



Vista Point Owner's Association
Board of Director's Meeting
December 4th, 2008 – 4:00
90 Sheppard Circle

- ❖ Call meeting to order: The meeting was called order at 4:13 pm. The following board members were present: Ken Sauerberg, Kathy Chisholm, Karen Adams, Paul Cusmano & Jennifer McAtamney the association administrator.
- ❖ Statement of compliance with procedures for notice of meeting or waiver of notice -
- ❖ Public Comment Session: None
- ❖ Approval of Minutes: Kathy motioned Ken Seconded – Approved!
- ❖ Report of Officers: No reports
- ❖ Report of Committees:
 - Finance
 - Approve bills and sign checks: Approved & Signed
 - Bills Paid for Dec & January:
 - Timberline Disposal – December \$1202.03, January 1249.00
 - Waste Management – December \$141.08, January \$ 123.00
 - AllPhase – December \$1600.00
 - Visor Construction - \$1250.00
 - Jen Ladieu – water reimbursement – \$11.72
 - Xcel Energy – December \$11.63, January \$11.73
 - Bills for Feb Meeting
 - Allphase - \$1600.00
 - Visor Construction - \$1250.00
 - Community First - December \$1850, January\$1850
 - Jennifer McAtamney – December \$74.60, January 294.82
 - Timberline Trash - \$1249.00
 - Waste Management \$ 123.00
 - Biff America - \$200.00
 - P&L Statement:
 - Automated payments:
 - I would propose that we automate the following payments through Alpine's online bill payment which can be viewed by account signers – Karen motions to approve Paul seconds. Approve 4 – 0.
 - ◆ Xcel Energy
 - ◆ Waste Management
 - ◆ Timberline Disposal
 - ◆ Community First
- ❖ Unfinished Business:
 - WSG: Not much to report due to winter conditions.



- Karen asked: How can we collect dues on those two lots? Karen will ask Jenn Cram to find out if we could collect dues on those houses. – Note: Jennifer checked into this and until they are conveyed (either CO or Deed) we can not collect dues. We could look at pursuing it legally but it would likely be costly.
- Architectural Review Board Committee: The committee has to meet. We need to set dates for this so we have this in place for the building season. Ken will call Karen to set a date. (Jen will resend it Wellington Standards)
- Review of Rules and Regs & Create a 1 page top view rules and regs. – See attached – Everyone will review and send Jen her comments.
- ❖ New Business
 - 9 Rachel Lane Fence request: Dan was unable to attend this evenings meeting due to illness. At this time we have not received a plan so can not make any decision. We also need to check to see if we have any prohibitions on fences in front yards. Jennifer also checked with Planning and they have stated that the front yard is the street on which the house is addressed. 9 Rachel Lane – hence Rachel Lane is the front yard. We will wait for a formal submission to make a decision.
 - Association Hot Issues:
 - Equipment and Recreational Vehicles in Trucks –
 - Jennifer will craft a rule about how you can have trailers or other stuff in your driveways temporarily.
 - Management Report:
 - Complaints & Resolutions: Jennifer will be addressing complaints regarding snow mobiles on vacant lot. The over occupancy of 146 Rachel Lane looks to be resolved as of Feb 14th.
 - Storage for Town Homes: We are looking at building storage lockers in the extra space in the dumpster building. Jennifer has received one bid and going to get two more bids based on the initial design so we can compare apples to apples. We can modify the design for costs savings after selecting a contractor. Any funds for this will come out of the town home reserves.
 - Bulk Bidding:
 - ◆ Last summer we sealed the asphalt and the contractor gave a good price to other homes who did it at the same time. This year we do not have this scheduled for the town homes. Even so we can help with this as well by getting a bid from the same vendor and send out a notice for anyone interested to contact the vendor to arrange their own seal coating. We are cautious about this as we do not want to suggest anyone that they use a vendor and are then unhappy with the results nor do we want to be a middle man for this type of work. At this point we are willing to consider doing this for vendors we have had good results with.
 - Clean up Date is set for: June 20th 2009 from 9 – 12 pm follow by a neighborhood party. Paul has volunteered his house for the party afterwards. We will provide BBQ foods please bring a side dish. In the event you can not attend a \$50 Contribution is expected to support this important effort. Also tell about town clean up & bbq. Once we know town clean up date we will send out a notice for people to reserve the date.
 - Confidentiality with regards to association correspondence: As in our by-laws Directors are expected not to share or discuss association business with others. This is especially important in matters of contract negotiations, violations, or other pending or in process matters. Discretion will go a long way in helping us be effective as well as protecting the association from possible litigation.



- Budget Decisions:
 - 2009 Budget – See attached
 - Budget time – Do we want to spend common reserves on putting up Christmas lights at the entrance to the neighborhood. – There was mixed feelings on the board about this so we will table this for the time being. We will adopt the budget via email to facilitate timing required by our bylaws.
- Policy Decisions:
 - Suggested policy for delinquent dues: See draft – Jennifer please update to use a 15 grace period.
 - Meeting schedule for 2009 - do we need to reschedule any of these? Friday April 24th 4:00, AGM - May 16th, August 6th 4:00 pm & November 5th.
- ❖ Final Board Comments:
- ❖ Adjournment – Paul moved to adjourn, Ken seconded all were in favor of adjournment.



*Vista Point Owner's Association
Board of Director's Meeting
December 4th, 2008 – 4:00 pm
90 Sheppard Circle
Meeting Minutes*

- ❖ *Call meeting to order & determine meeting chair: Meeting was called to order at 4:08 pm. The following members were in attendance: Kathy Chisolm, Ken Sauerberg, Paul Cusmano, Dan Genderdon. Jennifer McAtamney the association administrator was also in attendance. Karen Adams was unable to attend but did send comments below.*
- ❖ *Statement of compliance with procedures for notice of meeting or waiver of notice.*
- ❖ *Public Comment Session:*
 - *Mike Penegor has apologized for not having his color approved. He will make sure he to comes to us in the future with any improvements for review and approval.*
- ❖ *Approval & of Minutes: Kathy Chisolm motioned to accept the minutes this was seconded by: Ken Sauerberg. All approved and the motion passed 4 - 0*
- ❖ *Report of Officers: No reports*
- ❖ *Report of Committees:*
 - *Finance*
 - *Approve bills and sign checks: All approved and signed.*
- ❖ *Unfinished Business:*
 - *WSG & unfinished issues. Ken reported that he had sent a letter documenting the issues we are aware of to Eric Sheppard, Scott Reid, Tom from town engineering. The town is holding the bond and will be holding the CO on the last house. We do not know now much the bond is for that they are holding. Dan feels strongly that we should hold them to it. Ken & Jen will keep on this. We are looking to make sure that there is nothing that can bite us in the butt and we will need to ride herd on this. Many of the issues are engineering issues for drainage. Tom is the final say on the release of the bond.*
- ❖ *New Business*
 - *Association Hot Issues:*
 - *Review of the painting and PV project at 181 Rachel Lane – See note above. We believe this to be resolved.*
 - *Design Architectural Board Committee – this will be a small committee to work with Jennifer to define comprehensive standard and procedures for reviewing and approving improvements to property.*
 - *We thought Ken and Karen would be good members to do this. Jen will contact them to start this process. This would be focused on landscape and hardscape improvements and any external improvements.*
 - *Review of Rules and Regs & Create a 1 page top view rules and regs.*
 - *Jen will take a stab at this following receipt of comments from board members. Please read our rules and regulations and the one page from Wellington and send Jen your comments and she will collate those into a draft for review.*
 - *Dan Gendron's resignation – Dan intends to stay on as a member of the board until his house sells. This is great news and we are all pleased to continue to have him aboard.*
 - *Budget Decisions:*



- *Finalize Procedure for reviewing and approving association expense:*
 - *Jennifer would like to only have information access to the account to increase transparency on where we spend our \$. She will set up the new account with Kathy & Ken as signees. Each month she will drop off invoices and checks to be reviewed and signed. Each invoice should be initialed by both signees and each check should be signed by Ken as President and initialed by Kathy. Jennifer believes this will help the association and board members get a better handle on what our dues \$ are being spent on.*
- *Proposed banking change:*
 - *Alpine bank offers us 2.8% on money market accounts with a minimum of \$5000. They will also donate \$100 to our non-profit of choice upon opening of this account.*
 - *Interest bearing checking account for operations with no fees and no minimum balance*
 - *They offer ACH (auto dues payment) with no set up fee and only \$10 per transaction or in our case that would translate to \$10/month as we collect our dues monthly.*
 - *Kathy made a motion to switch. Ken seconded and the motion passed 4-0*
- *2009 Budget – Jennifer will do this and send it out with the next Agenda.*
- *Policy Decisions:*
 - *Format for management report – Any problems. Correspondence. Complaints log. Delinquent Dues.*
 - *Suggested policy for delinquent dues: See draft – Jen will send draft for next meeting.*
 - *Meeting schedule for 2009 February 5th 4:00 pm, May 7th 4:00 pm, August 6th 4:00 pm & November 5th. The AGM is scheduled for: May 16th at 9:00 am. Jen will send these dates to Karen and we will see if they work and go from there. Jennifer will also schedule council chambers for our AGM.*
 - *Vista Point Email: Appropriate content, can neighbors send info for notices, etc.*
 - *We do not want to devalue our emails with advertisements but will look to add it to the website.*
- ❖ *Final Board Comments –*
 - *Karen Adam's had the following concerns for the record:*
 - *Improper parking on lawns*
 - *Dogs running loose – off of people's property pick up dogs.*
 - *Need to remind people of storage rules.*
 - *Jennifer suggested that we send out include a short note in our December end of year mailing reminding neighbors of these rules and say that we will be enforcing this.*
 - *Kathy – Shoveling for the town homes. Everyone wants to shovel it. We will do a sheet to release the association of negligence and liability. Then come up with a log to keep that. Kathy will work on this. Jennifer will call American Family and ask what documents they would require.*
- ❖ *Adjournment – Ken moved we adjourn at 5:54. Dan seconded and all were in favor 4-0.*