

# BURNING TREE RANCH HOMEOWNERS ASSOCIATION

## Board of Directors Meeting

April 19, 2016

### Opening:

The regular board meeting of the Burning Tree Ranch Homeowners Association (BTRHOA) was called to order by Carol at 7:10 PM on April 19, 2016 at the home of Len and Joanne Sistik. Joanne took the minutes for this meeting.

### Attendee's:

Present were: Carol Alexander, Debbie Quella, Joanne Sistik, and Mark Winkler.

### Agenda:

Items on the Agenda: Approve minutes from special meeting on March 10<sup>th</sup> and regular meeting on 22<sup>nd</sup>, President's Report, Treasurer's Report; Committee/Project Reports, Old Business, and New Business.

### Approval of Minutes:

The minutes of March 10, 2016 Special meeting were reviewed.

**Revisions were made to March 10<sup>th</sup> minutes. Debbie motioned to approve the minutes with corrections. Carol seconded, and the motion was carried unanimously. The corrected version will be sent out to the Board.**

The minutes of March 22, 2016 were reviewed.

**Debbie motioned to approve the minutes of March 22, 2016. Mark seconded, and the motion was carried unanimously.**

### President's Report:

Carol sent a letter to a realtor representing potential buyers of a property for sale in Burning Tree Ranch that specifically addressed questions on animals allowed and not allowed, and she also mentioned the proposed amendment on chickens.

Carol drafted a letter to residents on the forthcoming amendments.

**The Board appointed Tamara to fulfill JoAnna Halda's remaining term on the Board. Debbie motioned to approve and Joanne seconded. The motion was carried unanimously.**

### Treasurer's Report:

Mark reviewed the March, 2016 treasurer's report.

**Carol motioned to approve the March 22, 2016 Treasury Report. Joanne Seconded and the motion was carried unanimously,**

**Dues summary report: Mark reported that we now have 36 dues paying residents.**

#### **Committee Project Reports:**

**Members of the Architectural Committee made final recommendations on the wording of their amendment regarding the number of out-buildings allowed in BTR, which the Board accepted. Debbie worked further with Tamara on the wording of Chicken amendment. Board members agreed to remove the Douglas County resolution from the amendment. Debbie will make necessary changes to Carol's draft letter and the amendment signature pages based on decisions at this meeting.**

**Time frame for collecting signatures on the amendments was discussed. The pros and cons of trying a mail-in ballot process were discussed. Board members ultimately agreed to allow homeowners to vote by mail-in ballots, which will be included in the letter being sent to all lot owners. A return pre-paid postage envelope will also be included in the mailing. The deadline for mailing the ballots back to the HOA Board of Directors was set for May 13, 2016. If enough votes (delineated by the covenants) are not received by the mail-in process to determine the outcome status of the amendments, then champions will be designated to call upon homeowners to follow-up on the amendment process. Lot owners are given the opportunity to approve, oppose, or abstain relative to voting on the proposed amendments.**

**In summary, the letter to lot owners needs to be revised to incorporate the minor changes approved relative to the architectural and chicken hen amendments. Furthermore, the Board will include signature pages that facilitate a mail-in voting process versus having representatives contact residents at their homes. Follow-up to homeowners will occur only if enough mail-in votes do not occur to clearly determine the outcome status of the amendments.**

**The Board motioned to include the actual signature pages for approving the 2 amendments with the letter to residents outlining the changes to the amendments. Debbie motioned and Mark seconded and the motion was carried unanimously.**

**Architectural Committee—Recommended final wording on amendment pertaining to number of out-buildings allowed in BTR (see above section).**

**Hospitality—Leslie Hill has volunteered to serve on hospitality committee.**

**Trash Bash/Swap Meet/Picnic— Event will be held June 4, 2016. JoAnna Halda agreed to host the accompanying social event. Note: Some discussion occurred about holding an early evening event; so that resources were not divided between staffing the**

trash bins and preparing for a luncheon picnic. It was felt that everyone might enjoy a social event at the end of the day more than in the middle of the day. Mark will call to secure a vendor for the trash bins. He will also work on staffing assignments for assisting residents at the bins. The Hospitality Committee will make arrangements for the social event. Board members suggested the possibility of foods that do not require grilling, such as pulled pork sandwiches/barbequed ribs. Publicity about the event needs to be very clear about residents being dues paying members so that any potential misunderstandings can be prevented.

**Neighborhood Clean-up/Adopt-a-Road—Debbie signed and mailed agreement.**

**Fire Mitigation: Status of CWPP—Deb met with Kristen Garrison and the project is moving forward.**

**Well Adjudication—no report**

**Community Planning, Zoning, Commissioners Hearings—no report**

### **Old Business**

Len Sitek is willing to contact the Douglas Co. Rural Water Authority Board and submit his name as a possible person to fill a vacant Director position. He needs contact information.

Signature page for the revised P&P for BTRHOA were signed by Board President and Secretary.

**New Business: None**

### **Assignments:**

Carol. Send Joanne the original letter from the Rural Water Authority for Len. Support Debbie with changes to letter to lot homeowners regarding amendments. Note: Carol is absent for last week in April and first week in May; therefore, Debbie will be assuming responsibilities for the President during that time period.

Debbie: Send newsletter to Dale for distribution, along with any email addresses for new residents. Update P&P section 4 on official document and attach new signed cover sheets. Finalize changes to amendments on voting signature pages and modify letter to lot owners. Work with Joanne to get information mailed to all residents. Call JoAnna for names of trash companies and forward data to Mark. Send Sitek last couple of water authority newsletters to share with her husband. Call Tamara to update her on chicken amendment. Ask if we may hold 5/11 board meeting at her house. Clarify with JoAnna if she is fine with evening social event versus picnic luncheon associated with June 4<sup>th</sup> Trash Bash. Work with Board members to get final signatures for original fifth amendment.

Joanne: Follow up with Denise Winkler and Leslie Hill on hospitality orientation session. Have Len contact Rural Water Authority and tell them his HOA endorsed him to explore

submitting his name/credentials for the open Director position. Convene Hospitality committee regarding menu for trash bash. (Address resources such as tables, drinks, paper products, coolers, ice, grill, if necessary). Print out labels for mailing and return envelopes address associated with letter to lot owners regarding proposed amendments.

Mark: Get 10 signatures for final changes to amendment proposed by architectural committee. Procure a trash company and scheduling staffing of trash bins for the Trash Bash.

**Next Meeting date and place:**

The next meeting will be Wednesday May 11, 2016 at 7:00 pm. Verify with Tamara if we can have the meeting at her house. Announcement as to location of meeting will be forthcoming with agenda.

**Adjournment:**

Mark motioned to adjourn the meeting at 10:00 pm. Deb seconded the motion. It was carried unanimously.

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