## MINUTES Regular Board of Directors Meeting June 21, 2023

- 1. The meeting was called to order at 9:04 AM by Tate Locke, President. Board members in attendance were Sharon Coquillette, Marcia Martin, Coy McTernan, and Linda Scott. Tracy Brown, Association Manager was in attendance.
- 2. Others in attendance: Darold Felker, Tara Fitzgerald, Linda Johnstun, Karen Locke, Tanya Szanto, Pete Doerfler, Matt Evans, Cordell Chapman, Barbara Klein, Matthew Furubotten.
- 3. Ms. Scott presented and reviewed the financial statement for May.
  - a. Compared to the budget, we are about \$1,000 behind. Mr. Locke noted that we are working on keeping expenses tight but may have to access reserves for a small amount at the end of the year.
  - b. Ms. Scott reviewed balances in accounts.
  - c. As it is mid-year, the BOD has been reviewing the budget including reviewing the contract for the Association Manager which will be discussed in executive session at the end of this meeting.
  - d. Ms. Coquillette moved to approve the financial statement for May as presented. Ms. Martin seconded. The motion passed unanimously.
- 4. Ms. Martin presented the minutes from the May 17, 2023 Board of Directors meeting.
  - a. Ms. Scott moved to approve the minutes as presented. Ms. Coquillette seconded. The motion passed unanimously.
- 5. Ms. Scott left the meeting.
- 6. CAM report: Tracy Brown
  - a. In May we received submittal fees for: 710 SE Pinyon (Casa Bella build).
  - b. In May we received two transfer fees for: 800 SE Pinyon and 1395 SE Stonebridge.
  - c. The DCVOA website continues to have updates as needed.
  - d. There is currently one vacant lot with a delinquent account for HOA dues.
  - e. Ms. Brown confirmed with the BOD that a \$500 submittal fee is not needed for solar panel installation.
  - f. A written complaint was received from the owner of the vacant lot at 320 SE Limestone regarding drainage issues from the house at 325 SE Sandstone. Mr. Locke and Ms. Brown met with the owners of 325 SE Sandstone on Sunday, June 18 to discuss this. They noted that the system appears it can work well but the drainage pipe was too close

#### CEDAREDGE, CO 81413

to the neighbor's property. The owners were instructed to cut back the drainage pipes to roughly 7' back from the property boundary and empty into a dry well of no less than 2x2x2 feet in each/any area of drainage. The property will not be considered in compliance until that change has happened and has been documented and approved by a DRC or BOD representative. DRC approval of the landscape plan for this property is contingent on this change being made.

- 7. DRC Report: Tara Fitzgerald
  - a. DRC has been meeting four times a month. They have agreed to meet only once a month due to prior commitments of members. It is the building season, and there is a lot of work. They have sixty days to approve submittals.
    - i. Mr. Locke reported that the BOD discussed this in the work session on June 15. We are seeking those who might be interested in serving on the Advisory Committee to the DRC who could share the workload. This could help process plans. Ms. McTernan encouraged the DRC to invite Advisory Committee members in their meetings so they are up to speed and included. They need to be very active. Guida Anderson and Tim Callahan may still be on the Committee and the DRC should reach out to them. Mr. Callahan was an original developer and has historical perspective but may not want to be actively involved.
    - ii. Mr. Locke noted that we need to make sure the information in the DRC Guidelines reflects all recent changes. It is important to measure prior to pouring foundations, but windows may be measured after they are in or visually checked against plans if actually measuring them does not happen. It is the builder's responsibility to be compliant or seek a variance, which may or may not be granted.
  - b. Landscaping and Fencing
    - i. 980 SE Fairway: Grading wall request was cancelled by New Beginnings, the builder.
    - ii. 1005 SE Fairway: Ms. Brown uploaded the checklist. Rock color is approved but clarification is needed on where it is going.
    - iii. 300 SE Sandstone: DRC is still waiting on new plans and need to clarify with them regarding completing front and side. DRC is referring new plans to the BOD once received as original plans are expired and variance for more time has expired. Owners were notified via an email which was opened. They have not responded. Ms. Brown noted that owners are purchasing the adjoining lot and plan to add to their house. They may be waiting to resubmit plans because of this.
    - iv. 325 SE Sandstone: Revised landscaping and fence variance approved by DRC contingent upon drainage pipes being moved. Email sent to owner.

#### CEDAREDGE, CO 81413

- v. 335 SE Limestone: Berm and trees approved but more clarification is needed regarding fencing. New Beginnings and Teresa Rens were notified via email.
- vi. 1555 SE Stonebridge: Backyard sod approved and owner notified via email.
- vii. 1375 SE Stonebridge: New fence approved and email sent to owner.
- viii. 300 SE Cobblestone: Fence stain color approved and email sent to owner.
- c. Architectural
  - i. 1410 SE Fairway: Plans approved and awaiting BOD review.
  - ii. 1590 SE Stonebridge: Paint color approved and email sent.
  - iii. 750 SE Pine: Referred to BOD for color approval and window variance.
- d. Variances
  - i. 1060 SE Fairway: Shed approved and email sent to owner.
- 8. Plans for 1410 SE Stonebridge were presented to the BOD for review.
  - a. The BOD had questions regarding the ridgeline and whether the single ridgeline design with gables and a shed roof over the entrance meets the DR Guidelines. Mr. Furubotten clarified that the back of the house with a single ridgeline is viewable only from Surface Creek trail. The BOD agreed that the roof meets the letter of the Guidelines. The BOD may want to consider clarifying the roof guidelines. Mr. Furubotten will help with this.
  - b. There will be screening around the air conditioning unit.
  - c. Exterior electrical plan is required. Lights on the house are indicated. Mr. Furubotten drew in the location of the post light on the site plan.
  - d. The DRC approved the colors and materials.
  - e. Ms. Martin moved to approve the plans as presented. Ms. McTernan seconded. Ms. Coquillette, Mr. Locke and Ms. Martin voted in favor. Ms. McTernan abstained.
- 9. Plans for 750 SE Pine were presented.
  - a. The windows on the east side do not meet the guidelines of 10%. They are only 4% of the total area. After discussion, Ms. McTernan moved to approve a variance request for windows. Ms. Martin seconded. The variance was denied unanimously by roll call vote.
  - b. No electrical plan was presented.
  - c. Colors were reviewed. The DRC did not approve the colors as there are too many beige houses nearby.
  - d. Ms. Coquillette moved to approve the house design conditional on adjusting the eastside windows to the required 10% or close to that, changing the colors and receiving the outdoor electrical plans. The motion died for lack of a second. The builder will have to re-submit plans.
  - e. If the builder requests approval before the next BOD meeting, a special meeting may be held at the builder's expense.
- 10. Old Business

#### CEDAREDGE, CO 81413

- a. Tax-exempt status for common parcels: Still in progress according to Ms. Brown.
- b. Request to comply with landscape guidelines for 1350 SE Fairway: According to Ms. Brown, the owners have responded via email and she has forwarded this response to the BOD. They will complete landscaping as approved and requested an extension due to supply problems for their stone which cannot be delivered until the end of July. Ms. Brown offered an extension until August 30, 2023, and owner agreed it would be complete by then.
- c. Landscape compliance including drainage for 325 SE Sandstone: Discussed under DRC report.
- d. Violation remedy for roof color at 335 SE Limestone: The house is under contract. The requested remedy for roof color has been applied. Ms. Coquillette moved to approve the violation remedy. Ms. Martin seconded. The motion passed unanimously.
- e. Stonebridge sign maintenance
  - i. The sign technically sits on property owned by the Town of Cedaredge.
  - ii. Currently the lighting for the sign is powered by solar installed by a Townhome owner.
  - iii. DCVOA pays for the water but the tap isn't ours. After conversation with Kami Collins, Town Administrator, Ms. Brown said that if DCVOA isn't interested in maintaining it, Ms. Collins is willing to put an agreement in place with SBTH so that they can continue paying the water bill. Xeriscaping is preferred.
  - iv. DCVOA is not interested in maintaining the sign.
  - v. Mr. Doerfler and Mr. Evans noted that the sign doesn't represent the SBTH or the neighborhood as a whole and they have no interest in maintaining it.
  - vi. Ms. Klein agreed and noted that it should never have been part of the SBTH.
  - vii. SBTH representative will be in touch with the solar panel installer to move it to the other side of the street where it can be connected to run the control box for the irrigation. Then all DMEA electric can be discontinued. This should happen by July 1, 2023.
  - viii. After further discussion, Ms. Coquillette moved to discontinue all utility payments and maintenance for the Stonebridge sign at the corner of Jay Ave. and SE Stonebridge effective at the end of the current billing cycle. Ms. McTernan seconded. The motion passed unanimously.
- f. RV lot maintenance update and reoccupy dates: Ms. Brown reported that we are waiting on the excavator to repair the damage in the lot. He will be in touch about dates and believes he can complete the work within our timeframe. She will notify the owners by email of the move-in window. He will also drill the hole for the camera mounting and install it with two camera positions.

#### CEDAREDGE, CO 81413

g. Contract hours and performance review for management services: Several BOD members complimented Ms. Brown's work. Her contract was adopted as 15 hours per week with the understanding that it would be reviewed at mid-year. Mr. Locke reviewed that we have changed to a complaint-driven violation system. We are not out looking for violations. Ms. Martin noted that Ms. Brown has taken on work that we used to contract out for. Ms. McTernan proposed that, eventually, the job hours may to be able to decrease. Nevertheless, the job has taken more time than originally anticipated during the transition from the former management. The BOD will discuss this in executive session.

#### 11. New Business

- Policy #9, paragraph 1, change one-time transfer fee from \$75 to \$100: After discussion,
  Ms. Coquillette moved to approve the presented change in the transfer fee. Ms.
  McTernan seconded. The motion passed unanimously.
- Rescind \$200 refund to builders in paragraph 5.3 of DR Guidelines and authorize dedicating that amount to reserves as of the 2024 budget: After discussion, Ms.
  Coquillette moved to approve rescinding the \$200 refund to builders who comply with the guidelines. Ms. Martin seconded. The motion passed unanimously.
- c. Approve additional Design Review Guideline updates/corrections: After discussion, Ms. Coquillette moved to approve updating and correcting the guidelines to include the previous two votes and to update some dates and correct typos. Ms. McTernan seconded. The motion passed unanimously.
- d. Ms. McTernan requested adding revision dates to Guidelines updates as we make them and suggested adding an appendix to the Guidelines reflecting changes and their dates.
- e. Mr. Locke noted that we also need to be sure the language in the DR checklist matches the DR Guidelines. Ms. Brown is working on that.
- 12. Open comments and discussion from the floor
  - a. Mr. Doerfler proposed forming a coalition for the purpose of finding grants to purchase the townhome property at the corner of Independence and SE Stonebridge and turn it into a community park with bathrooms, picnic tables, etc. The owners of the parcel have not paid dues to the SBTH Association.
    - i. BOD members voiced support for the concept while noting possible difficulties.
    - ii. Mr. Evans mentioned turning it over to the town.
    - iii. Mr. Locke clarified that although we support the concept and could help facilitate, we would not be able to dedicate any funding.
    - iv. Ms. Karen Locke suggested presenting the idea to the Cedaredge Trustees.
    - v. Mr. Chapman shared that the Town has hired a grant writer. He also mentioned possible plans for forming a Recreation District. He shared that the HOA could

#### CEDAREDGE, CO 81413

assess a real estate transfer fee to help raise money. He discussed the revenue that is generated for the Town by the growth in the golf course community. He also discussed water issues facing the Town.

- vi. Ms. Locke suggested that the back dues owed by the parcel owners could be deducted from the purchase price.
- vii. Ms. Martin noted that DCVOA already has a transfer fee that could be increased.
- 13. The next meeting will be at 9:00 AM on Wednesday, July 19, 2023.
- 14. Ms. Martin moved to adjourn the meeting at 10:28 AM. Ms. Coquillette seconded. The motion passed unanimously.
- 15. The board and Ms. Brown entered into Executive Session
  - a. Executive Session took place on June 21, 2023 at 10:32 at 855 SE Stonebridge. Tate Locke, Sharon Coquillette, Marcia Martin, Linda Scott, Coy McTernan, and Tracy Brown were present. The contract between Tracy Brown (as Your Admin Services, LLC) and DCVOA was discussed. The BOD voted unanimously to amend the contract through December 2023. This contract can be reviewed in the HOA office upon request.

Respectfully submitted, Marcia Martin