

**Sundance Homeowner Association Board Meeting
Meeting Minutes**

Date: Wednesday, August 17, 2016

Time: 4:30-7:30pm

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

SHOA Board Attending:

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

The meeting was called to order at 4:30pm

Walkabout Sundance with Highland Realty

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

Financial Management and Overview

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

- Current assets as of 8/18/2016 \$70,565
- Current liabilities as of 8/18/2016 \$15,250 (which are all pre-paid HOA dues)
- Budget: Legal fees and sprinkler repairs were two noted expenses that were over budget. However, the HOA is still within the total allocated budget with a net income of \$5718.

The cash flow for 2015 is ample with \$23,582 in the checking account.

There is \$417 owed from past homeowner dues from three homeowners. Nick has reached out to all homeowners about these past dues via email and phone. It was noted by the board that the property management company has done an excellent job keeping member balances current.

2017 Budget

The board reviewed and approved the 2017 SHOA budget. The motion was made by board director, David Julie and seconded by board director, Lynn Beaty. The budget was approved by all board members attending.

Annual Homeowners Meeting

The annual Sundance Homeowners Meeting will occur on **Thursday, October 6, 2016 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 6, 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

Board and ACC Service

The HOA board of directors in attendance all agreed to serve another year term for 2017. The board elected two new officer positions effective **October 15, 2016**. The board elected David Julie to serve as the HOA Secretary and elected Samantha McBride to serve as HOA Treasurer. K.J. McCorry will be retained as President and Kim Rider will be retained as Vice President. The President thanked the Directors for the time and support of the community.

The board authorized to have the following officers as signers on the HOA bank account, President, Vice-President and Treasurer. The President will initiate the process to add the Treasurer onto the bank account.

K.J. McCorry, President, will reach out to the ACC committee members, Kim Rider, Scott Troetel and Ralph Doane, to see if they are willing to serve on the ACC committee for 2017.

SHOA Governance: Bylaws

Based on new Colorado regulations the current bylaws were out of date. The board procured legal counsel with Orten Cavanagh & Holmes in April 2016 to revise the HOA bylaws. New bylaws must be approved by HOA members. The board reviewed the draft bylaws and made the motion to approve the draft bylaws to submit to the HOA members at the October 6, 2016 annual HOA meeting. The motion was made by board director, Samantha McBride and seconded by board director, David Julie. The draft bylaws were approved by all board members attending.

SHOA Governance: Governing Policies

Based on Colorado law all HOA's must have nine required governing policies. The nine governing policies were drafted by the President and reviewed by the Board. The motion was made by board director, Samantha McBride and seconded by board director, Lynn Beaty to approve the nine governing HOA policies for the Sundance Homeowners Association. The following nine governing policies were approved by all board members attending. These policies will be reviewed by the board at the HOA annual meeting in October 2016. These policies will also be uploaded to the HOA website, once approved by the President.

Next Meeting

The board was thanked by the President for their time to prepare for the board meeting and for serving on the HOA.

The next board meeting will be held in April 2017.

The meeting was adjourned at 7:15pm.

Meeting notes written by President: K.J. McCorry 8/18/2016
Meeting notes approved by Board of Directors 8/19/2016

SUNDANCE HOMEOWNERS ASSOCIATION, INC.
a Colorado nonprofit corporation

A handwritten signature in black ink, appearing to read "K.J. McCorry". The signature is written in a cursive style with a large initial "K" and "J".

By: _____
President

ACTION ITEMS

Action Items KJ

- Request signature card from bank for Samantha McBride (KJ)
- Ask David Meldman if he is willing to re-paint bridges (KJ)
- Check to see if dog leash sign in garage (KJ)
- Request bid from Boulder HOA attorney on revision of Articles of Inc and Declarations (KJ)
- Send email to ACC members to ask for their commitment in 2017 (KJ)- email sent on 8/18
- Confirm with HOA attorney final draft bylaws (KJ)
- Finalize 9 governing polices and prepare for signature (KJ)
- Finalize board conflict of interest form and get signed by board (KJ)
- Revise annual homeowner documents and send to Nick for distribution (KJ)
- Review Declaration of Covenants and Articles of Inc for suggested changes in prep for 2017 board meeting (KJ)

Action Items Nick

- Revise 2017 budget, reduce grounds maintenance by \$3K and increase tree maintenance (Nick)
- Respond to 4072 Crystal Court contract change letter request – send draft to KJ (Nick)
- Send letter to Mr. Setlock to request weeds removed in front of HOA sign (Nick)
- Call Paco Concrete to request repair on crack on bike ramp in Crystal Court (Nick)
- Taddiken: Follow up with grinding tree stump for pine tree in Sunrise (Nick)
- US Post Office: Call or make a request for postman to not leave plastic ties on the ground
- Fence Repairs: Find another vendor to repair fences along 28th street common area and sidewalk (Nick).
- Dog Leash Sign: Ask fence vendor if he can remove the dog leash sign (old entrance from Dawn Ct to Elks Lodge) and install in 28th street common area (probably near the bridge area)
- City of Boulder/ Street Cleaning: Request from City of Boulder to do street cleaning in HOA area (Nick)
- Lock/ Autumn Driveway: Purchase combination lock and send letter to homes that border 28th street common to let them know the new process. (Nick)
- Upload draft bylaws and 9 governing policies to website once finalized (Nick)
- Send letter to Sandy Stewart and her new neighbors to the North, complementing them on all of the great work they have done on their homes/yards. (Nick)
- LID (Nick)
 - ✓ Sunrise/ Planter Boxes: Test irrigation in planter boxes. And weed
 - ✓ Sunrise/ Garden: Remove Weeds as well as on flagstone
 - ✓ Sunrise/ Pea Gravel: Remove Weeds
 - ✓ Sunrise/ Trees: Trim small dead branches
 - ✓ 28th Common/ Grass: Follow up on watering and brown spots
 - ✓ Creek Path (east side of Dawn Ct): weed along gravel area and clean up along bank
- Annual Meeting Preparations (Nick)

- ✓ Call New Day Church and reserve room for 10/6
- ✓ Send notification (email and mail) to HOA members for 10/6 meeting (by 9/6)