

DIAMOND RIDGE ESTATES HOMEOWNERS' ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

NOVEMBER 20, 2006

CALL TO ORDER

The meeting was called to order at 7:00 p.m. Board members in attendance were Peggy Cottrell, Al Link, Dan Conroy and Kevin Raasch. Representing MSI was Suzanne Burton. Greg Miller was in attendance to represent the Landscape Committee.

OPEN FORUM

The homeowner at 663 Sapphire Drive addressed the Board regarding their lawn maintenance. The Board requested the owner draw up a landscaping plan to mitigate their extensive area of sod and include a specified timeframe for completion. Greg Miller volunteered to assist the owner in designing a more workable, economical landscaping solution that would not be as irrigation dependant as their existing, largely sodded lot.

APPROVAL OF PRIOR MEETING MINUTES

A motion was made and passed to approve the October 30, 2006 Board meeting minutes as presented.

COMMITTEE REPORTS

Recreation Committee – Tim Herring was not present; therefore, there was no report from this Committee.

Architectural Control Committee – Dan updated the Board on the approved plan for 843 Diamond Ridge Circle.

Landscape Committee – Greg Miller updated the Board on current submittals and provided Suzanne with a list of owners with landscaping and covenant violations to enforce.

Social Committee – The Board was advised that the community's annual Christmas party will be held on Saturday, December 2nd.

MANAGER'S REPORT

Financials – The October Financials were discussed and delinquencies were reviewed. Dan inquired about the high legal fees this year and asked Suzanne to contact HindmanSanchez to get an accounting of the money the Association has spent on legal services utilizing the retainer agreement with HindmanSanchez this year. Suzanne will also verify the past-due timeframe on delinquency accounts listed as being over ninety days on the financials.

CDs were also discussed and Suzanne will investigate the Board's recollection that two \$25,000.00 CDs were requested to be purchased earlier this year. These were to be purchased using funds from their Reserve Account.

Covenant Violations – The Board discussed the Covenant Log and requested violation letters be sent to additional homeowners.

OLD BUSINESS

Clubhouse Utility Fees – Dan met with Len Haffeman and advised the Board of the utility fee payment plan he negotiated with Lenn. The Board voted to accept the new payment plan, which is for a third quarter 2006 payment of \$650.00 and, beginning with the first quarter of 2007, quarterly payments of \$800.00. Suzanne will advise the Board how much Lenn has paid year-to-date and the amount of credit he has left from recent overpayments.

Diamond Ridge Estates Legal Documents – The documents have been completed and sent to the Board, who will have the new documents stamped and recorded by the County.

Community Directory – Michelle Herring is working on the Association's new directory.

Damaged Speed Sign on Diamond Ridge Parkway – An invoice for the repair of the speed sign has been sent to the owner responsible for the damage, requesting that the Association be reimbursed. The Board advised Suzanne that the Signtist did not properly install the repaired sign, as it was not cemented into the ground as it had been previously. Suzanne will contact the Signtist to reinstall the sign.

FY 2007 Budget – The requested changes have been made and the final Budget has been approved by the Board.

Twenty Year Reserve Plan Update – The requested changes were made and the revised Twenty Year Reserve Plan has been approved by the Board.

Puma Ridge Signs – Peggy and Dan have spoken to Lenn about the Association's dissatisfaction with the unauthorized directional advertising signs that have been placed in the community. Only one permanent sign is approved for placement on Diamond Ridge property. Peggy will continue her dialog with Lenn to get the unauthorized signs removed.

Late Fee – The Board approved an increase to the Association’s late fee from \$10.00 to \$25.00. The document will be amended and will be sent to homeowners, along with the amended SB 89 Policies.

NEW BUSINESS

SB 89 Document Changes – The Board approved the amendment of four policies and the new policy to be written as required by the passing of Senate Bill 89. As these changes are required by law and must be in place by January 1, 2007, HindmanSanchez will make the updates/changes, at a cost of \$195.00 for the four revised policies and \$225.00 for the new policy, for a total cost of \$420.00. The Board will review information on the alternate dispute resolution and advise Suzanne whether they want the short or the medium version of the policy written.

2007 Annual Meeting – Suzanne will request the Castle Rock Recreation Center for the Association’s January 15th Annual meeting, to be held at 7:00 p.m.

Signature Real Estate Signs – The Board is considering requiring that all real estate signs in the community be standardized into a custom designed Diamond Ridge Estates real estate sign. Dan will further research this issue and get back to the Board with his findings.

Suburban Waste Trash Removal Fees – Dan has spoken to Galyn Westfall, General Manager for Suburban, regarding reimbursements to the Association for possible overcharges. Dan compiled a list of unoccupied homes/lots that have been billed for trash pickup service and is requesting a refund from Suburban of \$1,467.10. Suzanne has written a letter to Suburban on behalf of the Association requesting the same.

Lighting Maintenance Contract – Dan has been in contact with someone who is willing to serve as a community handyman for \$35.00 per hour. He has advised Dan that he would accept responsibility for maintaining the community/entryway lighting. Dan will provide the Board with more information on the responsibilities, costs, etc. for this handyman and the Board will decide whether they want to cancel the current lighting contract with DCMR.

NEWSLETTER ITEMS

Items discussed for inclusion in the upcoming newsletter were:

- SB 89 document changes
- The amended collection policies, stating the increase late fee

ADJOURNMENT

With no further business to discuss the meeting was adjourned at 9:45 p.m.