

BURNING TREE RANCH HOMEOWNER'S ASSOCIATION

Board of Director's Meeting

April 20, 2017

Opening:

The regular board meeting of Burning Tree Ranch Homeowner's Association (BTRHOA) was called to order by Carol Alexander at 6:45 p.m. on April 20, 2017 at the home of Joanne Sistek. Tamara took the minutes for this meeting.

Attendees:

Present: Carol Alexander, Sylvia Andrus, Tamara Thiess, Joanne Sistek, and Debbie Quella.

Agenda:

Approval of minutes, President's report, committee/project reports and board assignments, old business, new business

Meeting Minutes

Minutes from the March 16, 2017 Board Meeting:

The minutes of the March 16, 2017 meeting of the Board of Directors were approved as written via the motion below:

Debbie made a motion to approve the March 16, 2017 minutes; and Sylvia seconded the motion. The motion was carried unanimously.

Minutes from the September 2016 Annual Meeting:

The finalized minutes of the September 2016 annual meeting were sent to Board members today. In order for members to have adequate time to thoroughly review the minutes, a decision was made to have the Board of Directors review the annual meeting minutes within next two weeks and email Carol with needed changes and/or approval of existing document.

President's Report:

Carol received some feedback from attendees at the annual meeting about limiting the number of guest speakers or time allocated to them for educational purposes or to schedule them after the business portion of the agenda. Participants want more time for group discussion of agenda items, along with an open question and answer period. Discussed rationale for putting guest

speakers first—since, they are giving up personal time to educate our HOA members, we don't want to have to make them sit through our entire meeting. But, we definitely need to limit amount of time devoted to educational endeavors; so, total meeting time for business and educational purposes is reasonable. The allowance of time for open dialogue among HOA members is imperative.

Carol shared that Len Sitek is willing to serve as Chair of the ARC. He wants to serve for just a year. Carol is willing to work with that time limitation; and so is the rest of the HOA Board. Carol is drafting an email to him confirming his acceptance of the position and clarifying responsibilities. She will get communication out to him in near future. She will also correspond with members of the ARC committee. Sylvia has received annual dues from several people interested in serving on the ARC Committee. Carol will include them in her communication. Homeowners interested in serving on committees were discussed. Joanne will type up a spreadsheet detailing which committees HOA members are interested in serving upon.

Carol reviewed a draft of a cover letter to homeowners regarding current Covenants, ARC Guidelines, HOA P&P, etc. Debbie will give Carol correct wording for the first paragraph regarding covenants and amendments. Sylvia suggested strengthening the sentence in the first paragraph to read along the lines of, "These covenants apply to every homeowner [regardless of whether HOA fees are paid] in the community.". The suggestion was made to remove sentence in fourth paragraph regarding, "A copy of the invoice is included..." Instead, this information will be added to the Spring Newsletter. Meanwhile, Joanne will send out a second notice to owners who have not paid their dues yet, Sylvia will provide her with a list of names. Since we are including copies of the revised Covenant documents, ARC guidelines and HOA policies and procedures, Debbie asked if it would make sense to provide all of these documents to homeowners in a folder/binder with dividers? Maybe add the CWPP to it as soon as it is finalized. The goal is to have these ready to distribute to homeowners on May 6th at the Adopt-A-Road cleanup. It was agreed to not print documents as two sided rather keep them single pages and three hole punched., so if there is a change to one page, it can be easily removed and replaced.

Carol sent information to the board and homeowners via email regarding the FVDP. If definite information is known about a scheduled hearing date for the FVDP, she could also include that data in her cover letter.

Treasurer's Report:

In March, 22 dues were received. Mike Mullinnix, Mary Rouse (good at organizing schedules), Dale Goulette, Kolshak are all interested in serving on Trash Bash Committee. Sylvia will send a copy of the March 2017 Treasurer's report to board members via email.

Joanne made a motion to approve the March Treasurer's report, Debbie seconded the motion. The motion was carried unanimously.

Committee/Projects Reports and Board Assignments:

Adopt-A Road: Joanne created the flier for the Adopt-A-Road Event and will send it out. Joanne will bring refreshments (donuts and coffee), plates, cups, napkins. Debbie will get the vests and bags out of Lot #60's barn and one of the tables for refreshments. Debbie will ask Douglas County if they provide gloves. Carol will bring cold bottled water for participants.

Trash Bash: Deliver bins by Friday evening before and pick up on Monday morning. Tamara is to call and gets bids and schedule delivery of bins. She will get the flier ready and send it to board members for approval. The next item would be scheduling of who will be on shift to help organize and supervise the trash bins. June 3rd, 8am – 4pm is the date of the Trash Bash.

ARC: Carol reviewed the current projects pending for ARC follow-up. She also has a list of new homeowners interested in serving on the committee.

Fire Mitigation: Debbie sent out an email this week to board members with an update regarding the status of the CWPP. Debbie followed up with Meg Halford at CSFS (Colorado State Forestry Service) about the needs of our community regarding the CWPP, requirements, timelines, etc.

Franktown Village Project: Current documents have been submitted by developers to appropriate authorities in Douglas County relative to FVDP. There is a tentative May 15th hearing date scheduled with county planning commissioners on this project. We should know soon if the hearing date is confirmed. Meanwhile, there will be a meeting on April 25th at 6:30 pm at the Franktown Fire Station with members of the Franktown Citizens' II Coalition. The purpose of the meeting is to discuss the current plans by the developers for the FVDP and review any variances from previously submitted documents. Potential issues/problems posed by these changes will be highlighted. Plans for encouraging citizens to both attend and/or testify at the upcoming hearing will also be explored. Some citizens will be conducting a peaceful protest outside the public hearing by picketing under the theme of "Save Franktown".

Old Business:

Spring Newsletter: Reviewed Debbie's draft. Will clarify 66 2/3 vote [percentage]. She will try to send it out prior to April 25th FVDP meeting at the fire station. Debbie will also include a small reminder in the spring newsletter to those who have not yet paid HOA fees.

Bridle Path Mowing: Tamara texted landscaper, to ask him for a bid to mow the bridle path. His mower is large, 12' wide by 10 feet tall. About 35' long so hard to make 90 degree turn if there are fences. The board decided his machine is too big.

The board discussed finding someone with a smaller mower for bids that can mow hilly and narrow places. Not to be bigger than 6' wide. Using a map that has feet displayed on it and adding the length up for bid purposes was also discussed.

New Business:

None.

Assignments:

Sylvia:

Send out Excel spreadsheet master list of dues paid to date to all board members as well as a copy of the March Treasurer's Report. Send personal biography to Debbie for newsletter.

Joanne:

Send spreadsheet of homeowners interested in serving on committees to board members. Mail follow-up invoices to members who have not paid the dues. Provide refreshments for the Adopt-A-Road event. Collate 3-hole punched single page copies of the current Covenants, ARC Guidelines, HOA Policies/Procedures, and Spring Newsletter for distribution to BTR homeowners. Call fellow board members to set a date to meet to assemble notebooks when copies are complete.

Carol:

Bring water to the Adopt-A-Road event. Refine the April 28th draft letter to homeowner's regarding covenants, etc. Confirm Len Sistik as Chair of ARC; and send letter to ARC committee members. Attend FCCII April 25th meeting and Planning Commissioners May 15th hearing.

Debbie:

Sign the Adopt-A-Road contract and mail it to Douglas County. Pick up vests, table, coffee carafes, bags from lot # 60's barn for Adopt-A-Road event. Ask Douglas County if they provide gloves. Keep following up with Meg Halford regarding the CWPP. Finalize and e-mail the newsletter to Dale for distribution to the residents, as well as e-mail a copy of the newsletter to board members so Carol can refer to the accurate language about covenants in her cover letter and Joanne can copy and include the newsletter in the packets being assembled for community homeowners.

Tamara:

Will call Mark to get details about trash bins, get bids, and, then, will schedule delivery/pickup. Prepare flier for Trash Bash. Develop a staffing schedule for the Trash Bash event. Get bids for bridle path mowing. Send personal biography to Debbie for newsletter.

Next Board Meeting:

Thursday, May 18th at 6:30-8:30pm at Joanne Sistik. Sylvia will take notes until Tamara arrives.

Joanne motioned to adjourn the meeting at 9:09 pm. Carol seconded the motion. The motion was carried unanimously.

