



Vista Point Owner's Association  
Board of Directors Meeting Agenda

November 20, 2014

- ❖ Call meeting to order: The meeting was called order at 2:12 pm.
- ❖ Approval of Minutes from 9/24/2014: The following members were in attendance.
  - M/S/P: Ken/Mike 3-0
- ❖ Report of Officers: None
- ❖ Report of Committees: None
  - Landscape Committee:
  - Finance:
    - ◆ Review and accept actual to budget statement attached to the agenda for Jan – October 2014.  
Just a note. Things are really looking good. We have little delinquencies and budget items have falled in line with predictions. We should be able to fund reserves fully this year.
      - M/S/P: Ken/Mike 3-0
- ❖ Unfinished Business:
  - ◆ Records & Rules –
    - According to the list the following policies need updating
      - Collection policy – add 6 month payment plan, add denial of services for plowing, trash, shoveling & irrigation.
      - Update records policy in our responsible governance – do not disclose names & google groups used for communications
      - Create policy for noxious weeds to enable HOA to enter property within 1 week to treat. The first notice should go certified to make sure it is received.
      - Create policy for 48 hour ability to tow improper or vehicles in violation from private property.
      - Ensure rules and regs are included in short and long term rental contracts.
      - Clarify permission to have trailers or sport stuff out over short period and how this would work.
      - Make sure rules are in compliance with our governing docs.
        - Based on other legal expense incurred this year we have opted to postpone this formal update in order to incorporate any additional changes made at the legislature during the next session.
  - ◆ Architectural Review Board Committee & ARC Docs – We need a committee to take this on to finalize this document before spring.
    - We sent this out but did not do any work on it. This and an accompanying maintenance standard would be a good document to get complete and adopt.
    - Ken & Renate are willing to look at this. We would really need this to occur before Jennifer transitions out of her current position.
    - Action Item to get this done: Ken and Jen will meet to work on these.
- Association Hot Issues:
  - ◆ Meeting Dates for Q1 2015, Q2 2015 and finalize AGM Date
    - Third Thursday of the second month of the quarter: 2/19 & 5/21, 8/20, 11/19 2:00 pm.
    - AGM March 27 at 6:30 pm
  - ◆ 34 Sheppard Circle – Update: This is still in the same place as last year.



- ◆ Transition for Jennifer next summer: We will continue to monitor this issue and prepare for a transition we have plenty of time to take care of this.
- ◆ Plowing and Shoveling start of the season feedback:
  - We need to shovel the width of the sidewalk. Ken will talk to them about the snow stacking on Sheppard Circle.
  - Treasurer position: With Rob's moving, Andria will assume the Treasurer position. Jen will send Mike a letter to authorize the necessary changes to our bank accounts.
- ❖ Policy Decisions: None
- ❖ Public Comment Session: None
- ❖ Final Board Comments: None
- Motion to adjourn 2:53
  - Andria/Mike – 3-0.



Vista Point Owners Association  
Board of Directors Meeting Minutes  
9-24-2014

- ❖ *Call meeting to order: The meeting was called to order at 11:14 Renate and Mike were in attendance. Karen Adams will be joining us shortly via phone.*
- ❖ *Approval of Minutes from 6/2/2014:*
  - *M/S/P: Mike/Renate – 3-0*
- ❖ *Report of Officers: Everything was resolved peacefully with 147 Rachel Lane. They have since moved.*
  - *Jennifer will be leaving HOA management in June of 2015 due to licensing requirements. This will need to be a continued and unfinished business item so we can vet options for going forward with this as it is expected to have address the budgeting for this item in 2015 as a HOA manager is going to be more expensive for comparable services.*
- ❖ *Report of Committees:*
  - *Landscape Committee: None*
  - *Finance:*
    - ◆ *Review and accept actual to budget statement attached to the agenda for Jan – Aug 2014.*
      - *M/S/P: Mike/Renate 3-0*
- ❖ *Unfinished Business:*
  - ◆ *Records & Rules – Our policies need updating.*
    - *According to the list the following policies need updating*
      - *Collection policy – add 6 month payment plan, add denial of services for plowing, trash, shoveling & irrigation.*
      - *Update records policy in our responsible governance – do not disclose names & google groups used for communications*
      - *Create policy for noxious weeds to enable HOA to enter property within 1 week to treat. The first notice should go certified to make sure it is received.*
      - *Create policy for 48 hour ability to tow improper or vehicles in violation from private property.*
      - *Ensure rules and regs are included in short and long term rental contracts.*
      - *Clarify permission to have trailers or sport stuff out over short period and how this would work.*
      - *Make sure rules are in compliance with our governing docs.*
        - *Based on other legal expense incurred this year we have opted to postpone this formal update in order to incorporate any additional changes made at the legislature during the next session.*
    - ◆ *Architectural Review Board Committee & ARC Docs – We need a committee to take this on to finalize this document before spring.*
      - *We sent this out but did not do any work on it. This and an accompanying maintenance standard would be a good document to get complete and adopt.*
      - *Ken & Renate are willing to look at this. We would really need this to occur before Jennifer transitions out of her current position.*



- *Association Hot Issues:*
    - ◆ *Summer work project 2015–We definitely want to have one. Tim & Diane are still up for hosting it during our last t. The entrance is looking good but needs some pruning and tlc. Other project can be suggested. The results of the improvements were mixed. We had few flowers bloom and some perennials coming up so some people are disappointed in the results. The trees and bushes and grasses are also fuller than they have been in years past.*
    - ◆ *Snow Removal –We recently approved a three year proposal from JC’s Bobcat Services. We will look forward to working with him over the next three years and seeing those costs stabilized for the next few years.*
    - ◆ *Meeting Dates for Q4, Q1 2015, Q2 2015 and AGM. We will look at March again for the AGM. We will need to do this via email. Jen will send something out to organize this.*
    - ◆ *34 Sheppard Circle – Update: To date the home is still under the original ownership. After our last meeting we did investigate turning on her irrigation but the town was not willing to turn on the water unless they had written permission and someone was in the house to be able to inspect for any possible water damage as a result. Next summer the Alford’s will want to paint the shared garage. - Since there is no guiding rules to this the board will not be getting involve. In this situation owners will need to make their own decisions on whether to paint the entire building or not.*
  - *Duplex Painting. Please see Jason Hart’s request.*
    - ◆ *Mike’s observation is that since neighbors do not need permission to repaint their home the same color we do not have a role here. Neighbors should be able to paint their home at will unless they are changing colors which requires a DRC approval which we have clear governance over in our documents.*
      - *Because repainting your house the same color does not require HOA permission it would be a mistake to get involved between home owners to determine when a home gets painted. Instead we will*
      - *In the event neighbors paint separately the board would offer the following suggestions to make this work:*
      - *Make sure there is a smooth transition between units painting the entire wall that may cross property lines. This is to ensure a smooth and continuous surface.*
      - *Coordinate using the same brand to avoid difficulties in sheen or finish.*
  - *Appoint a replacement for Rob Weeks Board of Directors Seat. It is a townhome seat and we are required to have a representative from the Town home units on our Board.*
    - ◆ *Andria Barberi our new neighbor has offered to serve in that role. She lives at 157 Rachel Lane and is qualified for the position.*
      - *M/S/P: Mike/Karen 3-0*

*Mike moves to appoint Andria to the vacated seat due to Rob’s moving.  
Mike/Karen 3-0*
- ❖ *Policy Decisions: None*
  - ❖ *Public Comment Session: None*
  - ❖ *Final Board Comments: Adjourn at 12:19 pm.*