



# *Sierra Pointe Homeowners Association, Inc.*

## **Board of Directors Meeting Minutes**

**May 23, 2022**

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The meeting was held at the Association's clubhouse, 3480 Parkmoor Village Drive, and called to order at 5:31 PM.

Present were as follows:

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|-------------------|-------------------|
| John Clancy       | President         |
| Holly Schwarz     | Vice President    |
| Ken Cross         | Secretary         |
| Orlando Rodriguez | Treasurer         |
| Patricia Guerin   | Director at Large |
| Derek Patterson   | Property Manager  |

The Board members introduced themselves to the members, and also Z&R. Mr. Clancy noted the Board would follow the agenda and residents could solicit input during the Owner's Forum.

### **Hearings:**

There were none.

### **Secretary's Report:**

The April 25<sup>th</sup> Board meeting minutes were approved as submitted.

### **Financial Report:**

Mr. Rodriguez presented the finance report for April 30<sup>th</sup>, 2022 (the Balance Sheet and Statement of Revenues & Expenses provided by Warren Management). Total assets were \$1,505,421.07. A question-and-answer period followed.

The AGED Receivables report was reviewed. As of the meeting, there were 24 homes owing more than one month's dues. The Board will conduct an Executive Session at the end of the meeting to hear updates on collection/legal proceedings.

Mr. Patterson presented the **Manager's Report**.

The 2022-2023 Project List was reviewed.

The contract was noted for a 90-minute meeting, which was changed to 120-minutes.

Mr. Patterson briefly discussed email protocols between the Board and Z&R.

**Old / New Business:**

There was discussion on increasing the clubhouse rental fee from \$50.00 for each event to \$100.00 for each event (for tenant use). Discussion followed. A motion was made to approve the change, which carried 5-0 in favor.

There was discussion on providing residents with two options for securing clubhouse rental insurance online, with plans to create a new tab on the Association's website so everything can be submitted/completed online. Mr. Patterson discussed how this would work, and it was agreed to pursue the updates as noted.

There was a discussion on increasing the pool key fob replacement fee to \$75.00. Discussion followed. A motion was made to approve the change, which carried 5-0 in favor.

There was discussion on increasing the laundry room key replacement fee from \$50.00 to \$100.00. Discussion followed. A motion was made to approve the change, which did not pass with 3-2, not in favor. The fee will remain at \$50.00.

There was a discussion on hiring Extra Duty Police Patrols for the community. A bid will be sought.

Mr. Patterson provided a bid for a new Association website, where the Association owns the domain and the website; not a portal type site owned and controlled by others. Discussion followed. A motion was made to approve the bid, which carried 5-0 in favor.

Mr. Patterson provided a bid for spring and fall gutter cleaning for 2022. Discussion followed, and the price was within the budget allotment. A motion was made to approve both bids, which carried 5-0 in favor.

Mr. Patterson provided a bid for renewing the yearly CAI Membership for the Board. Discussion followed, and the price was within the budget allotment. A motion was made to approve the renewal, which carried 5-0 in favor.

There was discussion on ordering new cement steps (estimated at 40 - specifically the top and bottom) with side steel plates. Mrs. Schwarz and Mr. Patterson will get a more specific total number and email the information for an ATWAM email vote.

There was discussion on the options and pricing for removing mattresses/box springs left at the trash enclosures (Infinite, Urban Recycling, and Maid to Clean). Discussion followed. A motion was made to approve the bid from Maid to Clean but to develop a more specific plan for addressing when there are no mattresses, how many can be taken at once, etc. The motion carried 5-0 in favor.

Mr. Patterson reviewed a bid from Olson Plumbing (2021) to make numerous replacements and updates to the components in the utility rooms. Discussion followed. A motion was made to approve the project and get an updated price with more specifics on the type/style of pipe insulation. The motion carried 5-0 in favor.

There was a discussion on illegal trash dumping (reporting and violation notices, reward programs, etc.) and further discussions on installing the new signs for each enclosure. A motion was made to approve a rear upright wooden mount for two signs at each enclosure, which carried 3-2 in favor.

There was a discussion on updating the Rules, Section 16 – Windows (Items 1-4). Lengthy discussion followed. A motion was made to approve the following new content:

*“Window-mounted air conditioning units shall not be permitted. Residents can use an in-room, portable, stand-up unit with venting that does not extend past the window screen. Window fans are permitted as long as they do not extend past the window screen.”*

The motion carried 5-0 in favor. A postcard will issue notice, and the Rules will be updated to reflect the changes.

### **Owner’s Forum:**

Questions and comments/suggestions were taken from the members present.

Mrs. Schwarz provided information and tips regarding the recent site inspection with the Colorado Springs Police Crime Prevention Officer. Handouts were provided.

The Board unanimously voted to go into Executive Session (previously disclosed to the members) to discuss current legal matters from the Association’s lawyer regarding two homes. The session began at 7:40 PM and ended at 7:45 PM.

The Board reconvened the meeting, and a motion was made to approve and proceed with Foreclosure proceedings for two collection accounts. The motion carried 5-0 in favor.

Mr. Patterson reviewed a list of questions on numerous topics relating to the transition.

A motion was made to approve the 2022-2023 Lawn Contract, noting a price increase of \$ 1,275.00 over the existing budget allotment. The motion carried 5-0 in favor.

A motion was made to approve for Mr. Patterson to sign the 2021 Audit engagement letter after-the-fact, as the Audit was received this week. The motion carried 5-0 in favor.

It was confirmed that the initial covenant enforcement policy would be to issue a 1<sup>st</sup> Notice; then, if a 2<sup>nd</sup> Notice is required, it will also call for a Hearing if compliance is not met.

A motion was made to change the lockset and deadbolts on all storage rooms with new electronic coded deadbolts. The motion carried 5-0 in favor. Work will continue to determine if working keys are available for all other assets.

Mr. Patterson could not find a Reserve Study in the Association's files, and it was noted that a proposal was believed to have been approved last fall. Mr. Patterson will inquire and provide a new bid if that proposal is not found.

Mr. Patterson discussed joining the Utility Notification Center of Colorado (UNCC) aka Colorado 811. Becoming a member notifies the Association anytime a vendor or owner submits a request for locates on the property; a small fee is paid monthly depending on the number of notifications issued. Discussion followed. A motion was made to join, which carried 5-0 in favor.

It was agreed to shut down the Gmail account Mr. Patterson found in the Association's name, and the Survey Monkey account found was not working.

Mr. Patterson found two different Association website domain names; one is not working, but the other is. He will inquire if the working version can be purchased and used to build the new website.

It was agreed to contact Olson Plumbing to determine if they have historical records of when the last sewer line cleaning was conducted; nothing since 2020 could be found.

Mr. Patterson has attempted to contact Midnight Towing to obtain their most current contract and review their permissions for patrolling/towing in the community without success. We are not sure if the Parking Snap account is associated with their services.

Ms. Guerin is working on a draft newsletter for the Board to review soon.

The next Board meeting is scheduled for June 27<sup>th</sup>, 2022, at 5:30 PM at the clubhouse.

There being no further business, the meeting was adjourned at 8:10 PM.



Derek Patterson  
Property Manager