

**MASTERS CLUB HOMEOWNERS BOARD MEETING
SEPTEMBER 25, 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 7:10 p.m. Board members present were: Jo Beth McFadden, Jim McKay, Pat Proctor and Steve Vickstrom. Aaron Greene and Con Gerdes were absent. Also present: Brian Foote, Landscape Committee Chairman, Don Jones, Architectural Control Committee Chairman.

II. Approval of Minutes:

Jim McKay moved and Steve Vickstrom seconded a motion to accept the June 19, 2007 Minutes.
MOTION CARRIED.

III. Financials:

Jim McKay reviewed the August financials.

Checking Savings	\$ 3,505.72
Capital Reserves	23,379.72
Cash Reserves	5,747.33
Reserves for Streets	<u>3,974.70</u>
Total Assets	\$36,607.47

Jo Beth McFadden moved and Pat Proctor seconded a motion to accept the financials as presented.
MOTION CARRIED.

IV. New Homeowner Welcome:

The Board would like to welcome the following new homeowners to our community:

Alice Humpreys – 2821 Masters Lane

Jacqueline Bracken – 3200 Masters Point

MCHOA neighbors please make these newcomers welcome.

The Social Committee put together 3 newcomer packets and they were delivered. The Committee has also tried to come up with a date to have a New Homeowners Orientation party, but it has been difficult to find a date that fits everyone's schedule. Steve will check with Cindy Hawkinson to see that a newcomer's letter is still being mailed out. Pat Proctor requested she be furnished a copy of this letter.

V. New Business:

(a) Snow removal 2007-2008. Steve Vickstrom had a conversation with Bob Goebel, Public Works Director. The Public Works Department is preparing a new snow removal policy to be presented to Town Council. Ten small plows will be purchased that will fit the four-wheel drive vehicles. These will be used in neighborhoods while the larger equipment is being used on major thoroughfares. This should make snow removal more efficient. Steve also asked whether an association could hire private snow removal contractors. Goebel stated that the Town attorneys are drafting agreements that could be entered into in this regard. He has no specifics at this time. He cautioned, however, that safety precautions would have to be met and that any damage to streets, curbs or gutters would be the responsibility of the association, not the Town, if a private contractor is used. The Board decided that the association will let the Town handle street snow removal. We will, however, ask Joe Colletti, JCS Property Maintenance, for a bid to remove snow from association sidewalks, at mail boxes and fire hydrants. Brian Foote will also ask Todd of First Green if he wants to bid on this service. **Remember, homeowners are responsible for snow removal from their sidewalks.**

Steve is going to dialogue with Public Works Department to see what they have planned for our streets in 2008 and also mention that some sidewalks are in need of repair.

(b) 2008 Budget Plan:

The final street payment to Town of Castle Rock in the amount of \$25,000 is due April 1, 2008.

The financials along with cover letter, Notice of Meeting, Proxy, Financials and Agenda need to be mailed to homeowners 30 days prior to the Annual Meeting. Homeowners may request items be placed on the Agenda. Please make your request prior to the Annual Meeting.

Cindy Hawkinson, management agent, has prepared Profit and Loss vs. Actual for 2007. Jim McKay will meet with Cindy to prepare a proposed 2008 budget that will be reviewed and finalized by the Board at the October 2007 meeting.

(c) The Annual Meeting will be held December 12, 2007 at the Castle Rock Public Library. Homeowner mail out will be made on or before November 12.

(d) Committee Reports:
Todd of First Green reported:

- (i) will blow out sprinkler system mid-October
- (ii) he is going to try and identify what is causing wet spots in certain grassy areas. With the sprinklers turned off he hopefully can determine if it is coming from some other source.
- (iii) Town of Castle Rock is producing satellite maps which compute water usage in specific areas.
- (iv) Todd is proposing to remove sprinklers and grass in the finger island and replacing with gravel and xeriscape per Town's request.

Jim McKay moved and Jo Beth McFadden seconded a motion that pending Cindy's concurrence of fund availability, that Todd be authorized to remove the sprinklers and grass and replace with xeriscape for \$1500. **MOTION CARRIED.**

(v) Todd recommends that the additional cutting of native grass be done in the spring of each year.

Pat Proctor – Social Committee

- (i) Members of the Social Committee delivered 3 new homeowner packets.
- (ii) Steve will check with Cindy regarding new homeowner welcome letter. Will remind her that Board and Social Committee need to be advised of new homeowner name, address, phone and email as soon as available.

Don Jones – Architectural Control Committee

(i) One homeowner was given notice of violation on August 15, 2007 regarding their lack of landscaping and request that their yard be brought up to standards. Don has not heard from homeowner within the 30 day response period and no work has been done.

Jim McKay moved and Steve Vickstrom seconded a motion to send a letter to the homeowner advising that the Board voted to impose \$50 now as the first offense. Homeowner is also to be advised that if offenses are not corrected, further fines will be levied as prescribed in Rules and Regulations. **MOTION CARRIED.**

The homeowner will be advised that they can attend the October Board Meeting to file an appeal.

(ii) There is also a rental property that needs attention. Don sent a letter but it was returned. He now has another address and will re-send the compliance letter.

(e) Our webmaster who updates MCHOA website resigned. Cindy has agreed to learn the software necessary to maintain the site and update for \$35/mo.

Jim McKay moved and Jo Beth McFadden seconded a motion to hire Cindy Hawkinson, Bottomline, to update our website for \$35/month. **MOTION CARRIED.**

(f) There will be four vacancies on the Board. Con Gerdes and Jim McKay will re-run for their positions, but Jo Beth McFadden will not be a candidate. Carolyn Chandler resigned when she moved from Masters Club. We would like to encourage homeowners to volunteer to run for the Board.

(g) Steve and Jim will be attending Hindman and Sanchez workshop on Collections and Assessments. They will report back to the Board.

VI. Old Business

(a) Steve has drawn up Rules and Regulations for MCHOA Fence Maintenance. He asked that the Board review this draft and provide comments by email as soon as possible.

(b) Steve has talked with Fence Consultants Inc. This company works with homeowner's associations on fence issues. They make recommendations and help with planning for fence repair and maintenance or replacement. Steve will set up a meeting with them and as many Board members as are available to take a look at the fences for a free initial consultation.

VII. Next meeting:

The next meeting of the Board of Directors will be held October 30 at Pat Proctor's home - 3160 Masters Point.

VIII. Adjournment

There being no further business the meeting was adjourned at 9:10 p.m.

Jo Beth McFadden
Secretary