

# Carlson Farms Monthly Board Meeting Minutes

## March 17, 2016

### 1. Call to order at 6:33 pm

Board members present: Chris, Jim, Scott

Absent: Tiffany, Ashley

### 2. Approval of January meeting minutes

Approved in February meeting minutes via e-mail and forwarded to Poudre Property Services (PPS) for posting to the web site.

### 3. Treasurers' report

Chris noted there is nothing that stands out. Expenses are at the budgeted amounts for the first part of the year.

- Electricity for the month is \$326 verses \$404 for February. Only the lighting and heaters at the pool are using electricity at this time. This will give a good baseline for when we convert from electric to gas for the heating at the pool.
- Landscaping costs-Chris had asked PPS to give a down payment to Walker Landscaping for \$4,600 for the approved landscaping project. This is for replacement of several shrubs and trees that had died and for refurbishment of fabric and mulch in several of the most visible areas of landscaping. Chris noted that this is in the wrong account and will need to be placed in the project account.
- We have a couple of CD's coming due sometime this year which will need to be reinvested.
- Chris reviewed the delinquency report with the Board. Delinquencies are down from \$30,892.94 to \$17,368. Homeowners generally catch up on dues and delinquencies this time of year in anticipation of the pool opening and the need to be current to have pool access. Fifteen of the accounts that are overdue have been turned over to the attorneys for collection.
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### 4. Spring Newsletter

- 2016 dates - Tiffany sent Chris a draft of the newsletter which he shared with the Board members. Chris has already made some amendments and additions. When the final draft is sent out from Tiffany Chris encouraged the other Board members to review and make any changes or approve it as is as quickly as possible so the newsletter can be posted and mailed out. Of note is clarification of the time for the cleanup day.
- Garage sale – May 6, 7 & 8<sup>th</sup> – Chris has spoken to the presidents of the HOA Boards from Rocksbury Ridge and Corbett Glen and they are willing to share the advertizing cost for the Garage Sale. We will need to run the ad the weekend before the event in the Johnstown Breeze, Craig's list and the Loveland Reporter Herald.

Cleanup day – May 14<sup>th</sup>

- We will need to have someone to check drives licenses; this is to insure that only Carlson Farms homeowners are dumping trash. **Only homeowners in good standing will be able to dispose of their trash and/or papers.** This means that they must be current on their dues and have no outstanding fines. Corbett Glen also asked about sharing the Cleanup day with their homeowners and sharing the cost. The Board discussed the pros and cons of doing this including some type of estimation of the total trash containers available, help from Corbett Glen HOA to determine valid

homeowners, inclusion of those homes that are not part of the Corbett Glen HOAs. There was no final decision regarding this request at this time.

- Chris has contacted Heimbeck, the person who takes the metal, and the shredding company.

BBQ and Pool opening May 21<sup>st</sup>

- Chris has contact Chief Phillips at the Johnstown police department and they are willing to send an officer and a patrol car.
- Ashley was not present at the meeting so it is not clear if she has contacted the fire department to ask them if they would be available to attend the event. This would be dependent on whether they were called out or not.
- Chris has hired two pool attendants and has one on standby.
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## **5. Covenant Update**

Chris had finally gotten in contact with Melissa at Hindman & Sanchez. She has sent a draft of the fine timeline and the fine letters and a draft of the covenant changes. The covenant changes need to be reviewed for any revisions or additions and returned to the attorneys for finalization so it can be presented to the homeowners at the BBQ on May 21<sup>st</sup> and signatures obtained. This is imperative so as we need a quorum of homeowner approvals and may need to go door to door for signatures at a later date to get the required signatures. Scott and Chris will meet on April 4<sup>th</sup> to go over the covenant changes so this can be sent back to the attorneys.

## **6. Fine Procedure update**

- Chris has the draft of the fine timeline for repeat violations and the updated fine letters. These were reviewed and there were some questions. Chris will contact Melissa at Hindman Sanchez for potential changes to the timeline.

## **7. Project updates**

- Landscaping - Walker Landscaping is scheduled to do the refurbishment of the areas on Brunner and Highway 60 with replacement of shrubs if necessary and mulching. We have reached budgeted amount for this project.
- Security – The additional camera will cost \$1,100. This will not be installed until the new pergola is completed.
- Pergola – This is scheduled to be completed April 5<sup>th</sup>. This should only take 1-2 days to finish.
- Drywall replacement in the equipment room – this was started on Monday and should be done either today (Thursday) or Friday. Carol and Chris will paint the equipment room and the small adjoining room.

## **8. Home on Barnard**

Discussion by the Board regarding the garage door on this home. Chris had asked PPS to send a courtesy notice because the garage door did not match the body of the home. The homeowner has lived there for three years and was concerned that if he painted the garage door now it still would not match the body of the home and would have to repaint the home which is a substantial cost. Chris had offered to buy the paint for the garage door. While the homeowners concerns are legitimate Chris indicated that it is the responsibility of the Board to keep the neighborhood within the covenant guidelines. Chris indicate he would pay for the paint for the garage door and help match this to the house color and if it still does not match that the homeowner does not have to paint the entire house until it has reached the paints lifetime. Scott will draft a letter to the homeowner indicating this and this will be on file for future reference.

## **9. Letters from homeowners**

- Dog waste – Chris read the letter from a homeowner regarding dog waste in the green spaces and on homeowner’s lawns and sidewalks. The Board felt there is a need to crack down on homeowners not cleaning up after their pets. This may be difficult to do. There is also a Johnstown Municipal code requiring homeowners to clean up after their pets. An article will be placed in the upcoming newsletter regarding this issue.
- Car Lot – Brunner – PPS has sent a courtesy letter to the homeowner regarding the multiple unlicensed cars at this home and noting the covenant entry restricting a home business. Scott had spoken to the homeowner and also informed him of the covenant restriction. Scott, Jim and Chris have all driven by the address and it appears that the problem is resolved. Scott will notify Sandra at PPS that this is resolved.

## **10. Action items:**

- Tiffany - Spring newsletter - Please get any changes to Tiffany as soon as possible when you receive the newsletter draft so this can be sent out.
- Tiffany - Welcome package update - To be discussed at the next meeting
- Chris - Bid for replacing electric heater at the pool with gas. Chris obtained two bids for this, one for \$1,500 and one for \$1,650. The one for \$1,650 includes the cost for a flu which is a code requirement. Motion made by Scott, seconded by Jim to approve the bid for \$1,650. The motion carried unanimously.
- Chris - Follow up with Covenant review - Chris will send the finalized covenant review to Hindman Sanchez as soon as he and Scott complete final review on April 4<sup>th</sup>.
- Chris - Contact Johnstown regarding a police officer at the BBQ - Done
- Ashley - Contact Johnstown Fire Department - to follow up at the next meeting.

## **11. Old Business**

**None**

## **12. New Business**

Homeowner hearing 4/7/2016 at 6:00 pm. Scott, Chris and Tiffany will be able to attend this hearing. Chris provided some background regarding this issue.

## **13. Next meeting**

The next meeting will be April 21<sup>st</sup>, 2016. The location is to be at Scotts home.

**Adjourned meeting at 7:57 pm**

## **14. Action items for April 2016 meeting**

- Covenant update - Chris
- Contact Fire Department – Ashley
- Letter to homeowner regarding garage painting - Scott
- Meet with homeowner regarding garage door paint color – Chris
- Welcome packet update - Tiffany
- Lock in dates for Heimback for May Cleanup Day - Chris
- Meeting on April 4<sup>th</sup> for review of covenant – Scott & Chris
- Changes to timeline on repeated fines process to Hindman Sanchez – Chris
- Supervision of pergola, equipment room drywall and camera install - Chris