



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 2nd 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 1st 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.



*Vista Point Owner's Association
Board of Directors Meeting
August 29 – 1:00 pm*

- ❖ *Call meeting to order: the meeting was called to order at 1:12 pm. The following members were in attendance: Mike Connelly, Jeffrey Bergeron, and Karen Adams (via phone) Rob Week will be joining at 1:30 pm*
- ❖ *Approval of Minutes: (See below)*
- ❖ */M/S/P: Mike/Jeffrey – 3 – 0*
- ❖ *Report of Officers: None*
- ❖ *Report of Committees:*
 - *Landscape Committee: We want to do a test on the parcel next to 52 Rachel Lane with top soil and compost and then seed with wild flowers and grass seeds. We will get estimates on all the parcels we own.*
 - *Finance:*
 - ◆ *Review and accept actual to budget:*
 - *M/S/P: Jeffrey/Mike 3 – 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.

- ◆ *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.*
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- ◆ *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.*

❖ *New Business:*

➤ *Association Hot Issues:*

- *Enforcement issues: Parking on the street with your printed permit. Send an info out to the neighborhood. Karen will send a note out with proposed verbiage for distribution to the neighborhood. The board will review. Karen have you put this together for distribution? Karen has it at home and will send to Jen to distribute. This will be very important for Winter!*
- ◆ *A question was asked does the town really have a law that you cannot park on your lawn. In the town code it states there is no parking on unpaved surfaces. Mike will get this from Mathew from the Breck PD.*
- ◆ *Jen was asked to reach out to Mosh regarding the illegal parking area behind the Gibson Height Home at the far side of the block.*
- ◆ *Any other illegal parking please call the police to address the issue.*



- *House on Reiling – The property is owned by Park Hill LLC. The Dye family has a contract to purchase the homes. There is work happening on the home now for the last couple of weeks. The only thing we might be able to do is fine them for not completing the home.*
- *Trash – updates for our rules, strategies for gaining compliance. Our best suggestion is to call the cops when there is a mess. They will ticket for garbage that is gotten into and a mess made.*
- *HB 1237 – New HOA law and implications for our Association – The new law goes into effect on January 1, 2013. The most important item of note is that all board correspondence will be open for review by neighbors. To facilitate this and protect the privacy of the emails board members use currently we will be setting up google group for our board. This means we will post topics and all correspondence will take place within that group.*
- *How to publicize and communicate important issues with neighbors. – Facebook, Email, letters are our current efforts. Any thoughts on new things. Karen is going to send a copy of a letter the highlands HOA sent which we might want to use as an example for our future correspondence regarding violations.*
- *Recycling – Mark Roberts asked about looking into including recycling. Lets pursue that. Jen will do that for our Q 4 meeting. Once we have the info and determine how if we want to go down the road we would go out with a survey to see how the neighborhood responds since it will likely impact dues for 2013.*
- *Board of Directors Issues & Topics*
 - *Cluster Post office box – Could this be possible here? We can have cluster boxes here in the neighborhood. Requirements include 50' paved area for pull off and parking area. The only place we could do this easily was at the parking area near Little Red. Mike Mosher will get together with us to talk about the land use and parking. I have sent the requirements to planning and also followed up on the possible use of this space. As a board we are all interested in this project and want to voice support to see if can happen.*
 - *Set meeting for 4th qtr – bring your calendars. We are going to schedule it after October 15th when Karen has her schedule. We are looking at early to mid November.*
- *Policy Decisions:*
 - *Review rules for parking & other rules for any additional tweaking*
 - ◆ *Review enforcement procedures for violations of covenants and time sensitive violations like parking*
 - ◆ *Review protocol for addressing issues with neighbors.*
 - ◆ *Mike has proposed rewriting our rules in their entirety. This would allow us to address some inconsistencies and more clearly lay out our powers and protocols. This will help us have more efficient governance in the future. IN addition to things covered in our current rules parking, landscaping, and trash, weeds, occupancy, design standards, hot button*



issues, plus rules in short form for rental agreement are all topics members of the board would like to address. In addition we will create enforcement guidelines for each category of violations.

❖ *Public Comment Session: None*

❖ *Final Board Comments: None*

Meeting Adjournment: 3:05 pm

M/S/P: Jeffrey/Mike 4-0