

**Sundance Homeowner Association Board Meeting
Minutes**

Date: August 27, 2013

Time: 4:30-6:30pm

Location: K.J.'s residence, 4055 Dawn Court

Attendees: K.J. McCorry, President
Kim Rider, Vice-President
Lynn Beaty
Carol Brooks
Samantha McBride
Nick Conley, Community Manager from Highland Realty & Management

5:30-6:30 Walkabout Sundance with Highland Realty

1. Mailbox Area- Trees will need to be trimmed in the Spring and Management will contact the homeowner Mr. Setlock to trim these trees based on an agreement the HOA signed in the eighties.
2. Homeowner Property reviews: Homes were identified that needed outside painting and/or yard maintenance improvements. The property manager will send request letters to the homeowners identified. Homes were also identified for trash cans place in front of their homes and not inside garages or on the sides of properties. These residents will be asked to move trashcans to those respective areas. Two fire hydrants in the neighborhood need to be cleared around and the City of Boulder asked that the bushes are trimmed at least 3 feet around the fire hydrant as this is a safety issue. Management will send letters to these homeowners requesting this be done within 2 weeks or the HOA will hire this to be done.
3. Sunrise Common Area
 - The wood bench was removed because of damage and replaced with SOD.
 - The board discussed possibly adding an additional garden or improvement in the Sunrise/Autumn CT common area in the south east corner similar to the improvement done in the opposite corner a few years ago.
4. 28th Street Common Area
 - Check Fence: One section of fence needs to be repaired behind 4132 Autumn Ct, which was a result of removing two trees. Management will contact Monroe Fence to get a bid on this repair.
 - The board discussed planting 4 new trees to help build this area up. Management will contact LID and have them look into purchasing trees from the Tree Farm, that currently has a sale to buy one get one free.
5. Creek Path: It was noted that the creek path needs some weeding and also branches picked up. Management will contact LID to clean up the creek path.
6. Common Driveways: It was noted that one Common driveway in Autumn CT is cracking and may need to be replaced in the future.
7. Crystal/ Dawn Court Common Areas:

- Dawn Ct fence was repaired and the old post and rails are still there and can be re used for future repairs.
 - Elks Park Project has marked where the sidewalk will enter into the Sundance community. The City of Boulder is going to pour the concrete up to our sidewalk. There will be no charge to the HOA.
 - The playground area was checked and there is no repairs needed at this time.
8. 4143 Autumn Ct- The board approved the tenant may have a Shoji Screen as a barrier for the garage but will need to remove the curtains hanging in the garage. It was also identified that the renter needed to close the garage door in the evening.

4:30-5:30pm **Other SHOA board Business**

Financial Management and Overview

- Review current profit and loss 2013 vs. budget
 - In 2012 Assets were \$42K and 2013 \$58K- It was noted that LID has not invoice us for 2 or 3 months of services.
 - In 2012 Liabilities were \$7K and 2013 \$11K
 - Budget differences to date 8/26/2013
 - Fence Repair by \$400
 - Tree Trimming by \$650
- Review cash flow needs for remaining 2013- It was noted that Assets of \$21k is sufficient.
- Review of past homeowner dues- There are currently 3 homeowner's accounts 2 months or more past due. Letters will be sent to 2 homeowners regarding their accounts that are past due by 4 months or more.

5:15-5:40 **2013 Budget**

The board reviewed the draft 2014 SHOA budget. The following were the proposed changes from 2013.

- Assessment Dues- increase of 5%- Board Approved Unanimously.
- Fence Maintenance- increase due to more fence repairs needed in past couple of years
- General Clean-up needs to be adjusted from \$900 to \$800 and add \$100 to Administration for Sundance Donation to the New Day Church.
- Grounds Improvements- have not made any significant grounds improvements for 2 years. Suggestion to do some in 2014 once Elks Park is completed.
- Grounds Maintenance- the board signed a 2 year agreement for 2013-2014 and this cost is the same at \$1082/month (does not include special requests for LID)
- Management Fee-Highland Realty has not increased our management fee in 3 years. A 3.5% increase is recommended or \$25/month increase per month.
- Organic Fertilizer- The budget reflects the same service as in 2012 with the price increase to \$2400/year or \$600/application. If we do the 'one earth' application that would be an additional \$1500/year. The board decided to

proceed with the same services we currently have and will assess the treatment next year.

- Snow Removal- same projection as last year
- Sprinkler Repair- This was reviewed by Chris and LID as expectation.
- Tree Maintenance- increase by \$1000 from last year to include tree in Dawn Court that is half dead.
- Water- same budget as last year

The 2014 Budget was approved unanimously by the Board of Directors.

5:45-6:15 **Annual Homeowners Meeting**

The annual Sundance Homeowners Meeting will occur on Monday, October 7th, 2012 from 6:30-8:00pm at the New Day Church based in Boulder Colorado. The church graciously donates their space to the HOA for no charge. The board agreed to donate to the church \$100 as a token of our appreciation.

The board approved the agenda for the annual meeting. It was agreed that the agenda will be sent to homeowners when they are notified of the annual meeting.

The homeowners will be notified of the annual meeting on September 5, 2013, 30 days prior to the meeting as mandated in the HOA by-laws. The notification will include the following documents;

- Invitation and Cover Letter
- Proxy
- Homeowner Meeting Agenda
- Board Nomination/ Information Form

The current boards of directors have all agreed to serve another year term for 2014. The President thanked the Directors for the time and support of the community. It was agreed that the board would like to continue to engage the HOA community. Each board member will speak with neighbors to see if they have interest in serving on the SHOA board of directors.

6:15-6:30 **Other Items**

- Homeowner annual letter contents
 - 1.Cover letter (from KJ/ Nick)
 - 2.Meeting Minutes from SHOA annual meeting
- Next Board Meeting
Early 2014

Written by Property Manager: Nick Conley 8/28/2013

Reviewed by President, K.J. McCorry 8/28/2013

Approved by board 9/1/2013