

**THE SEASONS AT TIARA RADO HOMEOWNERS'
ASSOCIATION**

Second Quarter Board Meeting Minutes

April 20, 2017

Redlands United Methodist Church
527 Village Way Grand Junction, CO

Board Members Present: Jim Anker
Dan Buckstein
Ron Lease
Tom Mahan

Members Present: Melissa Allen, Susan Anker, Dave Boote, Carolyn Brown, Dina Fitzpatrick, Sally Hall, Ken Heitt, Margy Heitt, Judy Lease, Harry Long, Tammy Long, Hallie Mahan, David Siemsen, Diane Siemsen, Perry Solberg, David Stapleton, Sigrid Stapleton, Melinda Tope, Richard Tope, Bob Whitehorne, Cathy Zippert, Don Zippert.

I. Call to Order.

The Second Quarter meeting of the Board of Directors was called to order at 4:00 PM by Vice-President Jim Anker.

II. Establish Quorum.

Mr. Anker announced that a quorum of the Board was present.

III. Introduction.

Mr. Anker introduced Ms. Tracey Heritage (Western Slope HOA Management) as our new HOA manager as of 1 April, and invited her to speak about who she is and how she plans to work with the Seasons. She noted that she has been a property manager for 15 years as the owner of Heritage Property Management which she sold five years ago. There was a Do-Not-Compete clause in her contract, which recently expired, so she is presently moving back into property management but on a much smaller scale than before, with a limited number of properties. Her goal is to work closely with a select few properties, of which one is the Seasons. Mr. Anker

noted that although Ms. Heritage officially began her duties with the Seasons on April 1, she actually began working with the Seasons board in February, setting up filing and accounting systems, etc.

IV. Consent Agenda.

First Quarter Board Meeting Minutes. The board has reviewed the Minutes and there were no comments from floor.

Treasurer's Report. Ms. Heritage has been working closely with Ron Lease, Treasurer, and she provided the summary of the report. She noted that most assessments have come in, including the special assessments, with only one exception. She also presented the Statement of Revenue and Expenses and Budget Comparison, along with the Balance Sheet that she's developed for the Seasons, and explained how they will work in Quickbooks. Dan Buckstein, President, also noted that although the Quickbooks format will look a little different going forward, it should be a cleaner, more easily understood document than we've been using in the past. At this point, Mr. Anker asked for a motion to accept both the Minutes and the Financial Report. Mr. Lease made such a motion and Tom Mahan, Secretary, seconded. The motion passed unanimously 4-0.

V. Action Agenda.

Check-signing Authority for Manager. Mr. Anker pointed out that this authority needs to be formalized and approved as an action by the board, and Mr. Lease noted that, in accordance with our current bylaws, all checks must be signed by two board members (one of which must be the President), and now that Ms. Heritage is on board, she should be included in that authority. Accordingly, Mr. Lease moved that the board authorize Tracey Heritage, our HOA manager, to sign HOA checks up to the amount of \$1,500 per our Bylaw Article 8, Section 8, and Mr. Mahan seconded.

A question from the floor was raised with regard to the requirement that the president must co-sign all checks, and Mr. Anker responded that such a requirement is currently part of our bylaws, and that the bylaws are a little conflicted and confusing in that particular area, which is something the board plans to clarify at the annual meeting later this year. Also, Bob Whitehorne asked about the check-signing procedure that is used if/when the president is

absent for a protracted period of time. Mr. Anker noted that in that instance the president may sign several checks in advance and provide them to the treasurer for safe-keeping, and in the event that one is needed for an invoice or similar disbursement, the treasurer co-signs and pays the invoice. Mr. Buckstein pointed out that we have an approval procedure to safeguard such disbursements. This is another issue that the board plans to clarify and revise at the next annual meeting. The motion passed unanimously 4-0.

VI. Design Review Committee Report/Update.

Mr. Ken Heitt reported that the DRC has had several requests for incidental work on landscaping, concrete repairs, etc. which have been addressed through e-mail and telephone. However, a number of larger projects are pending which will require a little more substantial effort. One of these is 455 High Tiara, where the owner and builder are finalizing plans to initiate that project, and which will be announced and presented at a future open meeting.

Another project involves building on Lot 1, Filing 7, which the Topes indicate will be initiated soon, and those plans will be presented at a meeting tentatively planned for on May 8, probably at the Rock at Tiara Rado Golf Course. Exact dates and times will be confirmed in the near future, either with US mail or e-mail. Another Filing 7 issue with which the committee has been dealing involves Tract A, where the city has designed and constructed a stormwater detention basin. The city planners have approved and provided a landscaping plan for the DRC to review, but the features of the basin over which the committee may provide input are very limited. Questions have been raised by the committee concerning some of the trees and shrubs on the plant list that may be used, so when the Topes hire their landscaper for this project, Mr. Heitt is hopeful that the DRC can have some input concerning the plant list.

VII. Information Agenda.

A. Board Vacancy Search. Currently there is a vacancy on the Board of Directors for the At-Large position, and anyone interested in joining the board is encouraged to speak with one of the current board members. Also if anyone is aware of someone who might be interested in joining the board, please speak with one of the board members.

B. Irrigation/Landscape Maintenance Update. Mr. Buckstein briefly explained how the pond and irrigation system works and he detailed some of the problems and challenges that the Seasons is facing with our large and complicated system. Issues such as clogged intake pipes and filters, stuck valves, etc. are becoming an ongoing problem that we'll need to address as time goes on. Harry Long asked about the possibility of installing isolation valves that could be used to shut down sections of the system as necessary without impacting the entire system. Our landscaping contractor, Bookcliff Gardens, has recommended that we consider installing one or two such valves for that exact reason, and the board will consider that proposal in the next few weeks.

Another issue involves the grove of trees growing near the entrance to the Seasons as well as the grove of trees and shrubs growing on the berm behind Filing 4. These two areas have been seriously over-planted in recent years, such that they are badly crowded and need some serious thinning and pruning, as well as fertilizing and insect control. The board has solicited and received bids from several landscaping companies, and we are in the process of selecting a company to complete that work.

Also the fence around the pump house near the pond is in poor repair and needs to be rebuilt and extended. We have received several bids for that work and have awarded a contract to Henni Fence, who offered the most complete and reasonable bid. Their bid did not include painting however, so the board will solicit volunteers from within the community to accomplish that task.

C. Filing 7 Update. Richard Tope, builder and developer for Filing 7, reported that a special drainage report is required by the city for each lot and he is meeting with the city engineer to develop that report for Lot 1 (the first or northern-most lot in Filing 7). The plan is to build that home first with others to follow. All homes will be a similar ranch style, approximately 2,000 square feet, three bedrooms, two-and-one-half bathrooms and a two-car garage. One lot may require special engineering with a walk-out basement because of its location in the development. A question from the membership was raised concerning the vibrations from the compaction process that was underway, and whether or not there might be damage to the existing homes

surrounding the area. Mr. Tope replied that they are using well-established procedures for the compaction work which is currently used in neighborhoods such as ours with no adverse results reported.

D. Compliance Committee Walk-through. Mr. Buckstein reported that the committee is planning its spring walk-through in a few weeks, after everyone has had a chance to address their own individual yard chores. At any rate, it will probably in the June timeframe and notice of the exact date will be announced. Mr. Buckstein also noted that prior to the walk-through a set of guidelines or standards for the committee to follow should be developed in order to provide consistency and an overall understanding of the goals.

E. Art for All Seasons. Susan Anker, committee chairperson, announced that the event will be held at The Rock Restaurant on May 2nd, from 4:30 to 6:30 PM. A total of 12 artists will be involved, and three of the artists have anonymously donated work for a raffle, the proceeds from which will be used to fund future Seasons events, such as the Spring Fling and the Christmas Party. Friends and neighbors are all welcome and encouraged to attend!

F. Social Committee Report. Susan Anker also reported for this committee and outlined its goals and efforts. The committee was originally formed to consider plans and events that may be beyond HOA overview and therefore not necessarily underwritten by the HOA. These activities would be open to anyone within or outside our community, and could include, for example, the garage sale that has occurred in the Seasons in the past. Tammy Long announced that plans are again underway for a garage sale, perhaps this summer, and more information will be forthcoming. A question was raised concerning the best means for announcing the committee's plans, and it was noted by Mr. Anker that, in addition to the official HOA members' list, there is an informal social e-mail list that may also include friends and former residents of the Seasons and which would be appropriate for these types of social activities.

VIII. Members' Comments.

A question was asked with regard to procedures for a homeowner planning to undertake a rather extensive landscaping project. Mr. Heitt asked

if they have had their landscaper develop a drawing or plan and suggested that he and the homeowners meet after the meeting to discuss the process.

Bob Whitehorne asked about the legal expenses that were outlined in the 1st Quarter Financial Report handed out at the beginning of the meeting. Mr. Anker and Mr. Buckstein responded that nearly half of the of the expenses involved the closeout documents for Filing 7. Other expenses included a legal determination for an old fine for some early water taps, and also legal review of the contract for hiring Western Slope HOA Management.

IX. Adjournment.

With a motion by Mr. Buckstein, the meeting was adjourned at 4:50 PM.

Respectfully submitted,

Tom Mahan, Recording Secretary.