

# **BURNING TREE RANCH HOMEOWNERS ASSOCIATION**

## **Board of Directors Meeting**

**October 17, 2012**

### **Opening:**

The regular board meeting of the Burning Tree Ranch Homeowners Association (BTRHOA) was called to order by Judy Wilson at 6:39 PM on October 17, 2012 at the home of Don and Judy Wilson. Debbie Quella took the minutes for this meeting.

Carol Alexander was introduced as a new board member. Louise Leone was introduced and welcomed as a guest.

### **Present:**

Present were: Judy Wilson, Carol Alexander, Debbie Quella, Kirby Ross, and Joanne Sisteck. Guest: Louise Leone.

**Excused:** JoAnna Halda

### **Agenda**

Items On the Agenda: Approve minutes from last Board meeting and the Annual meeting; President's Report, Treasurer's Report; Committee/Project Reports and Board Assignments, Old Business, New Business, and New Board Member Orientation.

### **Approval of Minutes**

**Joanne Sisteck motioned to approve the minutes of the August 14, 2012 BTRHOA Board, as corrected from the draft. Judy Wilson seconded and the motion carried unanimously.**

The Board reviewed and made minor revisions to the draft minutes of the BTRHOA Annual Meeting held on September 19, 2012.

**Judy Wilson moved to approve the revised minutes from the 2012 Annual Meeting. Joanna Sisteck seconded and the motion carried unanimously.**

### **President's Report**

Judy thanked the Board for their service during 2012.

### **Treasurer's Report**

Kirby Ross summarized the proposed budget for 2013. He noted there will be an expense to pay the attorney for preparing a legal opinion letter regarding applicability of the HOA law to the Burning Tree Ranch HOA.

**Judy Wilson motioned to approve the budget for 2013. Joanna Sistik seconded and the motion carried unanimously.**

Kirby Ross advised that he will present September's Treasurer's Report at the November Board meeting.

### **Committee/Project Reports and Board Assignments**

Hospitality: The Holiday party will be held at the Vater's residence on December 8, 2012. The Hospitality Committee will organize this event.

Trash Bash 2012: Nothing new to report.

Adopt-a-Road: This event was held on October 13 from 10:00 am to 12:00 noon. Filled bags, which are located by the street in front of the Halda's residence, still need to be picked up.

Architectural and Environmental Control Committee: Nothing new to report.

Fire Mitigation: Nothing new to report.

Well Adjudication: Nothing new to report.

Community Planning/Zoning: Two Douglas County eReferrals were reviewed – no BTRHOA response was warranted. See New Business regarding Franktown Village Development.

### **Old Business**

Covenants: Judy recommended that the Board offer two or three dates for residents to sign the amended covenants, coordinating with Dale to provide Notary. Debbie offered to contact Dale and organize these meetings.

Corporate Documents: Kirby will set up the meeting with the attorney to follow-up on the preparation of an opinion letter advising whether the BTRHOA is or is not subject to the provisions of the state's Common Property law.

Directory: Kirby provided Joanne Sistik with the 2013 version of the plot map. Joanne will print them and they will be mailed with the 2013 dues invoices.

### **New Business**

Selection of Officers of the Board: The Board discussed position duties.

**Judy Wilson motioned, Kirby Ross seconded, and the Board unanimously approved the following selections for the 2013 term:**

**Debbie Quella, President**

**Carol Alexander, Vice President**

**JoAnna Halda, Vice President**

**Kirby Ross, Treasurer**

**Joanne Sistek, Secretary**

Committees: Judy advised that new chairs must be selected for each Committee.

Hospitality Committee: Joanna Sistek offered to chair this committee. The primary activities handled by this committee include the Holiday party, meet and greet new residents, and assist with the Trash Bash/Annual Picnic, Neighborhood Clean-up and other events. Judy said she would be involved in organizing the Holiday party this year.

Trash Bash/Annual Picnic: JoAnna Halda will be approached about chairing this event. Don Christ has historically ordered the trash dumpsters, and Committee members and volunteers assist with monitoring the dumpsters and helping with the picnic.

Neighborhood Clean-up/Adopt-A-Road: JoAnna Halda was recommended to chair this Douglas County sponsored event.

Architectural/Environmental Control Committee: Kirby Ross offered to chair this committee. JoAnna Halda has historically served on this committee.

Fire Mitigation: Debbie Quella volunteered to chair this committee. Judy Wilson offered to serve on this committee and offer her experience and expertise. The CWPP will need to be updated, and future grants solicited.

Community Planning and Zoning/Commissioners Hearings: Carol Alexander offered to chair this committee. Judy Wilson will provide Carol Alexander with the information for contacting the county to change the contact for eReferral notification.

Well Adjudication: Curtiss Wonsik will continue to manage the process.

Website: Dale Goulette will continue as webmaster.

Other Projects:

Policies and Procedures: The Board will need to re-visit the Policies and Procedures during 2013, noting that they provide good guidelines for handling complaints. As

requested at the annual meeting, a section on the procedure for recommending changes to the BTR Covenants needs to be added.

(Other projects may include:)

- 1) contacting the county about culverts and correcting the Burning Tree/Burnt Oak Drive sign.
- 2) The proposed re-zoning for Franktown Village Planned Development of 106 acres in Franktown (ZR2012-008). The property is not currently zoned for commercial or high density residential – it's currently zoned Agricultural/Rural Residential. The proposed 365 dwellings would be placed on 83 of the acres, with 181,240 square feet allocated for non-residential use. Water and sewer will be big issues. Contact other HOA's and the Franktown Citizens Coalition. This item was carried over for the November Meeting. An overview handout was provided for board review prior to the meeting.

### **New Board Orientation**

Carol Alexander was provided with a Board Notebook containing BTRHOA documents and information on Board business with a brief explanation of each section.

### **Assignments:**

Debbie: Contact Dale to coordinate and organize three meeting times and places for collecting signatures for the amended covenants. Call JoAnna to advise of the next meeting date and ask if she can host the meeting, then send a confirmation e-mail with meeting agenda to the Board. Prepare the document that provides benefits of being HOA members and send to Kirby to mail with the 2013 dues invoices. Prepare county work orders for the two culvert areas identified as safety issues at the Adopt A Road and for the erroneous sign at the corner of Burning Tree and Burning Oak Drives.

Jo Anna: No new assignments.

Kirby: Put together September's Treasurer's Report. Update the dues invoice for 2013 and mail with the benefits letter and the 2013 directory. Arrange a meeting with the attorney who will provide the opinion letter.

Judy: Work with the Hospitality Committee to coordinate the Holiday party. Work with Carol to transfer the contact name with the county so that Carol will receive county eReferral mailings.

Joanne: Print the Directory and provide to Kirby to mail with the dues invoice.

Carol: Contact the county web site to sign up for notices to meetings, hearings, and items of interest to monitor events affecting BTR. Work with Judy on accessing and responding to eReferrals.

ALL: Review the handout on the Franktown Village Planned Development project.

**Next Meeting date and place:** The next meeting of the Board will be held at 7:00 on Tuesday, November 13, 2012 at JoAnna Halda's home.

### **Adjournment**

**A motion was made by Judy Wilson to adjourn the meeting at 9:19 p.m. It was seconded by Joanne Sistik, and carried unanimously.**

Minutes submitted by:

Debbie Quella, BTRHOA Secretary

Approved by: