tax exempt status. Ms. Scott seconded. The motion passed unanimously.
  - b. Ms. Martin suggested that the plan for achieving goals be part of a work session.
- 14. Ms. Brown will be out of town from July 31 to August 16, 2023. She will have coverage while she is gone. Any apparent delinquent accounts for 3<sup>rd</sup> quarter will be addressed prior to leaving, and any remaining will be addressed upon her return. She will communicate her plans by email to owners and designate a contact person while she is out of town.

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- 15. The next regular BOD meeting will be at 9:00 AM on June 21, 2023.
- 16. Ms. Scott moved to adjourn the meeting at 11:12 AM. Ms. Martin seconded. The motion passed unanimously.

Respectfully submitted, Marcia Martin