

**MESA RIDGE TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of November 20, 2014**

PRESENT: Ray Fallon President
Jim Arnold Vice President
Fred Gray Secretary/Treasurer
Derek Hansen Director
Pat Englehart Director

ALSO PRESENT: Keith Lammey Association Manager & BMSA Delegate

ABSENT: None

Board of Directors Meeting

The meeting was called to order at 3:03 PM by Ray Fallon, President.

Approval of Minutes

A **motion** was duly made by Jim Arnold and seconded by Derek Hansen to approve the September 18, 2014 Board of Directors meeting minutes. *Passed.*

Approval of Financial Reports through October 2014

A **motion** was duly made by Fred Gray and seconded by Derek Hansen to approve the financial reports through October 2014, subject to audit. *Passed.*

New Business

Dee Benton, Board Resignation

President Fallon explained that Dee Benton had recently submitted her letter of resignation from the board thus there was an open position on the board of directors. He thanked Dee Benton for her service on the board of directors. He then explained that the board of directors has the option to leave the position open or to appoint someone to serve the remainder of Dee Benton's term, (until the Annual Meeting is held in March 2016). Various board members indicated a preference to appoint a replacement to fill the open term rather than to leave the position open. President Fallon explained that the board was aware of two individuals who had expressed an interest in serving on the board. The two known candidates were Leonard Bowlby and Pat Englehart. He then asked if there was anyone else that would like to be considered. Dave Douchette stated that he would like to be considered.

Each candidate was given an opportunity to explain their background and why they were interested in serving on the board. Following a brief board discussion of the qualifications of the three individuals, a **motion** was duly made by Derek Hansen and seconded by Fred Gray to appoint Pat Englehart to the board. *Passed.* Pat joined the board at that time and participated in the remainder of the meeting. Her term runs until March 2016.

Review/Approve FYE 03.31.2014 Audit Report

The Association Manager distributed bound copies of the audit report. (Regular copies were included in the previously distributed board of director's packets). Following a complete review by the Association Manager of the purpose, type of audit and the most critical details of the audit report, a **motion** was duly

made by Fred Gray and seconded by Derek Hansen to accept the FYE 03.31.14 Audit Report as prepared by Blair and Associates, P.C. *Passed.*

Review/Approve Street Snow Plowing Contract

The board packet included copies of a proposed street snow plowing contract with Knupp, LLC. The Association Manager explained that the contract was identical to the prior year's contract with the same contractor, except for changes to the beginning and ending dates and an increase in the cost of salt/sand mix from the prior year's \$34 per ton to \$39 per ton. Following several questions and comments regarding the level of satisfaction with the prior year's street snow plowing services from both the board and the members present at the meeting, a **motion** was duly made by Derek Hansen and seconded by Jim Arnold to approve the Knupp, LLC contract for street snow plowing services beginning December 1, 2014 and ending March 31, 2015. *Passed.*

Review/Approve Driveway Snow Removal Contract

The board packet included copies of a proposed driveway snow removal contract with Baker & Associates Landscape Management LLC. The Association Manager explained that the contract was identical to the prior year's contract with the same contractor, except for changes to the beginning and ending dates. Following several questions and comments regarding the level of satisfaction with the prior year's driveway snow removal services from both the board and the members present at the meeting, a **motion** was duly made by Jim Arnold and seconded by Derek Hansen to approve the Baker & Associates Landscape Management LLC contract for driveway snow removal services beginning December 1, 2014 and ending March 31, 2015. *Passed.*

Following the above actions, the board directed the Association Manager to add an agenda item to the association's spring/early summer meeting where the board can discuss whether or not the association's 2014-2015 winter season snow plowing/removal services were satisfactory.

Discuss Possible 1" to 3" Snow Removal Program

The Association Manager explained that the association does not plow the driveways unless the snow accumulation in a single storm is 3" or more. Further, if it snows less than 1" it is assumed that the snow will melt. If it snows more than 1" but less than 3" we assume the owners will remove the snow. Unfortunately not all owners are physically able to remove the snow.

In prior years, the board has sometimes directed the Association Manager to offer a 1" to 3" snow removal program whereby owners can sign up to have the snow removed from the driveway and sidewalks if the snow accumulation is greater than 1" but less than 3". Owners who sign up for the program must sign up for the entire season – NOT on a storm by storm basis – and will be charged \$20 each time that the snow is removed.

After a discussion regarding that a) this is an important service to offer to those that need it and b) that the full cost of the service is passed on (invoiced) to the individual members who use the service, the board directed the Association Manager to offer the program as it had been described.

Discuss/Approve Western Law Group, LLC to Prepare a Maintenance Matrix

The Association Manager explained that Western Law Group, LLC can prepare a maintenance matrix document – a easily understood quick reference – based on the association's declarations which clarifies which maintenance items are the responsibility of each Unit Owner/Member and which are the responsibility of the association. He further explained that the Maintenance Matrix would not change who was/wasn't responsible for the maintenance, as described in the association's Declarations but, instead would simply compile the information into a simple, easy to follow chart which, when completed, would be posted on the association's website and included in the Welcome letter to new members.

Western Law Group, LLC indicated that the maintenance matrix could be prepared for between \$600 and \$1,000.

Following an extended discussion regarding the cost and value of a maintenance matrix, a **motion** was duly made by Jim Arnold and seconded by Fred Gray to authorize Western Law Group, LLC to prepare a maintenance matrix for Mesa Ridge Townhome Association at a cost not to exceed \$1,000. **Passed.**

Old Business

There was no old business to be discussed.

Committee Reports

Architectural/Landscape Committee

Gene Pickett distributed a one page report regarding three maintenance concerns plus commented that the contractor who completed the recent crack seal on the streets seems to have done a nice job.

BMSA Delegate

Due to the late hour, the BMSA Delegate report was brief and primarily included a short discussion about a) the three median improvements that have been completed on South Battlement Parkway and on Spencer Parkway, b) the approximately 30 new trees that have been planted in the community, c) that all of the BMSA street lights have been converted to LED lamps, thus saving considerable electricity and d) that at the last BMSA meeting the board voted to approve the 2015 budget with no change in the assessment rate of \$148 per year (for Mesa Ridge Townhome Association) members.

Owners Open Forum

Approximately nineteen Unit Owners, including Board members, attended the meeting. Most of the comments were general in nature and required no specific action by the board except for a request from Dave Doucette who read an approximately three minute long prepared statement wherein he explained that he believed that a committee should be created to assist with and guide actions needed in order to assure a fair election process for new board members at the Annual Meeting. Mr. Doucette suggested that the committee consist of one board member and two members from the association membership which he described as "at large" members.

Following a modestly long discussion on the topic including comments from both the board and from the members in attendance at the meeting, and an assurance from President Fallon that the board's goal has always been and continues to be to assure that all board of director elections are in full compliance with the association's declarations and not discriminatory in any way, he appointed E. J. Rivet, Dana Barker and Pat Englehart (from the board) to serve on this committee.

The Election Committee's responsibility will be to assist in identifying interested candidates for each board member election and to assure that the association's Declarations are followed and that the election process is non-discriminatory.

Adjournment

With no further business to come before the Board, a **motion** was duly made by Fred Gray and seconded by Pat Englehart to adjourn the meeting at 5:22 PM. **Passed.**