

BURNING TREE RANCH HOMEOWNERS ASSOCIATION

Board of Directors Meeting

November 19, 2013

Opening:

The regular board meeting of the Burning Tree Ranch Homeowners Association (BTRHOA) was called to order by Debra Quella at 7:06 PM on, November 19, 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, Carol Alexander, and Mark Winkler

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

Joanne SisteK motioned to approve the minutes of the October 22, 2013 BTRHOA Board meeting. Carol Alexander seconded, and the motion was carried unanimously.

President's Report:

Appointment to the Board: Debbie thanked Mark Winkler for attending the meeting, and for volunteering to serve on the HOA Board, and offering to serve in the capacity of Treasurer.

Debra Quella motioned to officially appoint Mark Winkler to serve on the BTRHOA Board of Directors. Carol seconded and the motion was carried unanimously.

Election of Officers: The Board filled the officer positions through the following elections:

Debra made a motion to nominate JoAnna Halda and Carol Alexander to continue serving as Vice Presidents to the board. Joanne SisteK seconded and the motion was carried unanimously.

Debra Quella motioned to select Joanne SisteK to continue serving in her capacity as Secretary to the board. JoAnna Halda seconded, and the motion was carried unanimously.

Debra made a motion to elect Mark Winkler to serve as Treasurer of the Board. Carol Alexander seconded and the motion carried unanimously.

Joanne SisteK motioned to elect Debra Quella to continue as President of the board. JoAnna Halda seconded and the motion was carried unanimously.

Barking Dog Complaint: Debra advised that in response to the complaint letter received by the Board, she sent the letter reviewed by the Board in its last meeting to the lot owner about whose dogs the complaint was filed.

Renewal of Secretary of State: Joanne SisteK filed the appropriate renewal paperwork and paid the fee to renew the HOA's corporate status.

Treasurer's Report

The Board reviewed the September and October Treasurer's Reports Kirby Ross e-mailed to Board members prior to the meeting.

Joanne SisteK motioned to approve the September Treasurer's report, JoAnna Halda seconded, and the motion carried unanimously.

Carol Alexander motioned to approve the October Treasurer's report. Debra Quella seconded the motion, and it passed unanimously.

Debra recommended that Mark Winkler contact Kirby Ross regarding the hand-off of Treasurer duties, and to arrange a time to meet at the bank to update the signature cards and obtain the key to the HOA post office box.

Hospitality: As Chair of the Hospitality Committee, Joanne SisteK will contact committee members to plan the menu for the Christmas Party and pick a date to purchase the food and supplies. She will also contact Pat Moore to offer assistance with cleaning and/or decorating, and to coordinate dates and times for dropping off food. Debbie said Pat would not require table decorations, but that the HOA will need to supply the dinnerware and napkins. Debbie advised that the invitation for the Christmas party has been e-mailed to all residents, and that she will put the sign up by the BTR entry rock a week prior to the party.

Neighborhood Clean-Up / Adopt-a-Road: Nothing to report.

Architectural and Environmental Control Committee: JoAnna Halda advised that she received a call from a resident who is planning on replacing his deck and had inquired whether there were any requirements to obtain approval from the Architectural and Environmental Control Committee prior to commencing the project. JoAnna told the owner that no review or approval is required since it is replacing an existing deck in

its original foot print. JoAnna did recommend, however, that the homeowner check the county code to ensure that the new deck meets current Douglas County code specifications.

Debbie advised that according to Douglas County's on-line records, no permit has been obtained for the construction of the bicycle track on one of BTR's resident's property. Therefore, the Board discussed and agreed that it should send a letter to the homeowner, reminding them that the Board's approval of their project was in part contingent upon their obtaining a permit from the county for the project, and that unless the homeowner can produce the permit, the Architectural and Environment Control Committee will withdraw its approval of the project.

Fire Mitigation: Nothing new to report.

Well Adjudication: Nothing new to report.

Community Planning/Zoning: Debra provided the Board with Mike Mullinnix's update on the proposed Franktown development. The Franktown's Citizen's Coalition has been officially re-convened and one meeting has been held. They expect the developers will be sending the county its revised plan around the end of 2013, and that it may not be until later in the first quarter of 2014 before public hearings will occur. Mike will keep the Board posted on any updates.

Old Business

Covenants: Debra advised that she received an inquiry from a property owner regarding the proposed change to the language regarding the bridle path between lots 60 and 68, and their concern about staking the boundaries of the bridle path, which would be within 15 feet of their home. The Board discussed this, but will not be making changes to the proposed amended language, but agreed to talk to the homeowner first, should there ever be a proposal to stake the boundaries of that bridle path.

With respect to covenant signing, Debra, Carol and Joanne Sisteck will make their best effort to finishing soliciting signatures approving the amended covenants by the end of the year, and will ask Dale to bring his notary seal to the Holiday party, in the event signatures can be obtained there.

Opinion Letter: Debra will follow-up with Kirby Ross to obtain the opinion letter he has requested from an attorney regarding the applicability of the CCIOA to BTR.

Newsletter: Deb asked for ideas for the next quarterly letter. She will include write-ups on the Holiday party, an update on the proposed Franktown development, election of Board officers and welcome to Mark. Carol suggested that Mark be our Featured Board member. Mark will provide Debbie with a brief, one-paragraph write-up. It was also suggested the newsletter include a brief discussion about placing ads on the website.

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

New Business

2014 Dues Invoicing: The Board discussed sending invoices out in January. Debbie will update the member benefits communication, and forward it to Board members for their review, along with a proposed invoice, which includes space for homeowners to volunteer for serving on committees.

Website ads: We received a request from a non-resident to put an ad on our website. Debra recommended a date be placed on each ad as a record date of origination, and that each ad be reviewed after running for six months, at which time the ad will be reviewed for renewal or removal.

Debra also made a motion to permit businesses outside the subdivision and non-BTRHOA members to place Board-approved ads on the website for six months for a nominal fee of \$15 (which will cover administrative and monitoring costs); Burning Tree Ranch HOA members in good standing may place ads at no charge. Joanne Sistik seconded the motion. The motion was carried unanimously.

Assignments:

Debra, Carol and Joanne Sistik: Get signatures for covenants and deliver directories to your prospective group of residents

Deb: Put sign up about Holiday Party one week prior to the event. Write the quarterly newsletter. Update the member benefits letter and invoice, and route to board members for their review. Follow up with Kirby about the attorney opinion letter.

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

Kirby: Provide Debbie with the attorney opinion letter.

Mark: Contact Kirby to arrange a Treasurer's hand-off meeting, including changing signature cards at Wells Fargo, and obtaining the HOA PO box key. Write a one-paragraph bio and send to Debbie to include with the next newsletter.

Joanne Sistik: Convene a meeting of the Hospitality committee to plan the BTR Holiday Party. Print out a copy of the Secretary of State corporate renewal and place it in the BTRHOA file. Let Mark Winkler know the fee for re-filing.

Next Meeting date and place: The next meeting of the Board will be held on January 21, 2014 at 7pm at JoAnna Halda's residence.

Adjournment

A motion was made by Debra Quella to adjourn the meeting at 9:54 p.m. It was seconded by JoAnna Halda, and carried unanimously.

Minutes submitted by:

Joanne Sistik, BTRHOA Secretary

Approved by: