

Meadow Vale Farm Community Association Board Meeting Minutes – January 19, 2015

Board Members Present:

Emily Stites, Scott Greenhalge, Mike Blossom, Peter Marshall, Bill Ewer

Board Members absent:

None

Guests:

Mike Easter, president, RMPM

1. Property Manager's Report

a. The financial report for December 2014 was reviewed. Income is over budget by \$228; expenses are under budget by \$17,686; past due accounts total \$7,142; current assets total \$265,941 with \$174,028 committed to reserves.

2. Treasurer's Report

Nothing new to report.

3. Architectural/Landscape Committee (Remember to submit requests before beginning projects)

Nothing new to report.

4. Public Relations/Welcoming Committee/ Community Activities

a. Thanks to Sara Marshall for organizing the neighborhood holiday lighting contest. Congratulations to the contest winners:

1st place – Thomas and Susan Blahak, 2385 Homestead Place

2nd place – Steven and Leianne Koch, 1959 Blue Mountain Road

3rd place – Mark and Wendy Quintana, 2068 Meadow Vale Road

5. Irrigation

a. A new irrigation sub-committee has been created and will begin meeting soon. The sub-committee members are Mike Blossom and Peter Marshall from Meadow Vale Farm HOA and Larry Schroeder and David Wolfer from The Elms HOA. Mike Blossom will chair the sub-committee. All projects requiring funds will be brought to the boards of both HOA's before proceeding. The first task will be to

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Mike Blossom	May-16	303-485-8286	Welcome/Irrigation
Bill Ewer	May-16	303-682-2769	Secretary
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develop a prioritized list of projects and timeline. Emphasis will be placed on projects that are required for system start-up in the spring. Please contact Mike Blossom if you are interested in being part of the sub-committee.

b. Supplemental water was requested on January 1, 2015 from St. Vrain/Left Hand Water Conservancy District and Longs Peak Water District. We received confirmation from both that our request was received and we are on the list for additional water if available.

c. Repairs are under way on two pumps that were removed in the fall. One pump is under warranty and one pump will be an expense shared by The Elms. Both pumps are on schedule to be re-installed in mid-March.

d. Mike Blossom attended the annual Oligarchy Ditch Company meeting on January 8. Repairs to flood damage on the upper Oligarchy ditch have been completed and share owners will get a special assessment for repair costs when final accounting is completed. MVF HOA owns 5.5 shares of the upper Oligarchy ditch. Some repairs remain to be completed on the lower Oligarchy ditch and the annual assessment was increased from \$120 to \$130 per share. MVF HOA owns 7.7 shares of the lower Oligarchy ditch. Irrigation water is expected to be available beginning mid-April.

6. Old/Unfinished Business

a. The board requested that RMPM complete the following tasks:

- Install the new stop sign at the southwest corner of MVR and MVR; order and install a new stop sign on the northwest corner of the same intersection that has been knocked down and is missing.
- Do an inspection drive-through of the neighborhood in January and provide the board with a list of potential covenant violations for consideration of follow-up notice to homeowners.
- Get two bids for updating several HOA operating policies that must be brought into compliance with state law.
- Send to the board a template for a contract and sole proprietor affidavit that we can use for individuals that do work for the HOA. The purpose of the new contracts and affidavit is to limit our liability and workman's compensation insurance risk.
- Implement a lock box for payables by March 1 to ensure timely payments.
- Immediately stop electronic payments for monthly RMPM services.

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- Provide monthly financial statements to the board by the 15th of each month. If financial statements will be late, RMPM needs to notify the board prior to the 15th of the month with an explanation and a new due date.
- Research and give the board an explanation for lack of timely response to communications from the board, property owners and realtors.
- Get access to a former Greenbriar computer (transferred to RMPM last July when it acquired Greenbriar's business) that contains MVF records and documents. RMPM has been locked out from access to this computer. We need confirmation of access to the computer and its contents.
- Investigate and resolve financial accounting/reporting that resulted in two new property owners getting billed for 2014 irrigation charges in error. The irrigation charges were incurred by the previous owners and should have been recovered by the title company during closing of the home sales in October and November.
- b. Dave Maciorowski is developing a new www.mvfhoa.org website that is expected to "go live" by the end of January.
- c. A motion was approved to obtain an HOA procurement (credit) card with a \$500 limit for board members to use for miscellaneous out-of-pocket expenses.
- d. Fire hydrant testing was completed by Distribution System Resources. Results were sent to Mountain View Fire Protection District and Left Hand Water District.
- e. Scott Greenhalge obtained and installed a new light fixture at the mail center.
- f. Tabled until a later date:
 - Removal of tree stumps near the mail center and planting new trees.
 - Committee for road repairs.
 - Negotiations with Left Hand Water District to take over responsibility for domestic water and fire hydrant lines.
 - MVF HOA events calendar.

7. New Business

- a. Discussed potential HOA liability associated with sledding on the hills on both sides of the entrance road near the mail center. The board determined that we need to post signs that prohibit sledding and signs near the upper irrigation pond that prohibit swimming in order to minimize our liability risk.
- b. Discussed development and content of an HOA newsletter in March.
- c. The HOA annual meeting is scheduled for Monday, May 4, 6:30 p.m. in the cafeteria at Mead High School.

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8. The board meeting briefly adjourned and re-convened at 9:20 p.m. to discuss unsatisfactory performance by our management company, Rocky Mountain Property Management (RMPM), and the option of changing management companies.

a. Unsatisfactory performance issues with RMPM include the following:

- Failure to respond or untimely response to inquiries by phone and/or e-mail to RMPM from board members, residents and realtors regarding HOA documents, property and financial issues.
- Failure to provide monthly financial reports when due.
- Failure to process invoices and pay vendors in a timely fashion.
- Incorrect HOA billing statements.
- Initiating electronic payment for its services without prior board approval.
- Failure to complete assigned projects in a timely fashion, i.e. installing a stop sign and monthly neighborhood drive-through inspections.
- Failure to provide title companies with correct and appropriate financial information regarding the closing of two properties sold in October and November, resulting in incorrect billings for irrigation system expenses to the new property owners.
- Inability to provide us with a permanent, dedicated representative to attend board meetings and be responsible for HOA issues and communications. The HOA has had three different RMPM representatives in seven months since RMPM took over property management in July 2014.
- Inability to access HOA records and documents contained on a computer transferred to RMPM by Greenbriar Property Management. RMPM says it has been locked out of the computer, the contents of which are the property of the HOA.

b. Board members Emily Stites, Mike Blossom and Bill Ewer met with two potential new property management companies in the previous week to assess the costs and benefits of changing management companies. A summary of those meetings was provided to the full board.

- PML Inc. of Longmont. Meeting on Jan. 14, 2015. Discussed HOA requirements and expectations and services provided by PML, which submitted a bid of \$792 per month for property management services.

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- Cornerstone Property Management of Frederick. Meeting on Jan. 19, 2015.

Discussed HOA requirements and expectations and services provided by Cornerstone, which submitted a bid of \$730 per month for property management services.

- The board also received a bid from MSI Management Specialists of Loveland for full service management of the HOA for \$1,000 per month. Board members did not meet with or interview representatives from MSI due to the higher bid.

c. Following discussion of the strengths and weaknesses of both PML and Cornerstone, and the confidence of board members in their ability to provide high quality service and benefit to the HOA, a motion was made and seconded to provide notice of contract cancellation to RMPM and to request a contract proposal from PML for property management services as soon as feasible and appropriate. The vote in favor was unanimous.

d. The board will prepare a contract cancellation notice to RMPM and review/discuss a contract proposal from PML before taking further action.

9. Next meeting

February 16, 2015, 7 p.m., at Panera Bread, 425 Ken Pratt Boulevard (Hwy 119).

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