

DIAMOND RIDGE ESTATES HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

FEBRUARY 2, 2004

CALL TO ORDER

Lynn Conroy, President of the Association, called the meeting to order at 7:21 p.m. In attendance for the Board of Directors were Audrey Shaneyfelt, and Bill Pfeiffer. Also in attendance was Al Link, Committee Chair for the Landscape Committee. In attendance from Management Specialists, Inc. was Kate Holland.

OPEN FORUM

Al Link advised the Board that he had found out information that Qwest was now offering DSL lines in the area and he agreed to notify all the homeowners via email of the general rates so they may make their own decision.

COMMITTEE REPORTS

Recreation – Tim was unable to be at the meeting, however he provided information to Lynn. He questioned whether or not the gate for the pool had been repaired. Kate advised that a work order had been issued in December and as far as she knew it was completed, she agreed to check. Tim said he had also received a bid for a fence modification and it would be presented at the next Board meeting.

ACC Committee – No report.

Finance Committee – No Report

Landscape – Al reported that they hoped to finish the standards for either the March, or April meeting.

Entryway Redesign – No report.

Social Committee – No Report.

APPROVAL OF PRIOR MEETING MINUTES

A motion was made and passed to approve the January 5, 2004 Board minutes with two corrections, one being the spelling of Bill Pfeiffer's name, and to clarify the bid from R&L. The bid total was not to exceed \$800, and the labor was \$40 per man hour plus materials.

MANAGER'S REPORT

Financials – Kate apologized for the delay in the December financials explaining that it was due to closing the year. The Board reported that Bill Pfeiffer was the only one able to open and read the financials that were sent via email. Therefore, the Board decided they would prefer to receive them by mail in the future. Bill Pfeiffer questioned the combined report for prepaids and delinquency. Kate advised that she would check on it and report back.

Grounds – Kate explained that she had requested Colorado Landscape Solutions (CLS) to give a bid for installing boulders at the entryway just west of the pump station. This is in order to preserve the landscaping just recently been installed. Kate reported that the boulders are approximately one ton and they would be 3 x 3 x 3 feet. CLS suggests using 8 to 10 boulders. The cost per boulder would roughly be \$195. This price is for either the Golden Ore or Siloam and the cost includes labor, delivery, and installation. If the Board prefers to use moss rock boulders, the cost would be approximately \$310 per boulder. The Board requested Kate obtain two additional bids for a price comparison. The Board will make a final decision in the early spring.

Covenant Violations – Kate reviewed the covenant letters sent in January.

Pool Fence Modification – Kate reported that Array Fence had declined to bid after inspecting the fence. R&L Maintenance bid with the total not to exceed \$800; labor is \$40 per man-hour plus materials. A-1 Fence advised that the fence was only 5 feet high, therefore kids can climb it without much problem. He suggested adding an additional 10 inches to the fence using horizontal bars. He thought it was not ideal from an aesthetic standpoint, however, the nylon fencing would make it look better. The cost to raise the fence the extra 10 inches would be approximately \$3,800. He also suggested an archway on the entryway gate that would enhance the appearance and heighten the fence. The cost for this is \$350. He also advised that if the fence was increased by 10 inches sharp points could be added to the top. They would not be sharp enough to cut but would deter climbing. This cost would be \$800 - \$900; however, if the fence is to remain at 5 feet then the sharp edges could become a liability issue. The Board decided to postpone any decision on the fence modification until March.

Bill Pfeiffer suggested again that the Board consider having pool users pay an additional pool user fee. He further recommended that the Board agree to freeze the assessments regarding any pool expenditures based on the 2004 approved budget and additional expenses starting in year 2005 going forward would be paid for by the pool users themselves via a pool user fee.

A suggestion was made to perhaps have it at \$200 a season and prorate it for those that would only use it for part of the pool season. Kate agreed to obtain a legal opinion on whether the pool user fee would be legal.

Community Signs – Kate passed the catalogue around to the Board members for them to decide on signs for the trail entryways. The Board postponed making a decision until March.

New Homeowner Letter – Kate advised the Board she had revised the welcome letter for new owners to include the information on the community and how to sign up for email.

Pool and Tennis Court Screens – SRI checked the screens around the pool and reported they had come down from severe wind. They have plastic ties that come loose rather than break when the wind gets up. They also reported there are two torn screens at the southeast corner of the tennis court. They are several years old and SRI recommends repairing them. His bid to reattach the existing screens for both the pool and sport court was \$800. The cost to replace the sport court screens and reattach the pool screens would be \$1,200. The Board felt that this should be a warranty issue on the pool screens. Kate agreed to check the warranty on the screens. Al reported that any ties that were UV resistant which are usually black, antioxidant plastic would probably work just as well. The Board felt they would not make any expenditure at this time to have SRI repair or replace any screens.

Monument Sign Installation – Kate explained the bids received. Rock Doctor for \$1,280, that was the company that Beverly Haffeman had used in the past for sign hanging. Kate received a bid from the Signtist for \$457.50. The Board was concerned about the difference in the pricing and requested that Kate get an additional bid. Kate suggested she would contact Rock Doctor to find out what method they use to install the signs, and then make sure all 3 bids included the same method.

Insurance Audit – Kate advised the Board members that she had a Homeowners Association insurance specialist do an insurance audit he is in the process of reviewing their documents and feels that they can decrease their insurance rates and increase their coverage. Kate asked the Board if they would like the insurance expert, Eric Mohr, to be at the March 15th meeting. The Board agreed.

OLD BUSINESS

Pool Equipment Enclosure – No new information

Pump Station – Lynn reported that she believed the contractor had been selected for the work.

Brookwood Update – None.

Paths and Additional Culverts – The Board agreed that this would be on hold until the Spring.

Tract B – Kate explained that Lenn Haffeman had contacted her requesting that on behalf of the homeowner association she contact the County Attorney to find out what the status was regarding the homeowner that had purchased 21 acres of the open space land based on the 49 cent past due tax lien. The Board felt this problem needed to be pursued by Lenn Haffeman, as he was the developer and the Board at the time it occurred. Management Specialists, Inc. was not involved in any process pertaining to the sale of those 21 acres. The information and documentation on file with the County records showed that the county had made a mistake and posted the notice on incorrect property and should have questioned any sale for a 49 cent tax lien.

Dog Leash Regulations – Kate advised, per the City of Castle Rock, that dogs must be leashed any time they are off the owner's property. Also, leash regulations specifically pertained to leashes and not voice commands.

NEW BUSINESS

Pool Bids - Kate advised the Board that she had only received one bid out of the 3 she had submitted. Once the bids are received, Kate will provide a bid summary to the Board. They agreed to approve the pool contractor at the next Board meeting. Kate advised that she would send an additional bid out to an additional contractor as well.

Audit – Kate asked the Board if they would like to have an audit for 2003. The Board approved a motion to request an audit. Kate advised the Board that the usual cost is between \$1,200-\$1,500 and that they would request the same company that performed the audit for 2002.

Board Appoints Replacement for Joe Gallo – Kate advised that two potential candidates had faxed in their Board interest questionnaire. Peggy Cottrell, and Dan Starr. Lynn spoke on behalf of Peggy Cottrell and also mentioned that Dan Starr had previous Board experience and was a relatively new resident in the Diamond Ridge area. The Board passed a motion to have a 5 member Board and one alternate member that would be able to vote in the event that one of the Board members was unable to attend a regular Board meeting. Kate agreed to check on the legality of this decision based on the Diamond Ridge documents. Assuming that an alternate Board member was allowed they would have Peggy Cottrell as the official Board member, and Dan Starr as the alternate.

Officer Appointments – The Board decided to postpone officer appointments until the March meeting.

Board Meeting Date – The Board passed a motion to change their monthly meeting to the 3rd Monday of each month effective in March. The next meeting will be March 15th. That change was made so the Board would receive the financials from Management Specialists, Inc. prior to having their monthly meeting

Bank Signature Cards – The Board postponed signing the signature cards because not all Board members were present.

Status Reports - Bill Pfeiffer requested that Kate check with Orten & Hindman regarding changing the name for the attachment when they send the status reports each month. Kate agreed to check with Orten & Hindman.

Letter to Homeowners – Lynn will create a letter explaining the community website and signing up to receive emails. She will also include a reminder that all dogs must be on a leash.

ADJOURNMENT

With no further business to discuss the meeting was adjourned at 8:58 p.m.

KH/dag