

**ROWLEY DOWNS HOMEOWNERS ASSOCIATION
REGULAR BOARD OF DIRECTORS MEETING
MONROE HALL
MINUTES**

February 14, 2011

(Edited to remove member information.)

President Dale Brinker called the meeting to order at 7:04 pm in the meeting hall.

Present: Board members Dale Brinker, Barbara Lacey, Ava Belli, Greg McGuire, Ron Faulkner, Steve Andrews, Mike Roueche and Clay Hodge

Absent: Michael Monroe

Also present: Jean Fowler from SPM, and Josh Cyboron from Emerald Isle, and several homeowners per attached sheet

Determination of Quorum

The Chair announced that eight of the nine Board members were present, thereby signifying a quorum.

Homeowner Forum

Greg Pekol, resident and baseball field manager, reviewed the results of the organizational meeting held on Feb 8, 2011: Four teams had signed up and team practices will occupy the field Monday, Tuesday, Thursday and Friday and sometimes portions of Saturday. Mr. Pekol stated that the backstop fencing around the ball field was in need of repairs. He indicated that he would be willing to fix it if the HOA paid for supplies. He discussed with the Board placing a trash can on the field. A post (actually two posts) for the trash can was purchased in the past and is available for use. He answered questions from the board regarding field maintenance, team usage, and possible fee for usage of the field to defray maintenance costs. Mr. Pekol's indicated that charging a fee for field use would require costly improvements in the field, more than defraying fees. When dirt, etc is needed for the field, Pioneer donates the materials. The HOA pays only for delivery of those materials. Mr. Pekol indicated that to maintain that relationship, he currently accepts small donations from teams using the field, and then passes them along as gift certificates to drivers from Pioneer at the time of delivery.

Old Business

The Chair reported that homeowner has served the HOA with court papers in a Civil Case, in response to the HOA requiring the homeowner to remove a fence that had been installed in the HOA common area. The information has been turned over to the HOA Insurance Company for follow up.

Mr. Cyboron, reported Emerald Isle monthly activities. He asked if it had been determined what plant materials had been selected which would be planted in the front entrance flower beds. It was the consensus of the board members that the landscaping committee will meet with Mr. Cyboron to discuss their options.

Ms. Fowler reported that there had been a proliferation of backflow valve preventer thefts in the Town of Parker recently. She asked Mr. Cyboron what Emerald Isle suggested as preventative measures to curtail this activity in Rowley Downs. Mr. Cyboron discussed several options available, including cages over them (easily thwarted), painting them black (makes metal unusable for other uses), or configuring them with quick-release valves (\$75 each) for easy winter removal, and would report back to the board the costs involved with preventing the theft of the backflow valve preventers.

Board discussed moving a portion of reserves to bank CDs paying higher rates. After discussion, board consensus was that the board should do it, but that the final decision should be made by email after Ms. Fowler researched the penalties for early withdrawal.

New Business

Board held a discussion about having places for two neighbors' signatures on all ARC plan submitted for approval. After a motion was made and duly seconded, the motion to add places for signature blocks of neighbors most impacted by proposed ARC's plan was defeated, by a vote of two in favor and five opposed.

Mr. Roueche asked if the management company would provide a monthly management report of the activities performed in behalf of the HOA. Ms. Fowler provided a copy of the scope of services included in the management contract to each of the board members, which outlines those activities that are performed daily, weekly, monthly and annually for the HOA. Ms. Fowler stated that having to provide an additional report would be time consuming, micro-managing of the office and redundant. It was the consensus of the board that this report was not necessary.

Board discussed bid proposal an HOA member had sent to all board members, offering to make a presentation on landscaping and management for the HOA. The member had offered to make such a presentation before and was asking for clear direction on whether such a presentation was possible and would be received. He had sought the opportunity in the past. General discussion followed about inviting the HOA member and other companies that have shown an interest in the past to make presentations. By consensus, the board set the date of Monday, February 28, 2011, as a date to interview all those contractors who wished to bid on the various contracts held by the HOA. Various board members were to follow up with contractors who had shown interest in the past. Each presenter would have approximately 30 minutes, with 15-20 minutes for presentation and the remainder of the time for board questions. There would be a brief time between presenters to allow them to not "bump into each other" as they arrived/left. The HOA member will be invited to make a presentation by the Chair.

Ms. Belli stated that she would contact the Town of Parker Public Works to ascertain when the snowplow damage to the curb and gutters within the community would be completed. Ms. Belli asked the management company to obtain a price to add an additional dog waste bag holder (mounted on one of the two posts noted in baseball field discussion) to be installed in a convenient location within the community.

Ms. Hodge brought to the attention of the board that there are grants available from the Town of Parker to fund building and related landscaping projects within selected areas of the community, including the island that houses the RD's gazebo. Ms. Belli volunteered to follow up on obtaining information about applying for the grants and to lead the proposal development.

The Chair reviewed the drive-through log and directed the management company to send letters to all homeowners who were still in violation and are not going to be handled by the Chair.

Committee Reports

Communications: The Chair thanked Clay Hodge for her work on the newsletter that was well received by the homeowners. Ms. Hodge suggested the possibility of allowing advertising in the newsletter to offset the cost of its publication in the future. Timing of newsletters was discussed without conclusion; with every other month and quarterly discussed as possibilities.

Possible Topics for future newsletters

- ^ Baseball Field Schedule
- ^ Ads
- ^ Thanks to member who does newsletter layout

Landscaping: Since the last meeting, committee surveyed all parks and islands in the neighborhood and distributed to the board for review/input a document outlining various parks and common areas. The document will be used by the committee for planning purposes.

Minutes Approval

The January 10, 2011 meeting minutes were approved after noted corrections are made. In addition to corrections made during the meeting to list of committee members, corrections were noted in February 14 email from the Secretary to Ms. Fowler.

The Secretary asked Ms. Fowler if in the future SPM could provide minutes shortly after the meeting, rather than waiting for distribution with the next meetings packet. Ms. Fowler indicated that she would send them to the Secretary shortly after meeting for review/revisions, and that the revised minutes would be distributed to all board members with the packet for the next meeting. The board accepted this proposal by consensus.

Financials

The January 31, 2010 financials were approved as presented. The Chair reported that he will contact a specific delinquent homeowner a final time before the account is turned over to the HOA attorney for collection action.

Next Meeting

The next scheduled Board of Directors meeting will be held on March 14, 2011 in Monroe Hall at 7:00 pm. This will be a regular board meeting.

ADJOURNMENT

There being no further business to come before the Board, the Chair adjourned the meeting at 9:40 pm.

Submitted by,
Michael Roueche, HOA Secretary
Jean Fowler, Property Mgr.
Rowley Downs HOA

Draft: 2/23/11