

SUNSET RIDGE PROPERTY OWNERS ASSOCIATION

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Board of Directors – Regular Meeting MINUTES

September 2, 2020 4:30 pm Zoom Teleconference

Beaver Village Management, Winter Park Station, 79050 Ste. 4, US 40, Winter Park, CO

1. Quorum, Call to Order and Attendance:

ARTICLE III, Section 6. Quorum: "A majority of the number of the directors serving, at the time of any meeting, shall constitute a quorum of the Board of Directors, and the vote of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. In the absence of a quorum at any meeting, a majority of the directors present may adjourn the meeting..., until a quorum is present."

a. Call to Order: 4:05 pm by Don Marius

a. Directors Present: Don Maurais, Pam Hanson, Mark Johnson, Allen Nordin, John Niedzwiecki, David McKnight and Blair Kilgallen.

b. Others Present: Martha Baird, Mary Beth Corrigan and Brian Hochheimer.

2. Approval of Agenda: **

David McK. **motioned** to approve, Pam H. seconded, motion carried.

3. Review and Approval of Minutes (for posting to website): **

a. **January 27, 2020** BOD Meeting Minutes. Pam H. **motioned** to approve, Dave McK. seconded, motion carried.

b. **June 27, 2020** Annual Meeting minutes (DRAFT). Don M. **motioned** to approve, Dave McK. seconded, motion carried.

c. **July 22, 2020** BOD Meeting Minutes. Pam H. **motioned** to approve with amendments, which were made, and seconded by Dave McK., motion carried.

4. Financials: **

a. Financial Statement (Accrual): **07-31-2020** – Mark Johnson.

During the financials presentation, there was a question and discussion regarding how payments of annual septic inspection fees are made. This matter was discussed at the 2020 annual owners meeting with Mark J. clarifying that the POA has been incurring the septic inspection fees expense as a part of the operating budget through the annual dues assessments. At this time, it is not the POA's intention to invoice the owners for past inspection fees in 2019 & 2020. Additionally, individual septic system inspection reports are to be sent by the contractor to our management company and the reports along with invoices will be sent out to each owner that receives an inspection for that respective year. Dave McK. made a motion that beginning in 2021 the bi-annual septic inspection fees are to be paid for by the individual owners on an annual basis, 50% in 2021 and 50% in 2022. Future years will be billed to the owners through BVM. It was agreed to not bill the owners for previous inspections that occurred in 2019 & 2020 since the budget line item supports such an expenditure. Pam H. seconded, the motion carried.

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- b. Bills to be Paid: Don M. **motioned** to approve, Pam H. seconded, motion carried.

Open Forum: – (Business not on the Agenda) None

5. Old Business:

- a. ACC Committee Update – Pam Hanson indicated the committee has received approx. 7 applications of various projects and they are working through their review. There have been no further denials to date. Pam H. further questioned status of pending covenant violation letters, Don M. stated this will be addressed under Item 7d.
- b. Entry Sign Committee Update (See attached report) – Pam Hanson & Allen Nordin answered questions regarding the status of the sign including general information on design, location, etc. The field survey was initially scheduled for the week of 8/24 but has since been rescheduled for the week of 9/7.
- c. Subdivision Maintenance Program Update – (Retitled Communal and Open Spaces Committee) Blair Kilgallen thanked those who turned out for the work day and was pleased with the amount of work completed and asked if the BOD would post a thank you memo to the home page of the website. Don M. agreed with posting a thank you and also praised Blair and the others that showed up and suggested that another work day be scheduled soon to complete the fence removal and tree trimming at the Horn Road (CR8301) entrance. Blair will work on scheduling the work date.
- d. The Pond & Trail Policy Amendment Resolutions DRAFTS. Items D & E were collectively agreed to be tabled until such time the policies are updated. The Pond policy will include an outline for dispensing to Owners the new pond access keys.

6. New Business:

- a. **Vote on 392 CR8300 Solar Array Appeal.** The BOD addressed the matter of the solar array monopole application that was denied by the ACC. The denial was appealed by the Owners and it was sent to the BOD for consideration. A special meeting was held on August 17 with the BOD, ACC and the Owners to discuss the application. The BOD agreed to contact the POA attorney for their opinion on the matter and would place the appeal on the 9/02 meeting agenda for a vote. A vote was called at the 9/02 meeting with the following results: 4 Yea, 2 Nay and 1 abstention. The vote passed with the application for the solar array being approved. The BOD will provide a letter to the Owners stating the approval of the solar array application for the benefit of obtaining a building permit.
- b. **Covenant/Policy Changes Update.** See attached report. Don M. **motioned** for the BOD to approve the expenditure of funds to engage with the POA attorney as the committee works through the covenant and policy update/changes in the amount of \$500. Pam H. **amended the motion** to approve \$1,000, and Allen N. amended that motion to approve an amount NTE \$1,500. Dave McK. seconded, **motion** carried.
- c. **Discussion of Role and Scope of Committees.** Don M. recommended that the board consider utilizing more committees in an effort to accomplish tasks/projects in

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an efficient manner. **The Board is currently recruiting volunteer Ownership members to participate on committees.** Three committees were agreed to be established with the following participants: 1) Architectural Control Committee (ACC) Don M. and John N.; 2) Covenant Control Committee (CCC) Don M. Mark J. and Allen N.; and Open & Communal Spaces Committee (O/CSC) Blair K. and Dave McK. Other volunteers are encouraged to come forward and participate. As such, all Committees are an extension of the Board which provide recommendations to the BOD and any authority granted to said committees, if any, shall be approved by the board.

Pam H. asked about the status of the 32 notices of violation as several owners have not responded to the notices. Don M. stated that the notices will be put on a 'hold' status until such time the Covenant Control Committee and Board concludes its review of the covenants and policies and provides recommendations to the board for changes, if any.

- d. **Website Update.** Martha Baird paid for website out of her own pocket. Don M. **motioned** to reimburse Martha in the amount of \$216.00, Pam H. seconded, motion carried.
- e. **Trails and Pond Update** – See above Items 6 D & E.
- f. **Discussion on all members utilizing SRPOA email.** Mark J. indicated that he will direct BVM staff to establish SRPOA specific emails for all officers as follows: President, V. President, Treasurer and Secretary, and the three members-at-large. This will keep SRPOA email correspondence separate from personal emails and will provide a means for passing along with future succession.
- g. Next Meeting: October 14, 2020 4:30 pm via Zoom Teleconference

7. Adjourn: 6:41 pm Dave McK. **motioned**, Don M. seconded, motion carried.

****Denotes Action Item**

***These minutes were approved by the board of directors at the October 14, 2020 regular meeting of the Board.*

Respectfully submitted,

Allen Nordin, Secretary for SRPOA