

**STAPLETON ROWHOME ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**

**Date: May 21<sup>st</sup>, 2007**

**CALL TO ORDER**

The meeting was called to order at 6:22 p.m. For the meeting were the following:

- Ron Hammond, Laura Wang, Derrick Taylor- Homeowner Board Members
- MSI, LLC, Community Manager-Kelly Callaway
- Catherine Hawkins

**APPROVAL OF PREVIOUS MEETING MINUTES**

The March 19<sup>th</sup>, 2007 meeting minutes were unanimously approved as written

**OPEN FORUM**

Catherine Hawkins gave us an update on McStain Filings.

- 169 Stapleton Row Homes, filing number 2 and these row homes will have backyards and some with penthouses. The look is completely different than current row homes. They will start a new home owners association sometime around October.
- Our home owner's association: 153 rowhomes are already closed, 163 already annexed, and last 6 will be annexed in June for HOA fees.
- McStain has hired someone to help out Catherin her name is Betty Giagos. Both Betty and Catherine will able to answer our questions or concerns.
- Catherine provided maintenance manual to the board, which includes templates and also a CD. Discussed benefits of having a maintenance manual to keep track of when things needed to be done. Board members discussed and agreed it is a great idea and will have to table manual to another meeting.
- Warranties- there is an extensive list of warranties that need still to have work to be done. There are also several warranty walk through which the warranty has expired however the walk through has not been completed. Warranty walk through was set up for June 1<sup>st</sup> at 3pm. Kelly and/or Catherine will send out details to all those participating in walk through by the end of this week.

- Paseos
  - Lights- We are still waiting on a date from the contractor when the lights between the courtyard will be installed. Possible date to receive date from contractor May 22<sup>nd</sup>.
  - Address- McStain has hired a new brick contractor, so we are starting from scratch for the brick address. The contractor will have to come to site and take an estimate, and then schedule the work. Week of May 28<sup>th</sup> should have estimate on cost and time frame of when it will be completed
  - Perennials- Delay was originally with planter boxes they were on back order. When they finally came in it was winter. The boxes should be planted by the end of this week May 21<sup>st</sup>.
  - Benches- Benches again were back ordered. They are now in and should be installed by end of this week May 21<sup>st</sup>.

**Crooked Trees-** Derrick Taylor asked Catherine Hawkins if McStain was going to do anything about couple of trees growing crooked. One was planted crooked and the other one was hit by a car. Catherine stated that they will look at these trees doing the walk through and if needed McStain will replace the trees.

**Railings Being Painted-** Laura Wang asked Catherin Hawkins if she or Kelly Callaway new anything about painting railings on the Rowhomes. Laura stated that she was told her Rowhome's railings were to be painted and that was several weeks ago and nothing has been painted. Laura also commented that her railings are already rusting. Catherine nor Kelly were aware of this area having painting done, it was another area down the street that was being painted. Both Kelly and Catherin were going to look into if Laura's Rowhomes railings were to be painted, and if not look at them during the warranty walk through.

**Damaged Siding:** Ron Hammond reported broken siding on his row home and one across the street. Decided it will be looked at during walk through warranty.

## **MANAGER'S REPORT**

**Financials** - The Board unanimously approved the Financials for the following previous months.

**Delinquencies** - The Community Manager reviewed the Legal Status Reports. All collection accounts are processed in accordance with the Stapleton Rowhomes Collection Policy.

## OLD BUSINESS

**Doggie Waste:** Still an on going problem with the dog waste and discussed option of trash cans. The area discussed for installation of additional trash cans is in the master community area. Kevin the master community manager has not responded as of yet to Kelly's emails regarding this. Kelly has a book of prices for trash cans. Board memebers decided that Kelly will email all other associations in the area and see if they are also interested in this subject. If yes, then at least one member from all the associations will be present at the next master community meeting to voice their opinion on the matter.

**Storm Doors:** Letters were sent to the two people with the non-compliant storm doors end of April stating they had to come into compliance by May 31<sup>st</sup>. They will not have to submit to the design committee if they comply or they can challenge us. So far, we do not have any response from either party. If we do not here from them by May 31<sup>st</sup>, then Kelly will send then another letter with a fine.

**Geese-Damage to Turf:** It appears that geese have not been much of a problem since the snow has melted

## NEW BUSINESS

**Back Flow Units:** Kelly had received prices from other vendors for prices on backflow units. The costs for the units were the same since they all order from the same warehouse. The only cost difference between companies for the backflow units was in the labor and it was minuscule. Plus All Seasons was not willing to work on backflow units or complete systems that they did not install felt there was a liability issue. It was decided to file an insurance claim which included a police report, and the association will only have to pay the deductible of \$1000.

**Sod:** Damaged Sod with sink holes some from Excel and some from Denver Water. Sink holes have already been filled and sod will be delivered May 22<sup>nd</sup>. Cost \$135 for sod, \$60 for soil, and \$150 for labor. Discussion on whether we should change sprinklers, pay someone to manual water sod, or have home owners responsible. It was decided to change sprinklers to come on more frequently and for shorter periods of time where new sod was planted. Notice will be sent out to all home owners of the changes in sprinklers.

**Grounds Complaint:** 25<sup>th</sup> Ave tuck under complaining of not enough mulch and dead plants. Every June, as board members will do this year, will walk through and look at mulch and dead plants and determine which ones need replacing and which ones will not be replaced. During this walk through will walk by this house and then report back to this homeowner.

**Paseo Water Re-imbusement Complaint:** Complaint to Kelly Callaway regarding not fair that association takes her money for the whole year and uses it for whatever and then sends her a check at the end of the year. Discussion was had that this was disclosed to homeowner at time of closing that this is how the water would be handled. We discussed that we cannot change anything regarding the charges till the new budge comes out, since it has already been budgeted this way. Kelly brought up the point that this is similar to how Excel does the electricity program to help budget for regular monthly bills. A side not from this is that in order to read the water meter for the Paseo the association needs a phone line. This line is not an active phone line, it is only used to transmit electronic data.

**Completion of Work:** Discussed on how we know that when a work order is completed, question was asked if anyone inspected the work to ensure it was done properly, and actually done. Kelly and Catherine state they constantly do look to ensure the contractors have done the work, but it wouldn't hurt to have another set of eyes. Derrick Taylor volunteered to do this. Kelly will email Derrick a list from last to present and see how it looks.

**Meter/Sprinklers Broken:** The vacuum breaker is broken on Xenia so therefore the sprinkling system is not up and running yet. Also a meter is leaking on 29<sup>th</sup> Ave 8101 between Unita and Central Park. Kelly has called Denver water twice without a date of when it will be fixed. Kelly has this documented and will be keeping note of grass, cause sprinkler system cannot be turned on in this area. Kelly will place follow up call May 22<sup>nd</sup>.

**Investing in CDs:** Instead of keeping the reserve money in savings account a suggestion was made to put it into a CD for 3 month increments and keep some out as liquid money. A motion was made to do this Ron Hammond first motion and Derrick Taylor seconded it. Kelly will move money into CDs and have Smith Barney come to next meeting for free financial advice on how best to invest the money instead of keeping it in a savings account. Kelly will contact Smith Barney for next meeting.

**Reviewing Insurance Companies:** We have received two quotes for insurance one from our current company Talty and another one from Lockton. Kelly sent all board members copy of the policy. We ran out of time at meeting to fully discuss both polices, however Kelly stated Lockton had significant more coverage and was cheaper. All board member will review policies and vote via email, which one he/she likes better.

**CC letters by mail for delinquencies:** Derrick Taylor asked if we could have a copy of the delinquency letters sent to one of the board members house the same time it is sent to the residents that are delinquent. This way we would have proof that the letter was sent out and could state to the delinquents that we had received the letter, so we know they also would have received their letter. Also this would be a good way to track when delinquents received their letters. Kelly stated she would look into this and see if this would be possible.

#### **FUTURE MEETING DATE**

July at 6:00 p.m.- Panera Bread

#### **ADJOURNMENT**

Meeting was adjourned at 8:45 p.m.