



Vista Point Owner's Association
Board of Director's Meeting
April 6th, 2009 – 4:00
90 Sheppard Circle

- ❖ Call meeting to order: the meeting was called to order at 4:09 pm. The following members were present: Ken Sauerberg, Kathy Chisholm, Karen Adams, Dan Gendron and Jennifer McAtamney the Association Administrator.
- ❖ Statement of compliance with procedures for notice of meeting or waiver of notice - completed
- ❖ Public Comment Session: None
- ❖ Approval of Minutes: Approved
- ❖ Report of Officers: None
- ❖ Report of Committees:
 - Finance
 - P&L Statement: Looking at our expenses over last year we are doing better on our expenses. This is due to reduce Management fee and no additional snow removals.
 - Checks to sign:
 - Association Expenses from Jennifer: \$88.70
 - All Phase - \$1600.00
 - Visor Construction \$625.00
 - Automated payments:
 - Waste Management - \$120
 - Timberline Disposal - \$1249.00
 - Xcel Energy – rebill – \$30.40
 - Community First Association Management - \$1850.00
- ❖ Unfinished Business:
 - WSG: Not much to report due to winter conditions. A CD with our walk through letter has also been delivered to Jenn Cram. It looks that WSG are going to build on the last two remaining lots. Dan also heard that there is a contract on Barson's house. Ken said that Mike said that we need to count the trees to see if they have met their obligation. Jen will follow up with Jenn Cram wants to happen in regards to trees. If needed we will have each homeowner do a survey of their own yards. Trees that were initially planted, trees that have dies, and trees that you have added.
 - Architectural Review Board Committee: The committee has met. Jennifer will present the first draft of our design standards when she has them completed.
 - Adopt 1 page Rules & guidelines for neighborhood. Jennifer has not received any additional comments on this document. Please review and send comments to be incorporated. Motion to adopt with an addition of rules to allow for trucks and RV's to be parked in a drive way for up to 72 hours with no generator running between 10 pm & 7 am. Kathy Chisholm, Seconded by Karen Adams and all were in favor of adopting the new one page.
 - Adopt Delinquent Dues policy: Motion to adopt: Ken Sauerberg motioned to adopt, Karen Adams seconded and all were in favor of adopting.
- ❖ New Business
 - Association Hot Issues:



- Adoption of rules: rules of 2007 do not seem to have been adopted or signed. We need to update these and can add this at this time. The y will need to be distributed to neighbors and will be sent out with our AGM mailing. Jen will send those around and then we will adopt.
 - Equipment and Recreational Vehicles in Trucks: *It is permissible in Vista Point to park a trailer with recreation vehicles or RV for up to 72 hours at a time during a given month. No self contained generators may be used between 10 pm & 7 am. This rule is not intended to enable neighbors to store trailers or other recreation vehicles outside permanently. It is intended to enable people to enjoy their toys and have them conveniently accessible during weekends or visits. Please do not abuse this rule or it will be revoked.*
 - Discussion on how Association Administrator & Board communicate. Conflicts of Interest, lines of communication etc. – We need board members communication to come through the management for the association (whether this is Jen or someone else). We also want everyone to be beyond reproach in terms of preferential treatment. We do need to strive to make sure that these communications are as courteous and smooth as possible.
 - Management Report: 146 Rachel Lane re: Missing trash can. This was delivered in November and Jennifer brought it up to the house so they did not receive a ticket. We do not know what happened to it and another one was delivered by Timberline at no charge.
 - Painting for Town Homes: I will send out a matrix with the bid for a vote.
 - Landscaping for Summer Season – I have 2 contractors who are interested in bidding.
 - Clean up Date is set for: June 20th 2009 from 9 – 12 pm follow by a neighborhood party.
 - Let's get bids 2 more bids for the storage lockers. Mike Grindall, Mathew from the town homes. Kathy will ask Mathew and Jen will get into contact with them.
- Budget Decisions:
 - 2009 Budget – Adopt 2009 Budget – this will then be ratified at the May 16th Meeting – Next year we will move winter contingency to the regular budget. Motion to adopt: Karen Adams, Seconded by Ken Sauerberg. All in favor of adoption.
 - Update on Reserve Findings: Kathy and Jen researched back to 2007. We were able to reconstruct this and came out within a few dollars of the current totals. These amounts are reflected in our reserve budget. Jennifer will move this money from our Bank of the West account into the two separate reserve accounts.

Policy Decisions:

- ❖ Final Board Comments: None
- ❖ Adjournment: Adjourned at 5:31 pm.



*Vista Point Owner's Association
Board of Director's Meeting
February 4th, 2009 – 4:00
216 Rachel Lane*

- ❖ *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.*