

# **DIAMOND RIDGE ESTATES HOMEOWNERS' ASSOCIATION**

## **BOARD OF DIRECTORS MEETING MINUTES**

**AUGUST 16, 2004**

### **SUBJECT TO BOARD APPROVAL**

#### **CALL TO ORDER**

The meeting was called to order at 7:00 p.m. Representing the Board of Directors were Lynn Conroy, Audrey Shanefield, and Bill Pfeiffer. Representing Management Specialists were Brenda Tate & Suzanne Burton.

#### **OPEN FORUM**

Dustin Hershey was in attendance for a few minutes to introduce himself and offer his services to the community as one of the Architectural Review Committee members. Al Link of the Architectural Review Committee and Dan Conroy were also in attendance.

#### **APPROVAL OF PRIOR MEETING MINUTES**

The minutes from the July 12, 2004 meeting were approved with one change in the spelling of Tim Herring's name.

#### **COMMITTEE REPORTS**

Recreation Committee- Tim Herring reported on three items he would like to see addressed. They are:

- A section of the wind screen on the tennis court is torn and he would like to have it replaced. The Board asked Management Specialists to obtain a bid to replace the screen as well a proposal to replace all the screens
- The basketball hoop needs to be repaired. Dan and/or Tim will remove the basketball hoop backboard and take it to a welder in Castle Rock.
- The cracks patched on the tennis court. Management Specialists is to obtain bids for this repair.
- Removal of a tree at the northeast pool. Management Specialists is to check with the grounds contractor on the stability of the tree. If the tree is not stable, a bid needs to be obtained for the removal of this tree.

Architecture Control Committee – Al Link was in attendance and reported to the Board that the diligence is paying off for the community. Owners are complying and working with the Committee.

Finance Committee – No report.

Landscape Committee – The Board asked Management Specialists to contact CLS about the irrigation line that is exposed and the heads that were damaged. The Board advised that 1 head was at the cost of CLS.

Entryway Committee – Dan Conroy volunteered to check the lighting at the entrance to the community and make any repairs. The water violations and the possible reasons for the violations were discussed. From this discussion Management Specialists is to obtain a proposal from CLS to replace the clock that keeps malfunctioning.

The Social Committee – No report.

## **MANAGER'S REPORT**

Financials – The financials were reviewed in detail. Brenda discussed the possibility of transferring some of the Association's funds into a CD as the bank accounts are paying ½ of 1% interest. Brenda will obtain CD rates for the Board's review and decision.

Delinquencies – The delinquency report was reviewed in detail. The Board would like to have an undated delinquency report just prior to the end of the month as well receiving the month end report. Due to the timing of their meeting – 3<sup>rd</sup> Monday – the information from the end of the month does not give them a true picture of what is happening with owners accounts.

## **OLD BUSINESS**

Trail Along Diamond Ridge Parkway – Lynn Conroy & Lenn Haffeman visited the Town of Castle Rock about the possibility of not installing the path within Diamond Ridge. The Town is okay with this however they would like Bob Watts to visit the site before final decision is made. Lynn advised that Lenn Haffeman had sent a written offer to pay the Association 66% of the approximate \$182,000 costs to install the path. The Association had requested 80%. Discussion at the meeting resulted that another letter would be sent to Haffeman restating the Association's request for 80%. Lynn is to write the letter to Haffeman.

The Entryway Project – The Board would like bids to complete the curbing at the entrance to the community.

Pool Equipment Enclosure – Lynn is contact Eric Doman for the design he had promised the Association he would do.

Brookwood Update – No new information. Lynn advised that if the new Association was to be built, then Diamond Ridge would receive \$50,000 for water rights.

Pump Station – The Board discussed possible modifications to the pump station area. One of the items discussed was a parking area around the pump station in order to keep the utility trucks off the Association’s common areas as the trucks damage the irrigation system and plants in the area.

Prairie Dogs – The Town of Castle Rock is tabling a decision regarding their endangered status. Peggy will advise the Board when a decision is made.

Fine Policy Revision – Management Specialists is to check with Orten & Hindman on the possibility of modifying the fine policy.

Culvert Repair on the Path – The Board reviewed bids from Douglas County Maintenance and CLS. As the CLS bid was less; but the Board asked for clarification on what the bid included. Management Specialists is to contact CLS for the additional information and advise the Board. The Board moved to accept the CLS bid at \$750 providing the bids are the same. Dan Conroy stated he would be happy to supervise the project to be sure they were getting what they needed to solve the problem.

Pool & Hot Tub Caulking – The Board reviewed proposals for the caulking of the pool & hot tub areas. It was decided that Swim Time would be awarded the contract to re-caulk as their bid was reasonable and they were the pool contractor and the Association had been pleased with the work.

Motion Detector Lights – The Board discussed the need for additional lighting at the pool and clubhouse area. After some discussion it was decided that a bid for ‘can’ lighting would be obtained as well a motion detector light that would be installed on a pole on the west side of the building in the area where the fence meets the building would be obtained.

## **NEW BUSINESS**

2005 Budget/Reserve Plans – The Board was advised that in September the budgets would be worked on and the Board’s input on special projects for 2005 were needed. The Board reviewed the Twenty Year Reserve Plan.

Master Insurance Coverage – Brenda provided information on Management Specialists letter regarding the proposed master insurance plan. Lynn Conroy had been the recipient of the letter advising the Board of this proposed change.

2004/2005 Grounds Contract – The Board was asked if they would like to have the grounds contract bid for the ’04-’05 season. The Board advised they would like a bid from CLS and Douglas County Maintenance as well any others. Lynn asked for a copy of the colored map that Management Specialists prepares.

Future Agenda Items – The Board requested these items be added to the next agenda.

- 1) Irrigation Fines

- 2) Curb Installation
- 3) Crack Fill Path – Winter project
- 4) Sealcoat Path – Late spring/summer project

**ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 8:50 p.m.

JW/bg/DRE