

Sundance Homeowner Association Board Meeting  
Meeting Minutes

Date: Tuesday, September 1<sup>st</sup>

Time: 5:30-7:30pm

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

SHOA Board Attending:

- KJ McCorry, President
- Kim Rider, Vice President/Treasurer
- Samantha McBride, Director
- David Julie, Director
- Lynn Beaty, Director
- Nick Conley, Property Manager, Highland Realty

The meeting was called to order at 5:30pm

**Walkabout Sundance with Highland Realty**

The board and the property manager walked around the HOA to inspect homes and common areas.

Mailbox Area: The mailbox area was in relatively good condition. There were some weeds in front of the SHOA sign. Nick will ask LID to clean up.

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. All fire hydrants were seen and free from bushes. There have been homeowners parking along the Dawn Ct East driveway blocking the fire lane into the neighborhood, they will be asked to park their cars in their own driveway or the guest parking lot.

Dawn Court Common Area: The Dawn Ct common area, including the grass, fence, trees and playground area was observed to be in good condition. Two linden trees in the Crystal common area were re-shaped by LID and looked in better condition. Two trees in Dawn Court were cited to be dead and will be removed by Taddiken Tree Company in September 2015.

Dawn Court Triangle Area: The Dawn Ct. triangle area, located in the southeast corner of the HOA was inspected. There was cited some trash and belongings in the common area and homeowners will be contacted. One dead tree was removed by the homeowner who planted it originally. The drainage ditch was filled with sediment and LID will be asked to remove it for the winter run off.

Sunrise Court Common Area:

- Trees: Board director, David Julie, has been monitoring the Ash Trees in the common area for the summer. To date, no Ash trees have yet been infected. The new tree seedlings planted by David Julie were also doing well.
- Planter Boxes: The HOA hired a contractor to re-do the planter boxes. They have iris planted along the perimeter with grasses in the center. These choices took into

consideration water use and low maintenance. There needs to be irrigation installed in the planter boxes which is currently in the proposal/bid process.

- Garden: The garden in the Sunrise court was improved. Dead bushes and plants were removed, new plants/bushes were planted, and new mulch.

### 28<sup>th</sup> Street Common Area

- Trees: The new trees planted by David Julie and LID last year were observed to be healthy and growing. There are 3 trees on the south side of 28<sup>th</sup> street that are dead. These trees have been verified to be inside the property owned by the HOA. Nick will ask Taddiken Tree Company for a bid to remove these trees. The board did approve for the trees to be removed in 2015.
- Grass: The grass area near the driveway that was damaged by Taddiken Tree Company, and repaired by LID was in the process of growing. The city water main appeared to be damaged with a hole. The city has been notified and made initial repairs on 9/4/2015. For safety, the board agreed a piece of wood and cone should be placed on top until the full repairs is complete so that homeowners do not mistakenly fall. Samantha and Dan McBride, added the wood board and cone to the area on September 2, 2015. The damaged grass area near the sidewalk seemed to be fully grown back. It was noted the water was turned on east side of the 28<sup>th</sup> street fence. The board recalled this sprinkler was turned off to not waste water. LID will be contacted to discuss.

Common Driveways: Sunrise Court does have a crack. Nick has contracted a vendor to repair for the Fall of 2015.

### **Financial Management and Overview**

The board reviewed financial statements for the HOA including current profit and loss, balance sheet and budget.

- In 12/2014 assets \$44,000, Current assets as of 9/2015 \$57,737
- In 12/2014 liabilities \$5,700, Current liabilities as of 9/2015 \$8,510
- Budget: Currently all expenses are within the budgeted amount.

The cash flow for 2015 is ample with \$17,797 in the checking account.

There is \$862 owed from past homeowner dues from four homeowners. Nick has reached out to all homeowners about these past dues via email and phone. Three of the homeowners have responded and working out a payment schedule. One homeowner has not responded to emails or calls. It was agreed by the board to issue a certified letter to the non-responsive homeowner to ensure notice has been received.

### **2016 Budget**

The board reviewed and approved the 2016 SHOA budget. The motion was made by board director, Kim Rider and seconded by board director, Samantha McBride. The budget was approved by all board members attending.

The following were the changes in the 2016 budget from 2015:

- Assessment Dues- increase of 5% (vote of board) to \$67 per month (from \$64 in 2015)
- Electricity- Same as prior year
- Emergency Repairs- Same as prior year
- Fence Maintenance- Same \$2500 as prior year
- General Clean Up- Same as last year
- Grounds Improvements- Same as in prior years of \$10,000.
- Grounds Maintenance- Slight increase to \$1115/month (2014-2015 \$1082/month) (does not include special requests for LID)- This is a two year agreement.
- Insurance- Slight increase to \$1766 (from \$1750)
- Legal Fees- same as prior year at \$1,000
- Management Fee-Same as prior year of \$700/month. Increase was made in 2014.
- Organic Fertilizer- Increase to \$659.94 (from \$610 in 2015)
- Snow Removal- Same as last year. Pending bid for 2015-2016.
- Sprinkler Repair- Same as prior year
- Transfer to reserves- Adjusted to keep a zero net income balance. (\$935)
- Tree Maintenance- Increased to \$7,000 (from \$5,000) with anticipation of Ash Tree's infected and need to be cut down and removed
- Water- Although water is low for 2015 based on more rain, will keep the same budget as prior year at \$2890

### **Annual Homeowners Meeting**

The annual Sundance Homeowners Meeting will occur on **Wednesday October 14<sup>th</sup> 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 \$125 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 8, 2015, 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 board directors in attendance all agreed to serve another year term for 2015. The President thanked the Directors for the time and support of the community.

Kim Rider, Chair of the ACC committee, will reach out to the ACC committee members, Scott Troetel and Ralph Doane, to see if they are willing to serve on the ACC committee for 2016.

### **Other Items**

An annual SHOA communication will be sent to all homeowners after the Annual Homeowner

meeting. The homeowner annual letter will include:

- Cover letter (from KJ/ Nick)
- Meeting Minutes from SHOA annual meeting

Barking dogs: It was noted that a few homeowners have complained about barking dogs in the Dawn Court area. Letters will be sent to these homeowners as well as addressed at the annual meeting and newsletter.

Next Board Meeting: Spring 2016

The meeting was adjourned at 7:45pm.

*Meeting notes written by President: K.J. McCorry 9/6/2015*

*Meeting notes reviewed by Property Manager, Nick Conley 9/8/2015*

*Meeting notes approved by board 9/9/2015*