

## Hamlet Board of Directors Meeting

November 9, 2017 7:00 PM

Meeting held at #15; called to order at 7:04 PM by President Kent Davis

### Board Members Present:

Kent Davis, President

Gloria Stephens, Treasurer

Matthew Crider, Secretary

Millard Foraker, Vice President

Judy Lowen, Director

Charley Heard, HOA Business Manager

### Residents Present:

Wayne Gardner (#9)

Steve Woolley (#21)

Carl Kaspar (#54)

Chuck Lowen (#15)

Laura Cordier (#25)

Robert Swedberg (#60)

Peggy Capp (#18)

Teresa St. Hilaire (#46)

### Old Business:

#### 1) Approve Minutes

Following clarification edits from Charley on the draft, a motion was made by Kent, seconded by Gloria, to approve the September 28, 2017 Board of Directors meeting minutes. Motion passed unanimously.

#### 2) Revisit Speeding issues from 9/13/16 Board Meeting – Kent

- Kent updated the DC Sheriff would not patrol our private streets; they offered a temporary radar sign but is on a trailer and would need to be located in a yard due to the narrow streets. Radar sign is not an option.
- Matthew reported he contacted CPNMD and IREA (meter readers) and UPS/FedEx to request adherence to our speed limit.
- Board will look into additional road signs to explain why the speed limit is 15 mph.
- Laura requested any new signs be reflective for at night.
- Kent will create laminated cards over keypad at the gate. DRC later rejected idea.
- Kent brought up idea of a moveable post to place in street. Matthew commented that would be useful for when gates are open for garage sale, open house, etc.
- Peggy suggested residents be reminded to walk on one side, facing traffic.

After discussion, Matthew and Judy offered to look into verbiage, style and location of new signs to be brought to the DRC and board for later approval.

### New Business:

#### 1) Report of Meeting with HOA Attorney – Millard and Kent

The board previously authorized spending of up to \$2,000 for legal document review. Millard and Kent met on Tuesday, November 7, 2017 with Elina Gilbert at HindmanSanchez law firm to review Hamlet governing documents due the issue of sections and statements being outdated. HindmanSanchez was selected by the board due to their local presence and expertise in HOA's. The Hamlet was offered the following options of legal review:

- Option 1 \$695
  - Replacing existing policies with new policies as required by Colorado state law.
  - Consultation meeting.
  
- Option 2 \$1,595
  - Legal review and editing of Covenants.
  - Legal review of Bylaws, Rules and Regulations.
  - Replacing existing policies with new policies as required by Colorado state law.
  - Consultation meeting.
  
- Option 3 \$7,000
  - Legal review of all governing documents: Covenants, Bylaws, Rules and Regulations.
  - Re-written governing documents to follow current law, eliminate contradictions and references.
  - Replacing existing policies with new policies as required by Colorado state law.
  - Consultation meeting.

Due to the board's previous approval of a \$2,000 spending limit, Kent and Millard were authorized to proceed with Option 2 in order to understand the possible revision needs, and later review and edit for board approval.

2) Master HOA Report – Steve Woolley

- Three new Directors were elected.
- Annual Master HOA dues will remain at \$40/yr for homeowners.
- \$850K in operating fund; \$350K drawdown.
- Donating \$75K for new gateway sign to set model for Canyon's side sign.
- Canyons/ Shea will not be part of Master HOA; water will come from Parker.
- Will continue to sponsor summer concert series.
- Annual garage sale – Master HOA will no longer provide signs.

3) Financial Update - Charley

- Line 13E (Electric Repairs) moved budgeted \$500 to December
- Line 13J (Burggarten Clean-up) \$590 was used on Line 13H (Old Forge).
- Snow expense will likely be a lot under budget.

4) Design Review Committee Update - Millard

- 3 new applications approved: 2 landscaping, 1 driveway replacement

The committee met and recommended to have a form letter drafted for use in communicating DRC violations. This letter would be completed by the DRC and sent from the board to a homeowner via registered mail, instructing the homeowner to respond.

On issues of non-compliance, clarity on enforcement will be sought in the governing document legal review.

5) Landscape Committee Update – Peggy and Carl

- Nathan at the city informed of a change in state regulation requiring backflow meters to be tested. The Hamlet has 3 meters: ¾” at #2 and #28, and 1 ½” at the gate. The larger meter may not pass required state testing, but all three need to be tested.
  - Backflow tests are \$60 per meter. (\$60\*3=\$180)
  - Backflow replacement estimate is \$200 per meter plus installation.
- Keesen landscape contract will not be closed out until a damage claim is settled.
- Klingen Gate Lane island concrete and landscaping damage caused by the Metro District was repaired today by Greenfield Landscaping, who will bill CPNMD.
- Kent contacted the CPNMD regarding a break on the fixed rate for the 1 ½” pipe since is only used for residential, request was denied.

6) 2018 Budget Review – Charley and Gloria

Charley and Gloria presented a budget considering monthly dues increases, known or estimated increases on operating expenses, and the landscaping budget requests as presented.

Larger items within the Landscaping Committee’s proposed budget request of \$13,870 are:

- \$3,500 Prune Common Area Trees
- \$3,200 Common Area J Drainage Repair
- \$1,870 Repair Roder Gate Easement
- \$1,000 Shrub/ Perennial Replacement

Discussion from the board and residents included:

- Snow removal is estimated at \$1,500 per storm (10 storms)
- Legal expense increase for legal review of 30 year old governing documents.
- Herrn curb drain repair was discussed; will inspect for possible repair in 2018.
- Increase line 13F by \$180 to cover required backflow valve testing.
- Increase line 19 by \$300 for estimated postage for mailing DRC letters.
- Monthly dues will increase \$10 upon board approval.

Kent motioned for 2018 dues to be increased by \$10/ month to \$190 for total budgeted revenue of \$142,187. Board passed unanimously.

Kent motioned for approval of the 2018 proposed budget, adding increases to lines 13F and 19 by \$180 and \$300 respectively, for total budgeted expenses of \$109,326. Board passed unanimously.

Charley will notify the homeowners of the dues increase for 2018.

Next meeting: date and time to be determined. Meeting adjourned at 9:27 PM.

Respectfully submitted,

Matthew Crider, Secretary