

Pawnee Hills Community Association  
Board of Directors Meeting  
January 10, 2008

Board Members Present: Tina O'Bryan and Brian Cook were present. Sandy Perry was present as Treasurer. RC Cuellar and Steve Hamblin were not present.

Meeting was called to order at 7:10 p.m. Motion was made to approve the agenda. Motion was seconded and carried.

Communications from the Community Members:

No report

Treasurer's Report: (Sandy)

Listing of checks written and discussed. Motion to approve bills as read passed.

The bank balances ending December 31, 2007: Checking Account \$8,025.55, Savings Account \$6,380.78, Reserve Total \$40,144.83, CD #1 \$5,343.39, CD #2 \$5,352.36, CD #3 \$5,354.21.

Sandy: In the middle of December we were audited by State Farm Insurance for our Workman's Compensation and we came up short on having certificates of insurance for five of our contractors during that audit period. We were supposed to have those in by the beginning of the year. Cynthia managed to round up one of the certificates from somebody. The other five we are still outstanding on. Spoke to the auditor. What is basically going to happen is that it is going to be assumed that contractors do not have Workman's Compensation and then we have to pay for that and because this is an audit in arrears, that is also going to impact our current Workman's Compensation so we are going to get hit pretty hard because I did some rough calculations and the amount of dollars spent on those contractors is over 60% of the payroll we paid.

Tina: Cynthia is still working on that project and we are working with State Farm to negotiate with them the ones that we don't have and why it is taking so long is because we are leaving messages for the contractors, but they are not returning our calls. We are still trying to get those.

Sandy: I spoke to the auditor and I told her the situation that I had sent her as much as I could.

Tina: Right.

Sandy: And we are well beyond her audit deadline and she said that she is going to consider them uninsured. We are going to have to pick it up but in a few months if we find the certificates or are able to retrieve the certificates, State Farm will make a correction.

Tina: Okay.

Brian: Are these companies still in business?

Tina: Yes. They are just busy and they just aren't returning our calls or they say, "Yeah, we will get it to you."

Brian: Can I get the names of the companies? Can I get that information?

Tina: Absolutely.

Sandy: I just wanted to get it on the record that we are going to be billed so we are going to get our last year's premium on Workman's Comp more than likely bumped up significantly and we are also going to get billed for this year's Workman's Comp at a much higher rate.

Tina: Okay.

Cynthia: Well, a lot of these contractors don't have employees and therefore we did not have to provide that information. I talked to the pool guy tonight again. Left a message earlier in the week and talked to them now. Because we didn't tell them up front we needed to be the additional insured, that is part of my report here too.

Tina: Alright, well then we will cover that. Okay. Cynthia, whenever you are ready you can go ahead and jump right in.

#### Facility Report – Cynthia Cregger

Cynthia: I'm going to jump right into the plumbing issue. So the mold and asbestos remediation should be complete within this week. Part of what happened here was that—and I talked to an HVAC guy as well. He said when they have those big air scrubbers in here, it creates negative pressure and they have to get the air from somewhere so it was pulling in, over all of these cold months, pulling in all that cold air. That is where the splits came. However, what they are finding is, a lot of our joints were welded. They are actually just pulling apart. They didn't flux and sweat the pipes correctly. We are probably going to have to pick up the joint work. The remediation company has already said they are going to take care of all the breaks. So that will be no impact to us. This is going to cost us the charge of time and materials at \$65.00 an hour. He is the least expensive plumber I could find. I found them everywhere from \$85 to 125.00 an hour. He was the lowest at \$65.00 an hour.

Tina: It truly shows that we had poor workmanship?

Cynthia: We had those machines in here for that period of time because it didn't pass the first time because we had that cold snap. They started in November. It was freezing and breaking and freezing and breaking because for one thing, when they shut the water off, they didn't drain any of the lines.

Brian: They who?

Cynthia: The remediation company and that is why they are paying for all the freeze breaks. The joints that are blowing apart may not necessarily be their issue so we may wind up doing the joint repair or any actual splices that just blew apart that have nothing to do with the breaks that Brian saw and Kingston has told us we are not going to have to pick up any of that and I even asked them. I said, "I am not in for a fight on this, am I?" And he said absolutely not. So they are in this all the way. So first they had some of their crew in there and when they saw the magnitude of work, he and I were doing our walk through, we went and turned some of the lines on that they thought were on and I said, "Well, these shut offs are here" and we saw that we had more of an issue, they have been on top of it like that. But it has taken a lot longer than we thought.

Okay, the clearance requirements have all been met and I did forward you that additional notification from them. They initially put in they recommended that they do one last fogging. It is not a requirement. It is kind of an overkill and the remediation company and the clearance guy worked it out on their own but the clearance guy left it in his initial clearance that we needed to fog it so he sent an additional letter saying, no, all the requirements have been met and it is fine so we have a clear building. Our counts came back. What they do is the outside mold being zero and now our building matches that.

So attached which I will give for your files, attached I am putting all of the documentation for the rebuild that I have to date and it currently is the Request for Proposal, two documents dealing with the scope of work, and I need approval for an amount not to exceed to go forward with the rebuild and I need approval for what type of flooring and the bids are coming in about \$2,000 apart—within \$2,000 of each other but there are some variances that need to be corrected prior to final submittals. The exhaust portion of the bid is coming in around \$3,600 and I know it was stated that it might not cost over \$200.00 but we really do have to vent it out of the building. One of the things that isn't included in that is a humidistat right outside the steam room door which is being recommended so what is coming in with around \$2,000, the maximum right now, we are at \$25,000 for the rebuild and that was before the drywall work that they are going to have to do now that we have all of these plumbing issues and I don't know how much of that Roy is willing to pick up.

Sandy: We don't have \$25,000.

Tina: Sandy the treasurer is notifying us by waving her hands that we do not have the money. What do we have?

Brian: So what do we have?

Sandy: You know, our restrictive reserve replacement which is where the mold remediation came out of we've got a little under \$9,500. And all of our other accounts combined for our operating, we've got \$30,700. If I need to start cashing out CDs, I need to know that.

Tina: You are going to have to cash out some CDs.

Sandy: You see, you guys wanted the CDs listed as operating accounts so that is where they are at. So if we need to move—I guess accounting wise, it is okay to take funds from the operating accounts and—

Tina: Yes. We can pull money wherever we need to, to get this project done and then we just have to code it correctly so we just have to find the money and worry about figuring out how we code this expense.

Sandy: Okay, but one thing to consider is that we've got roughly \$40,000 combined and we are paying in a few days over a \$1,000 electric bill from this building.

Tina: Right.

Sandy: So, I mean, we've got a lot of expenses coming up and I don't know how standard this \$25,000 is. Maybe if we can stagger it over a couple of months or else we are going to get into some cash flow crunch.

Cynthia: I'm not so sure that isn't going to wind up happening just by virtue of this may take that long to do the project.

Tina: Yeah.

Sandy: Okay, well it looks like we've got our first CD maturing--it did mature on the 8<sup>th</sup> of January so when I get the paperwork on that, I will call them and ask for a check.

Tina: Yup. When's the next one just out of curiosity? Does it show?

Sandy: February 11<sup>th</sup>.

Tina: Okay.

Sandy: And then March 21<sup>st</sup>.

Tina: Okay. Let's keep that in mind as we are looking at this but we can pull money out of our checking account to pay a bill if we had to. It is just where we code that money. Thank you, Sandy. We love you as a treasurer.

Buildings and Grounds:

Cynthia: Okay, the scope of work is indicated in all of the attached documents which you will get. The recommended flooring is industrial sheet vinyl with an underlayment for the basement flooring that does not require glue because glue actually, if it does get wet, also will grow mold; the office restroom in ceramic tile; carpet on the stairs and landing to the office. No windows or plumbing or roofing is associated with that so moisture issues are not a problem with putting carpet in just those areas.

Tina: The reason we are looking at carpet on the stairs only is because our stairs are—

Cynthia: They are not solid. They would have to wrap and they said the bull nose and the way they give, the way they are actually constructed, if we put other stuff on there, we have to have bull nose other than the metal stripping which also pops the nails. It probably won't hold up. That is just the corner edging; the edging that goes over the top of the stairs.

Tina: This way, if we put carpet it saves us money and we don't have to worry about a mold issue because they said that there wasn't any water in that area that would cause any mold there but that is the only carpet that they would suggest being put in.

Cynthia: If there is flooding, it is not going to happen there is what they were saying. And these are recommendations. You guys can do what you want to do but these are their recommendations based on the areas in which they are being laid and the possible water damage that could occur in those areas. They recommend just an industrial low nap—don't do anything fancy there. Wood laminate in here was more because this is the kind of meeting or, you know, the social gathering area. We are going for something that looked just a little nicer. However, if you wanted to go in that same way, they do make that laminate that I discussed, the sheet vinyl, in a wood look which could, for the sake of savings, would be a possibility in this area as well. If they do wood laminate, they recommend, because there is a basement to this, that you put an acoustic underlayment on it, but if you don't care about the noise below, then they have just the standard underlayment as well and it is probably a difference of about 30 cents a square foot between those two underlayments.

April: They would provide samples?

Cynthia: They will when we get into that, absolutely. We kind of have to tell them what we need samples of so that is what I need here tonight. I kind of asked for this about three months ago. What kind of flooring do you want? So I basically came to the table with what they recommended because I didn't get anything else to go on prior to this but yes, absolutely they will provide samples. And that's all I have as far as the rebuild. Like I said, it probably will be over the next period of time. We are not going to have this up and going by the 26<sup>th</sup>. We are going to have to show people in here looking like this.

Tina: Absolutely. Well, we don't have a choice. If we have the meeting, even if we tried the Carlson Building in Elizabeth, I think I would have less people show up. We can figure something out. We can make this work.

Cynthia: The plumbing should be fixed by then and that is actually why—plus the remediation company is picking up some of that anyway, and we needed to get that fixed. We can't have a meeting in here without restrooms.

Tina: Absolutely.

Cynthia: You know, they are not going to be doing the plumbing for that bathroom upstairs or any of that until we do the rebuild but they are just fixing it so that we can have our two restrooms back. We will not have a sink and vanity in the ladies' room, it will be a toilet only so if we want to just restrict it to the men's restroom which should have a sink and a toilet in it for the meeting, that's fine. I am going to jump ahead to one of my line items and I have been working on getting the necessary documentation for the insurance audit. One of the things that made them drag their feet was all of a sudden out of the blue they hear we have to be named as an additional insured. Then they went to their insured companies and had to research that and since the time period in which they were asking for it, it wouldn't apply anyway and they said if we do start adding you—usually they only do that on huge contracts because it does cost. It is an additional cost to them and we are kind of small potatoes so I said please just send us what you have. That will be better than nothing at all.

Sandy: Are you asking for them to pay our Workman's Compensation?

Cynthia: I am not.

Sandy: Or just to be the certificate holder?

Cynthia: No, that's on the liability with the certificate. As far as Workman's Comp, that is their deal for their employees. That is a whole different issue so I am getting liability written on that thing where we are named as an additional insured—

Sandy: Are we listed as an additional insured, we are the certificate holder.

Brian: For liability.

Cynthia: For liability.

Brian: That's all we need.

Cynthia: Yeah. Kingston automatically did that. They actually asked me when they did this project, they said, "Would you like to be named as an additional insured?" And why would I say no? Of course I said yes. So some companies do that automatically. Some only do that on their bigger clients. Some do not do it at all and I just talked to our agent, not the auditor, and they don't talk. They are not associated with one another. They were going to talk to the underwriters and the underwriters said we did not have to do that, that it is not a requirement. Mile High Contracting, I talked to them this weekend, he said he would have it in the mail. I left him a message and I am not getting anything back. Wood Protectors haven't called me back at all and you can call them all you want. I would appreciate help with them. Now, as far as the Colorado Home and Hearth, that wasn't my project and I called the person whose project it was. They gave me a contact name and he won't call me back and I looked on the internet to find people like Home and Hearth Companies and I got a first name only and they didn't recognize that, the ones on the

internet, trying to find another way to get to it. That's the one I have not been able to really get to. He was a friend of someone who came in. He did that for a living. He fixed the heater at a low cost.

Brian: We wrote him a check.

Cynthia: We wrote him a check but he wrote it on his company—I think he must have written it on his company invoice because I asked Sandy. That's not one of my contractors. I don't recognize that name. It wasn't a person that I had dealt with so that we are in a little bit of—

Brian: If we wrote him a check, they are a subcontractor.

Cynthia: Right, but I called those people and I have to go find that invoice in our books.

Sandy: It is a \$95.00 charge so it is not—

Cynthia: No, it's not a big one.

Sandy: It may not be worth tracking down.

Cynthia: Right. I talked to Arapahoe Pool twice—well, I left a message once, I talked to him this evening and they will put it in the mail. Everybody going forward, I am just going to make sure we have all this. We have everybody's liability.

Brian: So if you can get the name of their insurance company, all you have to do is call.

Cynthia: Right, I understand that too.

Brian: Just call them and they will fax it right to the auditor.

Cynthia: Right. But I don't have any of the information—Sandy is dealing with the auditor. I don't have any of that information and I am dealing with the contractors. They were going through Sandy so we would have it on file.

Brian: Okay, so if we get their insurance—the name of their insurance company, then we should be able to get it without going—

Cynthia: Well, the two companies that haven't called me back—

Brian: We shouldn't even have to rely on a contractor.

Cynthia: And I can't believe American—

Brian: The insurance company, if they are the insured, if they are being paid, then they should provide that information to us free and directly, not through them, they should supply it directly to the auditor or Sandy, or both—

Cynthia: As far as liability, I get their liability when I get their bid but some of the dates on liability that we got, we wait so long sometimes on our projects, I get the bid in—I started this project a year ago, so the dates on them were too old. So actually had to go out and say, "Okay, we have your liability but because we sat on this project—" We have to go back and get them with the newer dates so that was really kind of our issue, not theirs.

Sandy: But the auditor has to give us a few months.

Brian: Not really.

Sandy: They are willing to adjust it later but we are going to have to pay it up front. I was just afraid that who knows what would happen because we missed our deadline.

Cynthia: Right. So the only person you have heard from is TruGreen?

Sandy: TruGreen.

Cynthia: Which that doesn't surprise me. You will hear from Arapahoe Pool soon. They are wonderful to deal with. Their holdup was that.

Brian: So can we, like, figure out something to do in the future so, I want to throw out there maybe what we should do is, obviously tell them, look, we need to be a certificate holder for liability only and we do not cut them a check until we have that—

Cynthia: I don't even let them come on the job if they haven't met our criteria.

Brian: Well, I'm just talking about the certificate of liability because it is—

Cynthia: Right, but that's what we have already—

Brian: --more paperwork but the contractor should—

Cynthia: I already e-mailed Sandy and said anything going forward; I will get all of this information.

Sandy: She is also going to get the certificate holder on the Workman's Compensation or at least proof that they don't need to have it and she is also going to get the W or at least proof that they don't need to have it and she is also going to get the W-9 that we need for—

Cynthia: I have actually e-mailed all of these people their W-9s already. I went out on the internet, got the copy of the W-9 because they said, "Well, can you get me—what is that? I haven't been asked for that in the past." I said, "No you haven't. We are being asked for it now. We have a new bookkeeping service and this is a requirement." They are all willing to do it but they want me to provide the W-9 so I do.

April: Really?

Cynthia: Um-hmm.

Tina: But we get it done.

Cynthia: We are getting it done and the clearance people have already e-mailed theirs back as far as I know, their W-9, and you should have gotten one from JC Electric.

Sandy: This is our first time going through Workman's Compensation audits that the state wants.

Cynthia: This is all brand new. Some of the general contractors don't carry Workman's Comp but their contractors carry Workman's Comp.

Brian: Well, when we are paying subcontractors, we don't have to even verify their Workman—anyone's Workman's Comp.

Cynthia: Some of our general contractors, because they are not actually employees, they are subs of these general contractors. They require that their subs have their own.

Brian: That's good.

Cynthia: And then they also have liability but then my general contractor is just providing their liability.

Brian: That's okay.

Cynthia: Right. So that is what is happening.

Brian: So whoever we write a check to—physically whoever we write a check to, we just need that liability person—

Cynthia: Exactly correct. Exactly.

Brian: We don't need any of the Workman's Comp or anything like that, just whoever we write a check to. Anything beyond that, they write a check to their—

Cynthia: People we deal directly with whose employees come and do work on our premises, like they aren't subbing that work out. These are their employees. For those companies such as Arapahoe Pool, TruGreen, those people we have to have proof of Workman's Comp on those people where their employees come. They aren't contractors coming on site, they are that company's employees, in those instances, we have to have their proof that they have Workman's Comp. But, when I talked to State Farm and they checked with the underwriters, they said we only had to be added as an additional insured on liability, that the additional insured had nothing to do with the Workman's Comp.

Brian: That is what I am trying to tell you. The only Workman's Comp information we have to have is you and any other employees that we write the check to.

Cynthia: That you have on payroll. That's right. I verified that through State Farm and they went to their underwriters.

Brian: Is there any contractor you want me to call?

Cynthia: The Wood Protectors.

Brian: Wood Protectors?

Cynthia: Yeah. I just have to get a hold of that receipt, that invoice that was paid last year for that heater repair, the \$95.00 one. We really need that. I have to get that invoice and get his number because the people I was getting off the internet with that name said, "No, we don't recognize that employee."

Brian: Do we have the copy of the check? Maybe we can get their bank information and track them down that way.

Cynthia: That's what I need is our invoice that we have filed. I just have to hunt through and find it.

Brian: When you get it I can help you make the calls.

Cynthia: Okay. Well that one, once I find it, I probably won't have a problem. The Wood Protectors never bothered to call me back. I'm just saying that because I know they would probably respond to you better.

Brian: That's not right but okay.

Cynthia: No, I just know it is a matter of—it is a fact of life. My last line item here, because I had skipped it, was, we still have no word from the August 12<sup>th</sup> incident. The person in charge of it left. The last few times I have called wasn't on duty, was on vacation. I actually got to speak to him today and it looks like Elizabeth Police who were supposed to turn it over to the county never turned the paperwork over to the county. He swears that he is going to contact Elizabeth Police Department and return my call tomorrow.

Tina: Let us know how that works out.

Cynthia: Or Monday. He said Monday because he is off tomorrow. He will call me Monday. I put it in my Outlook to pop up and call him back if he doesn't. I said, "When is a good time to call you? I will call you then." So I have an appointment to call him back and follow up if I have not heard from him. And that, I believe, is my last line item.

Tina: Okay.

Sandy: We received in the mail a TruGreen ChemLawn contract 2008.

Tina: Hand it to Cynthia and she can look it over and make sure everything is right.

Cynthia: If we pay a one lump sum we usually get a 10% discount. We were unhappy with some their work last year but I am really happy with other parts of their work and so I need to talk to them and figure out if my service is going to be better in those areas where it was not to me. The person who takes care of the trees, he is great. The people who do the fertilization are excellent. I had a lot of trouble with the aerator and aeration people.

Tina: So, do you want to hand that contract to Cynthia only so that I can make sure that she goes over the numbers and maybe she can actually get us a discount for next year for them not doing a great job last year on certain things.

Sandy: Well, again, going back to our cash flow problems, we might want to return this back because it is sitting at \$1,900. And maybe not go for three aerations.

Cynthia: I may not have any aeration next year. I'm already on that.

Brian: When is that contract due to be back? Do they have a date that they want it back?

Cynthia: No. They don't care. They work very well with me.

Brian: So let's wait. Let's just wait on that.

Tina: And I think Cynthia can negotiate that down.

Cynthia: Because I don't like paying for work that—I just felt that it was substandard and I feel like we can get it somewhere else or we can almost buy our own aerators and do it.

Brian: We have one.

Tina: Yeah.

Sandy: We paid for three aerations and they only did two and they actually ended up having to refund us the money.

Cynthia: And they did.

Sandy: And that was probably through Cynthia's harping that they—

Cynthia: No, I just asked them one time. I just called them and said I am not happy. Refund that last aeration. I don't want it rescheduled. Just give me back my money. And they did.

Tina: They are real good about that.

Cynthia: They are. They are actually really good—

Tina: And we will see what Cynthia comes back with as far as the contract.

Cynthia: Well, they do have different crews, you know, for every thing of what they do, different licensing things that they have to undergo and the aeration people don't have to have any licensing, they don't have to have any commercial spray, you know, so they are kind of people who are maybe less reliable as a rule.

Tina: You know, I actually bet we have somebody in this area that's got an aerator. You know? I mean, maybe somebody here or somebody knows somebody that or just rent them and run them or something.

Cynthia: We can rent them. The reason I haven't done that in the past, I checked into rentals and the rental was actually more expensive than their coming out to do it for us. That's why we hadn't done that in the past. Because when you have a whole contract, you know, coming out to do it, you know, if you can go pay an aerator and that's all they do, you actually pay a whole lot more for a guy that that's all they do rather than when you have a whole contract. But I am not happy with what we had.

Tina: Okay, anything else Cynthia?

Cynthia: No, that's my report.

Tina: Okay, anything else you have, Sandy, for Cynthia? Okay, I'm going to go ahead and run through the reports from the committees.

Architecture Control Committee (ACC) – Pete Smilanic. No report.

Activities Committee - Karlene Herbrand. No report.

Covenant Committee – Bill Curley. No report.

Directory – Sandy Perry.

Tina: I hopefully will get the directory and service form into the newsletter so that we can start getting those back from everybody.

Sandy: I'm not the directory but I will supply whoever does the directory—

Tina: No you're not. You're doing the directory. Nice try, Sandy. They are all going to come to you anyway because the mail comes to you so you might as well handle it.

Equestrian - RC Cuellar. No report.

Newsletter - Susan Laessig.

Tina: Since I didn't get a newsletter done for February, I am going to put in that Bill Curley is the chair of the Covenant Committee and put his phone number in there. He also said he was going to write a paragraph and get it to Susan but I haven't heard anything so I don't know if that ever happened. I don't think it did because I'm sure Susan would have e-mailed me. Put the directory and service form attachment in there so people can fill that out, get the results of the decorating contest in there, and try to do just a little short update on the clubhouse, although I think everybody will see it at the annual meeting before I even say what it looks like and then Sandy, your suggestion on the accounting, you know, the due date has changed, make sure their electronic deposit information is correct and sent in at the right time and that type of thing. So I will try to put a draft together of the newsletter to shoot out to everybody so that you guys can see and, of course, add anything that you see that needs to happen.

Nominating and Welcoming Committee: Pam Schultz.

Pam: It isn't really necessarily nominating as much as it is just a community member that is concerned about our elections coming up in two weeks. If you two want to contact them and see if they want to remain, you know, in Steve's case, on the ballot, and in RC's case, if she intends to retain her position because she has missed literally almost half of the meetings and you are sitting here uncomfortable understandably about passing bills when only one or two board members are present when passing those bills. It just doesn't seem fair to anybody.

Brian: It just can't work that way at a meeting.

Tina: Well, and it is unfortunate because it says in our bylaws if someone has missed three unexcused meetings—

Brian: That is correct.

Tina: And this is five meetings for RC and four for Steve. So, you know, Brian, do you want to—

Brian: Who wants to—do you want me to give the call or e-mail?

Tina: It's up to—I don't feel comfortable calling somebody and say, "Are you in or out?"

Brian: I'll figure out what they want to do. Hopefully they know what they want to do.

Tina: I mean, if Steve wants to be left on the ballot that's fine. We will leave him on the ballot but I've got four missed meetings for Steve and I've got five out for RC and we need Board members. You and I can't keep doing this.

Brian: No we can't. We will get nothing done. We will get nothing done so I will call them to find out.

Tina: You are very diplomatic and let's see what we come up with. At least maybe we will get an answer and if we don't then that's fine too but at least maybe we will get something. You are right, you are the nominating committee and you are right, are we opening more than just three positions? We may be opening up four positions in two weeks.

Pam: I just think it is unfair to the Board and the community for them to not be participating and not even letting you know. That is really—I don't understand that.

Tina: And they have my cell phone, they have my home phone, and they have my e-mail and Brian, they have yours. So if they can't get a hold of me, I know they can get a hold of you. Yeah, I am a little surprised. Well, they've got to understand the importance of it. I have been running meetings with no Board and I have to run the meetings because business has to be taken care of. We have to continue. We can't just stop. So let me know what you come up with.

Brian: Yeah, people keep calling in sick.

Tina: Yeah, way to go, Brian. Nice going. At least you let me know that you were dying. You know, Welcoming I think we need to talk about some time. We still haven't figured out what we want to do with the Welcoming Committee if anything.

Website – Sandy Perry

Sandy: The winners of the decorating contest are noted on the website.

Tina: Does anybody have anything else for the committees? Going once, going twice. Gone. I am going to go ahead and open up the meeting for open forum.

Open Forum:

Tina: So, anybody here have anything that they want to talk about, we can go ahead and open that up.

(Jim Kaster discussed his past due and garnishment judgment papers received from out attorney Cheryl Mulvihill).

Tina: The Board business that I have to take care of right now is, Tina McKenna had sent us an agreement regarding inspection and copying of records of the Pawnee Hills Community Association. It is a form that she has to fill out requesting information. It says here, "I have requested to inspect and/or obtain copies of the following records of the Pawnee Hills Community Association" and she put down "I would like to review all statements received by Cheryl Mulvihill and any documentation showing what charges PHCA paid her and any credits given from previous billings. I would also like to view the contract with a schedule of charges. The records shall be used for the following purpose. I want to validate that the charges I have paid as legal charges are in line with her obligation to represent our HOA." She signed it, she dated it. She dated it 11/28/2007 but realize that Sandy Perry did not receive it in the mail until—

Sandy: I think the letter was postmarked like January 4<sup>th</sup> or something.

Tina: Probably January 4<sup>th</sup> is when we received it or when it was postmarked. So, as a Board, meaning Brian and I, need to make a motion that her request for documents is for a proper purpose and that Sandy will make the requested copies of the documents and send it to Tina as soon as possible.

Brian: Second.

Tina: All in favor? Aye, aye.

Sandy: Okay, so I am going to go through and pull her portion of Mulvihill's bills for 2007, 2006, whenever this policy, I guess, started up.

Tina: Yes.

Sandy: Are we charging for copies?

Tina: No.

Brian: No?

Tina: We are not charging for copies because she would have been able to come to the clubhouse and review the documents for free, but since —

Sandy: I mean, my receipt books are scattered all over. It is very inconvenient and difficult for her. It would be much easier for me to take her through—

Tina: I think truly, under the current circumstances of this building been completely torn apart, she doesn't have the opportunity to come in and review documents. Therefore, I think we need to go ahead and provide her those copies at no charge to her.

Brian: Even at that point, I think that the policy says that we can, not that we have to.

Tina: And we have charged people in the past but I think the reason why we are waiving it is because we are in the middle of construction and mold remediation.

Pam: And that makes perfect sense.

Tina: And our documents are scattered from here and there and—

Sandy: And her request is pretty precise.

Tina: Yeah.

Sandy: She is not asking for anything on general audits which would have been easier to pull.

Tina: So Sandy and I will work together. I have the schedules, the charges of schedules and all of that stuff for you, Sandy, if you want to do the legal stuff. So I will work with you on getting both of those put together for her. Does anybody have anything that I am forgetting? If anybody else has anything that I am forgetting, let me know. Sandy Perry will have a list of the delinquent homeowners as of the 25<sup>th</sup> so the day before our actual meeting happens, she will have the delinquency list. So if someone comes in and they, like, Pam Schultz walks in the door and she owes us 32 cents, she will have an asterisk next to her name when she goes to sign in. We will see as she is signing in there is an asterisk next to her name. We say, "I'm sorry, you can't sign in right now. Please see Sandy." Sandy then sees under delinquency that she owes X amount of dollars or 32 cents or whatever and that way Pam has a chance to pay that right then and there so she is able to vote or she is not able to vote that day. Like I said, on the 25<sup>th</sup>, she will have that list of any deposits made before 5:00 the close of business and we will have that list. I will have the ballots printed in a colored paper or whatever, get the ballots printed and then

Sandy is going to have the delinquency list and we will have the sign-in sheets and we should be ready to rock and roll.

Sandy: One thing I forgot on the Treasurer's thing is the audit of 2007.

Tina: Oh, that's a biggy. Yeah, everybody needs to know what you found out.

Sandy: I haven't heard anything yet.

Tina: Oh okay. Sandy was looking into another auditor instead of having Fosdick do our books for an audit. We were looking into maybe finding somebody else that was cheaper to go to to do that but since she didn't have it in time, we are going to go ahead and use Fosdick and then she is going to work on trying to put together another company or companies that can do the audit for us.

Sandy: Can the Board approval starting the 2007 audit wait until the February meeting?

Brian: Yeah.

Tina: Yeah. We can do that. If you think you are going to have that information—I didn't know whether you would have it or not.

Sandy: Well, probably by the February meeting, we are going to need to start getting something in place like either heading over to Castle Rock—

Tina: Or go with somebody else.

Sandy: Or going to somebody else.

Tina: I'm fine with that.

Sandy: We don't need approval on this month's.

Tina: Well, Sandy is just looking.

Sandy: Well, CMA had suggested—they have got a couple of accounts that specializes in homeowners associations and that they are used to working with and that may be a possibility. The problem with some of these other auditors is we've gone through three bookkeepers in the calendar year 2007. That is kind of a difficult thing and the auditor we have used for several years is more familiar with us. He may be able to handle that type of transition easier.

Brian: Yeah, maybe we should get through another year or two with him.

Tina: See, I'm thinking Fosdick, I know he is very familiar with ABC Solutions. I know he holds onto our books a little longer than we would like him to hold onto them to do the audit but I am comfortable with Fosdick doing the audit for 2007 and we look into finding another company and I think it is good for Sandy to keep looking. I really do.

Sandy: And possibly for the 2008 audit, once we are with CMA for a full year, we may be able to go with one of their auditors that they use and get a better price or something and get some fresh eyes on the audit. But some of these other companies may not even want to step into it.

Tina: Yeah and I'm just happy you are looking into it.

Sandy: So I will try to get approval for an audit at the February meeting.

Tina: Okay. I'd like to make a motion to adjourn the meeting. Motion passed.

Meeting adjourned at 8:15 p.m.

Respectfully submitted by Tina O'Bryan.