

SUNDANCE HOMEOWNER ASSOCIATION MEETING

Board Meeting Minutes

Date: November 11, 2008

Time: 6:00 P.M.

Place: 4055 Dawn Court, Boulder, Colorado

Board in Attendance: K, J, McCorry, President; Shawna Phillips, Secretary; Amy Frank, Director, Olena Archer, Property Manager,

6:00 PM The meeting was called to order by the President.

Agenda:

1. Election of Directors and Officers.
2. Sign conflict of Interest forms.
3. Scheduling for the next year.
4. Projects: Common Area Master Plan (CAMP).
5. Review of Landscaping contract, snow removal contract, and Organo Lawn contract.
6. Xeriscaping architects update

Election of Directors and Officers.

Amy Franke is our new Director on the Board.

The Board elected its Officers for 2009. By unanimous vote K.J. McCorry, President; Kim Rider, VP/Treasurer; Shawna Phillips, Secretary; and Amy Franke Director were elected to the Board.

The Conflict of Interest/Ethics form was signed for 2009 by, KJ, Shawna and Amy. Kim to sign when she returns from vacation.

We discussed the check signing process for the Treasurer. It was agreed that Olena would send the check activity report via email to the Treasurer on a monthly basis. K.J. will set up online banking and provide Olena read-only access in order to check on checks cleared and credit card payments.

Planning:

The Board Meeting calendar for 2008-2009

December 16 6pm.	Board conference call regarding screening of landscape architects
January 20 4pm	Interviews with screened landscape architects
February 10, 6pm	Review financials, common area renovation/xeriscaping:
April 25, 10am-12pm	April Walk-About, 1-1 ½ hours
June 16, 6pm	Board Meeting, projects;
Aug 18, 6pm	2010 Budget review, financial, projects, prepare for October Annual Meeting
Oct 6, 7pm	October Annual Meeting
Oct 27, 6pm	November Board Meeting, election of Officers, newsletter, review of 2010 meeting calendar.

Projects:

- Dues payments and credit card processing

Olena set up an account to receive dues payments via PayPal. K.J. will test the Paypal system to make sure it is up and running by paying one month dues for 2009.

- Newsletter, final review, mailing

The first draft of the HOA newsletter was reviewed by KJ and Shawna. Olena to send Shawna K.J.'s changes and she will complete the edits. Shawna will complete the edits, create a pdf, and send it out to the Board. The newsletter will be sent out to all homeowners by mail and also uploaded onto the Sundance website.

- Review of Landscaping contract, snow removal contract, and Organo Lawn contract.

The Board reviewed the current state of vendors.

Torii Lawn- mowing and grounds maintenance,

Organo Lawn- lawn treatment and fertilization,

Green Acres- snow removal

- Xeriscaping architects update

Shawna suggested we call the landscape architects and screen them, and narrow our prospective candidates down to one to three landscape architects. The Board agreed to prescreen the candidates by phone, in order to narrow down the number to 2 or 3 and talk by phone on December 16th. Once narrowed, then have those architects meet with the board on January 20th at 4:00pm. From that meeting, the choice will be narrowed to two candidates to submit a formal bid and proposal. . Shawna will complete the list of questions that all screeners will use (KJ, Shawna, and Amy). .

Action Items:

- Shawna to sign the updated signature card so KJ and Kim have signatory capability.
- Olena to send K.J.'s newsletters changes to Shawna.
- Monthly dues payment form to be sent to Shawna so she can post it on the web, with minor changes.
- Shawna to edit the newsletter to change the /couponbook to paymentform.
- Olena to work on getting email for everyone in the HOA.
- KJ and Shawna and Amy to make calls to landscape architects. . Shawna: One Earth, Ecoscape. Amy: urban oasis and talk to universities; KJ to do Green Builder and Green Acres.
- Shawna to add questions to K.J.'s email on 8/30/08 with additional questions to ask landscape architects.
- KJ Amy and Shawna to meet on the phone about their findings on December 20th 6:00pm

7:30 PM The meeting was adjourned by the President