



Vista Point Owner's Association  
Board of Directors Meeting Agenda  
March 26, 2013 – 10:00 am

- ❖ Call meeting to order: The meeting was called to order at: 10:15 am. The following members were in attendance: Karen Adams, Mike Connelly, Jeffery Bergeron, Ken Sauerberg and Rob Weeks via speaker phone and Jenifer McAtamney were present from the HOA management company.
- ❖ Approval of Minutes: (See below)
  - /M/S/P: Jeffrey/Mike 5-0
- ❖ Report of Officers: None
- ❖ Report of Committees:
  - Landscape Committee: Renate has resigned from the landscape committee. She also requested a exemption from work day for 200 & 174 Rachel Lane in return for the work they do on Tract F which is owned by the Town of Breckenridge during the summer.  
Motion to accept the above proposal  
Jeffrey/Mike – 5-0
  - Finance:
    - ◆ Review and accept actual to budget for 2012:
    - ◆ M/S/P: Rob/Mike – 5-0
    - ◆ Pet Services: Jeffrey proposed for new pay model for pet services by paying him by the bag as opposed to a monthly retainer to incent more often emptying. Jeffrey suggested \$25/bag a minimum two times per month. All Board members were in agreement to pursue this.  
ACTION: Jennifer will talk to Sam about doing it for \$25/bag a minimum of 2 times per month. (or more as needed)
- ❖ Unfinished Business:
  - ◆ Records policy – ACTION: Jen will pull out info on the policy from responsible governance and put it into a doc to revamp. Mike will then complete this and send it to Mark Richmond for review and approval. Update: We will tackle this once we have the rules project completed.
  - ◆ Rules – Mike and Jennifer met during and started working on this. Mike will share the work done to date to make sure we covered off on all the important topics.
  - ◆ Architectural Review Board Committee & ARC Docs – We are going to put a committee together to work through this adding standards for maintenance, outlining small projects that can be done without HOA approval, and putting in caveats for if someone does a project improperly as well as detailing enforcement action. Update for 3/26 meeting. We have not met yet but will do so in April or May in preparation for having the document to share with the neighborhood at the AGM.
- ❖ New Business:
  - Association Hot Issues:
    - Discuss process for updating rules for AGM meeting. We will not likely have them done for this AGM. This is a 2013 project.
  - Other New Business
    - Work Day for 2013 – June 8, 2013 starting at 9:00 am.
    - Approval letter for Anderson Improvements – we will distribute this via google groups.



- Board of Directors Issues & Topics
  - Set meeting for 2<sup>nd</sup> qtr 2013 & AGM Date
    - ◆ AGM set for June 7<sup>th</sup> at 6:00 pm with work day the 8<sup>th</sup> at 9:00 am.
      - The parcels chosen are those owned by the HOA and not public open space owned by the Town of Breckenridge. Mike noted that we are doing the parcels owned by the HOA. We need to do the parcels we own first then if we want to get permission from the town to work on their parcels we can but not until we complete our parcels first.
  - Ken's trailer topic covered under rules.
  - Can we see if the town can look at Andy's parking situation? ACTION: Jen call town re this parking situation.
  - We have one seat up for election this year. (2<sup>nd</sup> homeowner). Ideally we will have the seats staggered 2, 2, and 1. We need to decide how to proceed for this AGM.
    - ◆ Motion to make Mike's seat is up for election this year.
      - Mike/Jeffrey 5-0
- Policy Decisions: None
- ❖ Public Comment Session: None
- ❖ Final Board Comments:
  - Melody Feldman has two dogs these dogs attacked a local dog and the police have been made aware of it.
  - Rob was concerned regarding Karen's comments on the neighborhood becoming a parking lot. Gina recently had a ticket when the police came out. He hopes we do not become a petty and bickering over these types of issues. Jeffrey noted that if the police are out they will ticket any violations they come across not just those that are reported.
- ❖ Meeting Adjournment: 12:17 pm
  - M/S/P: Jeffrey/Rob 4-0 - Mike Connelly had to leave early

*Vista Point Owner's Association  
Board of Directors Meeting Minutes  
November 28 – 10:00 am*

- ❖ *Call meeting to order: The meeting was called to order at 10:10 am. The following members were in attendance: Ken Sauerberg, Jeffrey Bergeron, Mike Connelly and Rob Weeks. Karen Adam's joined us via telephone and Jennifer McAtamney was there in her role as administrator.*
- ❖ *Approval of Minutes: (See below)*
  - /M/S/P: Ken/Mike – 5-0
- ❖ *Report of Officers: None*
- ❖ *Report of Committees:*
  - *Landscape Committee: None*
  - *Finance:*



- ◆ *Review and accept actual to budget:*
  - *M/S/P: Jeffrey/Karen 5-0*
- ❖ *Unfinished Business:*
  - *Architectural Review Board Committee: Mike has finished his review and edits and distributed it to you all for review.*
    - ◆ *We need to develop standards for small projects like planting trees, shrubs, landscaping common areas, etc. We want to address the situation when someone wants to plant a shrub or planting bed in their yard to allow them to do it without express permission from the board. We feel this would encourage improvement and not burden the homeowner for these small projects. By defining a standard we lessen the burden on the owners for small improvements and retain the opportunity to object to work that was done improperly. The theory is we write something into the standards that says they need town approval but for these specific instances you can do these specific items like planting trees, shrubs etc as long as they are not planted or interfere with snow stacking areas or neighbors views. As part of this they would be required to handle the expenses, and get permission from the town and if it was improperly placed for example planted in a snow stack it would be removed at their expense. There was broad agreement on this concept. One question came up regarding how would we want to deal with the town homes. Because this land surrounding the homes are all common area they would need approval of the owners/HOA. This work will be incorporated into the DOC that Mike just completed reviewing.*
    - ◆ *Records policy – ACTION: Jen will pull out info on the policy from responsible governance and put it into a doc to revamp. Mike will then complete this and send it to Mark Richmond for review and approval.*
    - ◆ *Rules –This was an important project identified by the Board at our August meeting. This is a substantial amount of work and Mike Connelly has offered to take this on. Regarding input: Board Members can review current rules and send to comments to Mike or Mike can do a first pass and then distribute for comment. No preference was selected so if you have comments or suggestions please send them to Mike. ACTION: Mike will take this on. This is an extensive amount of work so it would not be available until March.*
    - ◆ *ARC Docs – We are going to put a committee together to work through this adding standards for maintenance, outlining small projects that can be done without HOA approval, and putting in caveats for if someone does a project improperly as well as detailing enforcement action. ACTION: Ken & Jen & Karen can work on this together. Jen will contact them to have a meeting and start working on the document.*
- ❖ *New Business:*
  - *Association Hot Issues:*



- *Request to amend master plan for fences.*
  - ◆ *We receive this request to amend our master plan. This would allow Walter to fence a larger area and basically build a fence similar to his neighbors on either side. Without a master plan amendment his fence potentially leaves a no man's land behind the fence and Gibson Heights. Mike and Jennifer met with Chris Neubecker at the town to discuss possible options and the process and possible costs for doing a master plan amendment. While amending the plan would help Walter and result in a best fence there it opens up issues with the rest of the neighborhood because it allows all neighbors to fence in their entire back yard. This will impact the open nature of the neighborhood. In addition to the issues affecting the character of the neighborhood this is a costly undertaking as it would require legal and architectural assistance as well as vote of the whole neighborhood.*
    - *A motion was made to pursue the request to amend a master plan*
    - *M/S/P: Jeffrey/Ken – The motion failed 0-4. Michael Connelly abstained due to a conflict as Walter is a client of his firm. ACTION: Jen will call him and explain the decision.*
- *Dog issues in the neighborhood – how best to address? The board has again decided that we do not have the resources to effectively address this issue and the community should continue to call the Community Service Officers to addressing dog issues. Karen suggested that we continue with our education efforts. ACTION: Mike has volunteered to draft an email which includes the law, fines schedule, define voice command from Boulder County, as well as include a reminder of how this could potentially impact everyone with stricter enforcement for all. These notices need to get these to people who rent their properties so their tenants and property managers are also aware.*
- *Discuss process for updating rules for AGM meeting.*
  - ◆ *What new rules do we want to cover, old rules to keep, old rules to revise, enforcement categories (e.g. painting your home, weeds, rectifying a none time sensitive violation, parking etc) Please take a look at the current set which are posted on the website.*
    - *Below are some notes and thoughts from our previous discussion on this....*
    - *Jeffrey suggested we create easy to read 1 sheeters on all the things we care deeply about regarding living in the HOA. These would then be on our website and sent to each neighbor.*
    - *In addition to new work we also need to develop maintenance standards which can be distributed and enforced based on our master plan. This should include adherence to the master plan, allow for both natural and suburban landscaping themes, and determine what weeds are going to be included in the prohibited list and then communicate it for next spring. Jen will talk with the town to find out what they*



*consider weeds. Mike is going to check our governing docs. Jen will also take some pictures of things that are currently considered within our standards.*

- *Plan for proactively handling noxious weeds on 2<sup>nd</sup> homeowner's property. Our action for next season is: You can do it on your own, you can join us for a fixed cost and if you determine you want to do it on your own and it is not taken care of we will do it for you. We need to do some research*
- *We also need to put something into our guidelines regarding what would happen in the event of a catastrophic wildfire. Note Karen mentioned that the Highlands had them pay a selected architect per square foot costs for reviewing any plans for approval. We definitely want to incorporate the ability to charge for plan reviews as part of our process.*
- *Final note – we are going to work on this over the winter, introduce it with our letter to the AGM and adopt it at the AGM. – See the notes above regarding this process.*
- *Other New Business*
  - *Common area improvement project that was introduced at our last meeting – discuss next steps if the board wants to move forward with it. The proposed project is to improve the two pocket parks that are owned by the HOA. The two areas identified for this experiment are Rachel Lane adjacent to the Gosnell's and Adam's; the second parcel is on Sheppard Circle and is adjacent to the Bergeron/Hollinshead and Molyen homes. In both areas we would top dress the areas with 2" of a topsoil and compost mix. Once this is spread and prepped we would then over seed the areas with native grasses and wildflowers. The adjacent homeowners would then water for the season to get things germinated and off to a good start. If this proved successful we would then move on to other neighborhood parcels. Ken & Karen like this as a work day project. We would need to do it early. The board unanimously approves this as an idea for work day with the following note: set aside money for labor to complete the project if needed.*
  - *Recycling – review quotes from Timberline and Waste Management. The board unanimously agreed to pursue the Timberline proposal. ACTION: Jennifer will get more details on how to formalize this agreement.*
- *Board of Directors Issues & Topics*
  - *Cluster mail box. – How can we get this to the next step? Current land identified will be prohibitively expensive. This project does not seem feasible at this time and will be set aside until some future time when the Wellington Neighborhood wants to pursue something like this which would help bring us the critical mass and land to make it happen.*
  - *Set meeting for 1<sup>st</sup> qtr 2013 – What month should we shoot for? Last week of March. We have set a meeting date of March 26 at 10:00 am. The AGM will be schedule in early June.*
- *Policy Decisions:*



- *HB 1237 – Update policies re: addresses, retention of records, review use of Google Group. Starting in the new year we will be using Google Groups for all board electronic discussions and decisions.*

❖ *Public Comment Session:*

❖ *Final Board Comments:*

- *Karen: Can we tell the snow shovelers to make sure that when an owner has shoveled the walkway that they check to see if it was complete side to side and all the way up to the door. ACTION: Jen will be happy to remind them of this.*
- *Ken: Can we look at credit card payment options. The board briefly discussed but given our volume of transaction it is probably not feasible because of the extra transaction fee and our volume of transactions.*

❖ *Executive Session: Regarding request by the board for legal advice regarding the dog issues at 85 Rachel Lane.*

- *Motion was made to issue a written warning to Hank and his tenant regarding the dog violating the terms of the waiver*
- *M/S/P: Mike/ Ken - 4-0 – Karen abstained from the meeting & vote.*

*Meeting Adjournment:*

*M/S/P: Rob/Ken: 12:16 pm – 4-0 (Jeffrey had to leave the meeting at 11:32 pm for another meeting.*