

**Rolling Hills Ranch Townhomes HOA  
Board of Directors Meeting  
August 8, 2017**

The Rolling Hills Ranch Townhomes HOA Board Meeting was called to order at 7:01 pm. A quorum was present with Tom Gibb, Dave Hare, William Way, Kevin Bass, Rich Gioino and Jeannette McWilliams. Guests present: Ella Washington and Dan Richmond from American Family Insurance, Justin Jones and John McWilliams.

**American Family Insurance:** Ella Washington and Dan Richmond attended the meeting to discuss the transition from Dan to Ella due to Dan's retirement. All the staff will remain the same at the Fort Collins Office. Bill asked the Board Members if they had any questions. They were a little concerned about the insurance brokerage side of the business. She explained that they are only looking at the best interest of the HOAs by being able to shop around to reduce costs in the future.

**Homeowner Forum:** John McWilliams attended the meeting to discuss the window issue and Tom reported that he asked the handy man Richard Foster to take look to see if he could determine it. Mr. McWilliams also asked when the piles of rocks will be removed from 2 Sebring Lane. Sandra will get in touch with the owner again. Mr. Jones attended the meeting to inform the Board of the continuing issues from GCM with accounts showing current balances. PPS reported that we are working on to a resolution. PPS will make sure the Board is aware when we come to a resolution.

**Approval of Minutes:** The Board previous received the minutes via email. A motion was made and seconded to waive the reading of them minutes. Motion passed.

**Financials:** Rich reported the following financials information in his absence via an email report. June financials showed the following account balances:  
Checking Account: \$41,838.28, CD \$32,443.40 and the money market shows a balance of \$31,204.54. He also reported that the HOA is on track for building of funds for the future roofs and road reserves. He also reported that there are a few line items that are over budget that need to be monitored.

He also reported concern about Tru-Green's performance. Rich has instructed PPS to hold payment until it is authorized by the Board.

**New Business:**

Chip Seal Bids – Tom contacted 3 places to obtain bids for the chip seal. Upon review, Bill recommended to the Board to forgo the area near Gillam's place and do all the others recommended in the one bid that was received. At this time during the meeting, he asked that the discussion be tabled until Rich can be present at a meeting.

Spraying of Aspen Trees – All the trees have been injected already. If it wasn't successful, then Trugreen will come back out and apply additional treatments.

Gutter Flashing on Laurus – Tom obtained four bids to repair the gutters on a few buildings. He did receive them before the meeting. The Board reviewed all the bids and the discussion included if there was any reason why the Board shouldn't go with the lowest bid. Tom reported that the \$1275 from K & G Gutters bid was from a company which appeared to have the most knowledgeable. After discussion, a motion was made and seconded to approve the bid from K&G Gutters. Motion passed 100%

Competitive Bids – There was discussion from the Board as to when to obtain competitive bids. Tom presently has spending authority up to \$1,000 before review from the Board is necessary. It was agreed that we should seek competitive bids on any project costing more than \$1,000.

Tom reported that Richard Foster will be inspecting the gutters and repairing the stairs on Lindenwood Avenue.

Bill moved to go into executive session at 7:50 pm to discuss delinquencies and accounts which are at collections. Motion passed.

The Board came out of executive session at 8:00 pm.

With nothing further to come before the Board, the Rolling Hills Townhomes Board of Directors Meeting was adjourned at 8:05 pm. The next Board Meeting will be held on September 12<sup>th</sup> at 7pm.

Respectfully Submitted,

Sandra Oldenburg  
Vice President  
Poudre Property Services