

# **BURNING TREE RANCH HOMEOWNERS ASSOCIATION**

## **Board of Directors Meeting**

**October 22, 2013**

### **Opening:**

The regular board meeting of the Burning Tree Ranch Homeowners Association (BTRHOA) was called to order by Debra Quella at 7:15 PM on, October 22, 2013 at the home of JoAnna and Chuck Halda. Joanne Sistek took the minutes for this meeting.

### **Present:**

Present were: Joanne Sistek, JoAnna Halda, Debbie Quella, and Carol Alexander

Excused: Kirby Ross

### **Agenda**

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

### **Approval of Minutes**

Carol Alexander motioned to approve the minutes of the August 13, 2013 BTRHOA Board meeting. Joanne Sistek seconded and the motion carried unanimously.

### **President's Report:**

Debbie advised that the Douglas County Traffic Department said that the newly-erected pole with a solar panel mounted on it which is located in the right-of-way on the north side of Burning Tree Drive appears to be owned by Black Hills Energy, and is thought to be a wireless receiver. The county is continuing to investigate whether Black Hills Energy obtained a permit to erect the pole in the right of way.

Debbie said she had received one complaint and one inquiry from residents. The complaint concerned offensive barking at one resident's home. The Board approved the draft of the letter Debbie prepared to send to the owners of the dogs. The inquiry concerned the lack of a culvert under a newly-paved driveway which was originally built a year ago. Debbie followed up with the County, who sent an employee to the residential site to assess water flow. It was the County's conclusion that no culvert is required under the driveway, since the ground has been engineered to cause water to flow away from any structures.

Pursuant to a request from one homeowner, Debbie prepared a letter advising that the homeowner is in good standing with the HOA.

The Board discussed and agreed that the content of all communications sent out on behalf of the HOA to BTR residents should be agreed upon by a majority of the Board prior to distribution.

### **Treasurer's Report**

Treasurer, Kirby, was excused from this meeting, and thus not available to present the Treasurer reports for May, June, July and August that he had previously forwarded for Board review.

**Carol made a motion to approve the Treasury reports for May, June, July and August 2013. JoAnna seconded the motion.**

**Hospitality:** Pat Moore volunteered to host the 2013 BTR Holiday Party, which will be held on Sunday, December 15, 2013, between 4:00 and 8:00 pm. Pat respectfully requested that no children under 14 be allowed to attend this year's party at her home. The Hospitality Committee will be convened to plan and organize this event, and to help Pat with decorating, and setting up and cleaning up prior to and following the party.

**Neighborhood Clean-Up / Adopt-a-Road:** Debbie thanked JoAnna for coordinating this event and opening her barn to the ten or so residents who participated in the neighborhood clean-up this year. Participants enjoyed the fresh air, and found the clean-up to be pretty easy this year, as the neighborhood had a relatively small amount of litter. The county will pick up the bags of trash the volunteers left at the Halda's for removal.

**Architectural and Environmental Control Committee:** The tree saplings at the intersection of Burning Tree Drive and Burnt Oak Drive were trimmed, limbed up and the slash was picked up and removed. Slash located in the right of way on Burning Tree Drive in front of residences located in Kelty Farms was finally removed by the County, accomplished in part by a prompting from the BTR Board to Kelty Farms Board members.

**Fire Mitigation:** Nothing new to report. We will talk about our goals for fire mitigation next year.

**Well Adjudication:** Nothing new to report.

**Community Planning/Zoning:** Debbie advised that she phoned the County about the recycle business located in Franktown. She learned from the Zoning Department that the site where the business is located is not zoned for that type of business, and that the property owner has been sent three notices of violation, with the most recent notice sent just two weeks before Debbie's call. They advised that the business had to be vacated by the end of October, or the owner would face penalties for non-compliance, including fines.

### **Old Business**

Covenants: The Board decided that the signing of the covenants should be done no later than the end of the year. Debbie will assign lot numbers for each Board member and it will be up to each Board member to schedule and coordinate signings with their assigned lot owners and a notary who can witness the signatures. Debbie will prepare a communication to be e-mailed to residents advising them of this effort, and attaching the proposed revised covenants with tracked changes that were distributed last year, to refresh their memories as to the proposed changes.

Opinion Letter:—Kirby was excused from this meeting, but said will provide the Board with the opinion letter he said he obtained from the attorney.

### **New Business**

Update the website. Dale and Debbie will be meeting separately to discuss updating the website. On going

The Board will discuss when we will send out the letter and invoice for this year's HOA dues.

Board members will reach out to residents who may be interested in serving on the Board.

### **Assignments:**

Debbie: Mail letter to resident about barking dogs. Draft and ask webmaster to distribute e-mails regarding 2013 Holiday Party and proposed covenant amendments. Finalize changes to Policies and Procedures and distribute to Board members.

All: Get signatures for covenants and deliver directories to your prospective group of residents. Reach out to residents who might be interested in volunteering to serve on the Board.

JoAnna: No new assignments

Joanne: Convene the Hospitality Committee to plan the Holiday Party.

Carol: Find out the web address for the website established by the Developer of the proposed Franktown development.

Kirby: Provide the Board with the attorney opinion letter.

**Next Meeting date and place:** The next meeting of the Board will be held at a time and date to be November 19, 2013 at 7:00 pm at JoAnna Halda's residence.

### **Adjournment**

**A motion was made by Joanne Sitek to adjourn the meeting at 9:50 p.m. It was seconded by Debra Quella, and carried unanimously.**

Minutes submitted by:

Joanne Sistik, BTRHOA Secretary

Approved by: