

# MHPOA Board Meeting Minutes

2023 Oct 16

Meeting called to order: 6:02pm

## Attendees:

Board Members: Dan Turk (President), Susan Johnston (Vice President), Brigitte Delisa (Secretary/Treasurer), Kevan Davidson, Keith Pearson, Kristin Schmelter, Skye Stiner, Trevor Igel

Others: None

## Absent:

Kathy Moran (ex officio as Past President)

The minutes from June 28, 2023 were approved via email

Dan welcomed everyone to the new board. He asked Keith if a "Thank you" note to the Church that hosted our Annual Meeting would be a good idea. Keith said he had already expressed our gratitude, but a note from the POA would be welcome also. Dan spoke about his approach to working with others, we are a team and an open, diverse group. He encourages all points of view. He requested Susan, as Vice President help keep the group on task/time in our meetings. Susan agreed to do so.

## 1. New Year Orientation

### a. Board Member Bios

- 1) Dan had previously sent out bios to the Board, which should give us a little more info about each other. He welcomed the new members and thanked the old members.

### b. Meetings Schedule.

- 1) Regular quarterly board meetings, all 2nd Mon, 6-8pm, except as noted:
  - a) 2023 Oct 16 (note 3rd Mon rather than 2nd)
  - b) 2024 Jan 8, Apr 8, Jul 8
- 2) 2024 Oct 30 Board 2024 budget meeting & approval
- 3) 2024 Nov 13 presentation of 2024 budget to the membership meeting. Brigitte will send out the invitation for the membership budget meeting within the next two weeks (email and snail mail).
- 4) 2024 Jun, Board annual meeting prep
- 5) 2024 Jul 19, Fri, 5:30-7:30pm, Annual Meeting

### c. Zoom meeting protocols

- 1) Showing yourself so we can see each other, but dropping this if connection is too heavily loaded.
- 2) Muting when not speaking to limit background noise.

### d. Robert's Rules of Order

- 1) We try to follow these, even if not rigidly.
- 2) Motions, seconds (if a motion does not receive a second then it fails and is not moved forward), discussion, amendments (motion, second, discussion, vote on amendment and then move back to main motion), calling the question, voting.

- 3) Board member votes are not typically recorded, though this can be requested if someone wishes to specifically record their vote in the minutes.
  - 4) Kristin asked if a member could abstain from a vote. Yes, votes can be Yes, No, or Abstain.
- e. Website – MHPOA.com.
- 1) All board members should become familiar with our website, especially the document section. Discussed merging the bylaws and amendment documents that are out there so they appear seamless, at least for a working document.
  - 2) TO DO: Dan and Brigitte will speak with our attorney (Aaron Goodlock) to find out if and how it can be done and if can be posted on the website.
- f. Email accounts.
- 1) At the end of last year, the Board discussed the value of not using personal email for -MHPOA business. Susan said that this was brought up on the OCH&H webinar she attended regarding Board Responsibilities. If the board were ever in litigation, any email used for MHPOA business would be discoverable. Kristin agreed, saying the email account could be put on legal hold, meaning, you cannot delete any emails from the account or delete the account until instructed by the appropriate legal source. The suggestion was made that maybe the POA creates email account for all the Board members (right now we just have President, Vice President and Sect/Treasurer email accounts set up).
  - 2) TO DO: Dan and Brigitte will check with our attorney about best practice.
- g. Board workings webinar links.
- 1) All Board members should review the previously sent links to OCH&H webinars regarding Board responsibilities and interpreting CCIOA (Colorado Common Interest Ownership Act-pronounced “kiowa”). The 2<sup>nd</sup> webinar addresses the new laws around POA collections, and other rules.
- h. Minutes format.
- 1) TO DO: Dan will work with Brigitte on minutes’ format. Tabled items and things the board is working on should be on a separate document from the minutes.
- i. Key Topics for the year.
- 1) Continue to move forward on the issue of STRs (see Item 6, below)
  - 2) Resolve challenges with the GID. This county board desperately needs two new members. Keith will ask Kevin Marquart if he might be interested. Susan said she approached Frank Whyte about possibly joining the GID, but did not hear back from him. We’ve heard that the county will not be doing any maintenance on our secondary roads unless it’s an emergency. Trevor asked if the county might be required to do some maintenance since they collect a mill levy from us each year for that purpose.
    - a) TO DO: Keith will ask Kevin Kevin Marquart if he might be

interested in serving on the GID.

- b) TO DO: Trevor and Dan will see what they can learn about what the requirements are for the county spending the mill levy on road maintenance each year.
2. Minutes from 2023 June 28<sup>th</sup> meeting.
  - a. Were approved via email after the minutes were sent out and these were posted on the website. Instead of going through the approval process at each quarterly Board meeting, Brigitte requested we approve the minutes via email so she can post them closer to the meeting times/dates. Board agreed.
3. Financial Statements.
  - a. Brigitte presented the financial statements ending September 2023.
  - b. There was some discussion about road work. Since the county will not be providing maintenance, our budget for 2023 will not be used to pay the county contractor, Bladeworks. Therefore, we will underrun our 2023 budget for this item, but Brigitte believes 2024 will be a bigger hit than what we usually budget annually. She requested we include an increase in our 2024 roadwork budget, even though that will put our 2024 budget into the red, but this can be annotated. Keith said this would be acceptable. Others agreed.
  - c. Kevan suggested we find a way to allow electronic assessment payments, this could significantly decrease homeowner non-payment by making it easier to pay. All agreed.
    - 1) TO DO: Dan will work with Kevan on this in November.
  - d. Joe Good is our snow plowing contractor, his phone #970-232-4137, texting is quicker. Property owners can contact him directly if needed.
4. General Improvement District (GID).
  - a. GID was discussed in Item 1.i.2) above.
5. Architectural Control Committee.
  - a. Keith introduced himself as the head of the ACC and also a Director At Large.
  - b. Active projects include a garage addition at 440 Pine Tree which was approved and has started. A shed addition at 225 Pine Tree-approved. An inquiry about solar panels at 229 Pine Tree – ACC needs to be alerted but does not review for approval. The county has rules that must be followed especially if the panels will be free standing.
  - c. The ACC cannot patrol the neighborhood and requests that the Board keep eyes open and let them know if we see some project being started.
  - d. Keith has a draft document for ACC guidelines.
    - 1) TO DO: Keith will share this document with Dan, Trevor and Kristin for comments and suggestions.
6. Short-Term Rentals (STRs).
  - a. Alan Kee is our contact at Larimer County regarding STRs.
  - b. Alan contacted Keith regarding 408 Pine Tree, wanting to know if neighbors had seen suspected STR at that address. At Mr. Kee's request, Keith passed along Mr. Kee's contact info to neighbors near 408 Pine Tree, and Mr. Kee's request for supporting information on the suspected STR.

- c. According to Mr. Kee there are no properties in our neighborhood that have approval for STR. There was a discussion of 651 Meadowview Dr., we believe they were grandfathered due to errors on the part of the county a long time ago.
  - d. If we can find STRs advertised, or can see STR type activity, we can give this information to Dan and he will forward to Mr. Kee.
  - e. Susan wanted to know if we had heard anything from 95 Forgotten Way. Nothing has been heard from them since the June 20 Annual Meeting.
  - f. Keith will reshare the Covenant Enforcement Policy with the Board.
    - 1) TO DO: All of us should read this document and comment on it.
7. Other Business.
- a. There were no other items discussed.
8. TO DO.
- a. Brigitte and Dan will talk with our attorney regarding a consolidated Covenants document and MHPOA e-mail addresses for Board / Committee members.
  - b. Need to work on our Collection Policy. OCH&H sent a sample collection letter and policy to us. Brigitte will share these docs with Susan and Dan for us to work on.
  - c. Kevan suggested we find a way to allow electronic assessment payments, this could significantly decrease homeowner non-payment by making it easier to pay. All agreed. Dan will work with Kevan on this in November.
  - d. Keith will reshare the Covenant Enforcement Policy with the Board for us all to read and comment on.
  - e. Keith has a draft document for ACC guidelines which he will share with Dan, Trevor and Kristin for comments and suggestions.
  - f. Keith will ask Kevin Marquart if he might be interested in serving on the GID.
  - g. Trevor and Dan will see what they can learn about what the requirements are for the county spending the mill levy on road maintenance each year.

Meeting Adjourned: 7:54 pm