

**MASTERS CLUB HOMEOWNERS  
BOARD MEETING  
MARCH 6, 2007  
(CONDITIONAL MINUTES, SUBJECT TO APPROVAL AT NEXT BOARD  
MEETING)**

**I. Call to Order and Confirmation of Quorum:**

President, Steve Vickstrom, called the meeting to order at 7:05 p.m. Board members present were: Mike Fertal, Jo Beth McFadden, Jim McKay, Pat Proctor and Steve Vickstrom. Carolyn Chandler, Con Gerdes and Aaron Greene were absent. Also present: Dan Stevens, Beth Vickstrom.

**II. Approval of Minutes:**

Pat Proctor moved and Mike Fertal seconded a Motion to accept the January 16, 2007 Board Minutes as presented. **MOTION CARRIED.**

**III. Financials:**

(a) Steve Vickstrom and Jim McKay had a meeting with Cindy Hughes, management agent, to familiarize themselves with accounting procedures.

(b) Checking Savings	\$ 3,850.92
Capital Reserves	23,379.72
Cash Reserves	22,177.25
Reserves for Streets	<u>9,223.87</u>
Total Current Assets	\$58,631.76

Jo Beth McFadden moved and Pat Proctor seconded a Motion to approve the financials as presented. **MOTION CARRIED.**

(c) The tax reports for 2006 have been completed, signed and mailed.

**IV. New Owner Welcome:**

The Board would like to welcome two new homeowners:

Pamela Cogburn, 2920 Masters Court

Chris & Paula McClaren, 3000 Masters Point Dr.

Jerry & Paulette Johnson, 2801 Masters Lane

Renter: Heidi Smith, 3080 Masters Point Dr.

The Social Committee will visit these new homeowners and give them a welcome kit.

**V. New Business:**

(a) Pat Proctor moved and Jo Beth McFadden seconded a Motion to designate Dan Stevens as Board liaison with the Town of Castle Rock on the street issue, giving Dan authority to communicate with the town and report back to the Board. **MOTION CARRIED.**

(b) Dan Stevens gave the following street update:

On February 14, 2007 the Town contacted us regarding a change in plans from the three phase reconstruction of our streets to a repair and replacement plan. They will be completing work that was agreed upon initially – replace broken and damaged tiles and replace with concrete. It is estimated that 70% of the tiles will need to be replaced. We do not yet know the exact scope of the plan. The Town will notify homeowners when work will begin and make accommodations for medical services if needed. Access should be available most of the time during this construction process.

Steve Vickstrom stated he talked with Carl Armijo, Public Works Engineer. He stated the Town received a bid in the amount of \$306,000 for the three phase reconstruction which was way over the Town's anticipated budget. Armijo also indicated that the heavy snows and related street repairs made it impossible to budget for the asphalt replacement of streets as planned. He stated that 2 to 3 weeks prior to start of repair work the Town will send a notification to homeowners in the mail. A second notification in the form of a door hanger will be placed on homes 72 hours prior to the start of work.

The MCHOA Board will send homeowners an information letter as well when we get a timetable for work to be started.

(c) The next street payment installment is due May 1, 2007 in the amount of \$25,000. Steve Vickstrom moved and Jo Beth McFadden seconded a Motion to authorize Bottom Line to cut a check for \$25,000 to Town of Castle Rock for 2007 payment for the streets. **MOTION CARRIED.**

(d) Steve brought up that several homeowners have contacted him regarding misuse of guest parking. There are explicit Rules and Regulations covering parking. The Board is formulating a letter to be sent to all homeowners and renters reiterating the Board's position on seeing that the rules and regulations are strictly adhered to.

**GUEST PARKING AREAS ARE NOT FOR USE OF RESIDENTS. RULE VIOLATION CAN RESULT IN VEHICLES BEING TOWED AT OWNERS EXPENSE AND A FINE LEVIED ON THE HOMEOWNER.**

(e) Dan Stevens has started a comparison of MCHOA By-Law/Covenant duplication with Plum Creek Masters Homeowners Association to get rid of redundancy. The Board will revisit this issue at the June meeting and appoint a committee to complete this process. In the meantime, Board members will begin an initial review and report their suggestions/changes at the June meeting.

(f) 2007 Landscape Contract:

Brian Foote, Landscape chairman, received bids from First Green and JCS Property Maintenance. Jo Beth McFadden moved and Pat Proctor seconded a Motion to accept the bid of First Green for the 2007 landscape maintenance.

The Board **UNANIMOUSLY APPROVED** acceptance of the 2007 landscape contract bid with First Green. The base bid is \$19,075 with \$25 per hour for work not included in the contract. The Board agreed that even though the First Green bid is slightly higher (\$875) their knowledge of the sprinkler system and past satisfactory performance warranted acceptance of this bid.

The Board directed that Brian contact First Green to prepare a new contract for signature and also contact JCS to thank them for submitting a bid.

(g) 2007 Fence Painting Contract:

The Board anticipates that fence painting will continue in 2007 with Lots 19 through 36. Lots 1 through 18 were completed in 2006. Bids will be obtained.

Steve will ask Con Gerdes to be the Board liaison to coordinate the fence contract and work with homeowners for scheduling, use of homeowner water, and clearing the fence area so that painters can have proper access.

(h) Steve has acquired the fence staining code number from Home Depot for the Behr stain color. Homeowner's should be aware that with approval of the Architectural Control Committee they can paint the common fence areas themselves and can present a receipt for reimbursement of stain cost only (not labor). Of course, all homeowners should be aware that it is their responsibility to maintain and stain the fences between homes. Use of the proper stain color and ACC approval is also needed. The company that receives the contract for fence staining will probably give those homeowners the opportunity to hire them to stain their fences at the same time they are staining the common area fences.

(i) 2007 Snow Removal Contract:

The current contract with JCS Property Maintenance (Joe Colletti) expires October 21, 2007. The current contract covers only the south end of the complex where there are concrete streets. The asphalt streets can only be maintained by the Town of Castle Rock. After repairs are completed on the concrete streets, that will be the case with them as well. The Town of Castle Rock plows after an accumulation of 8" and residential streets are low on the priority list. But, we are not allowed to have private contractors remove snow on Town streets.

The contract will include snow removal on common area sidewalks, fire hydrants and mail ports. Bids will be obtained.

(j) Jo Beth McFadden constantly updates the Homeowner Directory and intends to furnish a copy to all residents soon. A revised directory is disseminated twice a year. But, if homeowners find a need for an updated directory at interim times, contact Jo Beth and she will be happy to furnish one.

(k) Steve Vickstrom, Jim McKay and Jo Beth McFadden have executed the appropriate documents at the Bank for signing MCHOA checks.

(l) Discussion was held on updating the welcome letter as well as enhancing our Website features, such as furnishing links to other websites. Our web address is

[www.mastersclubhoa.com](http://www.mastersclubhoa.com). The Minutes of all meetings and other valuable informational material is contained on the site.

(m) **The Social Committee has scheduled the annual MCHOA "clean up" day for June 2<sup>nd</sup> with a weather alternative date of June 9th. Put these dates on your calendar now!** This year the Social Committee is planning a potluck barbecue after the clean up in the common area next to the Foote's. We hope to have a large turn-out for the day's activities. This is a time to help make our community look better as well as socializing with your wonderful friends and neighbors. Further details will be forthcoming from the Social Committee.

#### **VII. Old Business:**

(a) Carolyn Chandler obtained information for the Willcox memorial plaque. Cost will be approximately \$295 for an engraved plaque 10" x 20" and 4" thick. It was suggested the plaque could be set in concrete for stability and that our landscape contractor could assist in placement. Board approved two colors and Carolyn will work with Watson Memorial on choosing which would make the inscription stand out the best and final pricing. The Board would like to proceed with this as soon as possible so that a dedication can be planned, probably on the clean-up day.

(b) Sandy Schemmerling and Carolyn Chandler reported that trash companies are not interested in servicing our entire complex unless they can receive one check. Since the Board does not want to be responsible for collecting trash fees from homeowners, the policy will remain as is – homeowner's will contract for their own trash removal.

(c) MCHOA's lien on the foreclosure at 2821 Masters Lane was purchased for \$2,074.86 which represents payment in full through the redemption period of March 12, 2007. At that time, the Bank that bought the mortgage will be responsible for paying monthly homeowner fees. Cindy Hughes will continue to monitor this situation.

(d) Carolyn Chandler has put together a Social Committee Welcome Kit. The kit contains books of local interests, maps, directory and resources of Castle Rock, and coupons. It will also contain a Homeowner Directory, Social Committee calendar, water guide (if available) and any other material that would be beneficial to new homeowners.

Cindy Hughes will be asked to notify all Board Members and the Social Committee Chairman when she gets information on new homeowners so that the proper welcoming process can proceed.

#### **VIII. Discussion Items from Board Members**

(a) Steve has been contacted by various homeowners on the parking issue. This is being addressed diligently by the Board.

(b) Damage was reported to a broken gate that occurred when the Town pushed snow against it. David Frost, Supt of the Street Dept, was contacted. He responded immediately and assured Steve the gate will be repaired when time and snow melt allows.

(c) The Board would like to remind homeowners as we approach spring that any landscape or home modifications need to be approved by the Architectural Control Committee. The Architectural Control Committee will monitor homeowner compliance with rules and regulations for landscape and home maintenance.

(d) The Board may want to check into feasibility of maintenance free fencing in a long-term plan for fence replacement in 2008 and beyond.

#### **IX. Next Meeting**

The next meeting will be held June 19, 2007 at Mike Fertal's home, 3180 Masters Point Drive.

#### **IX. Adjournment**

There being no further business the meeting was adjourned at 9:45 p.m.

**Jo Beth McFadden**  
**MCHOA Secretary**