

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

Board Members Present: Tina O'Bryan, Pam Schultz, April Osborn, and Greg Brendlinger were present. Brian Cook was not present. Sandy Perry was present as Treasurer.

Meeting was called to order at 7:06 p.m.
Motion was made and passed to approve the agenda.

MINUTES:

Facility Coordinator Report - Cynthia

Cynthia: The game room looks to be effectively done. It is gorgeous. The beams are started. They look good. As far as the rebuild, I think we are going to be fine. They are doing a great job. They have done a couple of things that we didn't really ask them to do like the closet doors and he said he would talk to me about that but he didn't and I don't know who he thought he talked to but upstairs we weren't going to put doors on the closet because we were just going to keep that storage but he is going to put the closet doors in. I'm fine either way. All the drywall is done. All the mud is done and we are just moving right along.

Tina: Good.

Cynthia: I haven't heard back from the flooring people, though. I was late getting final numbers on that so we didn't get that ordered. I was about a week and a half late getting that ordered so they may wind up waiting on the tile and carpet because they didn't get my final numbers but other than that...we have a hot water heater problem. We do need to replace it so I need you guys to talk about what you need, what you want. He did some pricing. We are looking at about \$350.00 to replace the existing tank, at the low end is about \$300. We are looking at \$300.00, \$350.00 I think pre-tax, before tax. So if you are for that, I can call him and let him know. We, for some reason, during remediation lost all of our power to the office bathroom so we have to get an electrician out. He has already been out to look at it and they are going to pull—which means a little more drywall demo—they are going to pull electricity off the outlets in the office to get electricity to that bathroom. The bathroom is all dry walled. It looks nice so if you get a chance, go look at what they have done so far. All the patchwork is excellent and I am very happy with the work.

Tina: I guess we can just do a motion to go ahead and replace the hot water heater. Do I have a second?

Second.

Tina: Discussion? No. Ok. All in favor? Aye. Aye. Aye.

Cynthia: I don't have the numbers with me but I have talked to, depending on how we come out money-wise, I have spoken to Wood Protectors and they do have a bid ready for me. They are not increasing it from what we have paid in the past still which is unbelievable that he is still holding his prices for us.

Pam: Well, the economy is bad and people need work, you know?

Cynthia: It is partly because of us. He has done work for us. We are repeat customers and he is one of those people that does well by his clients and that is nice to know and he does excellent work.

Sandy: What is the Wood Protector's bid for?

Cynthia: It is redoing the fences and the mailbox shelter and the barn.

Sandy: Do they need it? I mean, I know that some of that needs it but, does the fence need it again?

Cynthia: Oh, yeah.

Tina: The sign is okay but—

Sandy: The fence was just done two years ago.

Cynthia: I thought it was three but it should be done every three to four years in Colorado but, you know, we don't have to. I'm just letting you know what I am doing because I have been asked to do it.

Tina: Right. I just wanted to see what we had because I want to make sure we are upkeeping everything.

Greg: Right. Want to stay on top of it.

Tina: I know the front steps have to be done.

Cynthia: Right.

Cynthia: Based on last month's meeting, I did contact TruGreen and approve them to do the pine beetles only and so they have been faxed that bid and they will schedule us in and that was \$340.00.

Pam: I hope it saves us. Who knows?

Cynthia: Yeah, who knows?

Pam: Always try.

Tina: Yeah.

Cynthia: Then, Acoma has been contacted and he called me last night. I didn't have a chance to get over there today. He has some sample locks for me. I asked him for something that we could actually chain to the gate of the arena and what they do is, they are kind of tethered. They are not exactly welded but, you know, they have to stand there and take the screw off and you can get tamper-proof nuts or bolts or whatever for those so he is going to show me those and then give us an estimate for redoing all the keys again this year. That is in progress. I don't know what the electrician is going to cost us at all until he gets in there and tears it out, we aren't going to know.

Tina: Right but it has to be done. Answering machine?

Cynthia? I did not do it today. I am going to go plug it in and put it back on. I just didn't want to spend the money.

Tina: Alright. We are trying to figure out—since we put the ad in the newsletter about the summer help, the answer machine is not hooked up.

Pam: I thought we hooked it back up.

Cynthia: We did. The contractors unhooked it.

Pam: Oh, okay.

Cynthia: I go over there and it is sort of laying there and now I don't know. I went over there to look for it and I didn't see it laying where it was so I will find it.

Tina: So we were basically going to find it and get it hooked up again and test it and make sure.

Cynthia: Because I was thinking about trying to go back to Qwest for a while because when they have been working on it, it keeps getting undone because they are working in that functional area. We have no place to put it and when the electrician is in there, he was actually—he demo'd the kitchen out already so that the contractors could get in there and do their kitchen work and you guys are going to be pleased.

Tina: So she is basically going to hunt down the answering machine, hook it back up again, try to explain that we need it kept hooked up so they need to be creative because I need to know if we've got anybody interested in this before we decide to put an ad in the *Elbert County News*.

Pam: Bypass the homeowners?

Tina: If I can get the homeowners first choice.

Cynthia: Right, for an employee to help me this summer.

Tina: Right.

April: How many hours would you guess? Is it just the pool opening and closing?

Cynthia: No. They are not there all the time. It is kind of hit and miss. It can be up to 40. As little as 20 and up to 40, depending on what we have, depending on how much rain, depending on how many hoses we pull. If we get a lot of rain, there is more mowing. If we don't get very much rain, it is actually harder on us because we have to do a lot of watering. It is probably the most usage. If there is not a lot of usage, you don't clean as much. If there is a lot of usage, you clean twice as much. So it just depends on what we have got going on, when, and where.

April: What salary—

Cynthia: We were doing minimum wage for the kids.

Tina: If someone has got more experience, then we will pay them a little bit more but first we need to find someone.

Cynthia: I would take anybody who has a driver's license up. Adults are a little harder actually than the teenagers. The teenagers are a little hungrier. Adults get in there and go, "Wow, I didn't realize that is what this was."

Tina: Yeah. And the “I’m not cleaning that”. I’m hoping we will get the answering machine up and running and hoping that we heard something from somebody. If we don’t, we will have to throw it in the newspaper. We have it in our newsletter and we will also post it up at the mailbox shelter.

Cynthia: Now, I have given Sandy all of the receipts for my deposits and the money I have spent on all of the flooring to date. I just put a \$1,000.00 deposit on the tile and carpet so that is still pending. That will include grout and some trim like reducer and all that between the laminate and the tile. That comes a linear foot and that just depends. We don’t have a price on that yet but as far as I know, other than the incidentals that are coming up, we are still within budget. The hot water heater, the electrical, that is going to hit our budget a bit.

Tina: But we don’t have a choice, we have got to have hot water and electricity.

Cynthia: That’s all I have.

Tina: Okay, go ahead Sandy, real quick.

Sandy: I received the certificate of liability insurance for Decks by Dora and it just runs through March 14, 2008. We need a certificate of liability for it if he is working for us. So we will need to pull a new one.

Cynthia: Okay.

Tina: Thanks, Sandy, for saying that.

Cynthia: That came right from his insurance company, not from him. That is who faxed it to me so I can get on that.

Sandy: Please ask him for the current one because I know that is what the auditor looks for.

Cynthia: Oh, absolutely.

Sandy: And make sure it is for the period that they are working.

Cynthia: Right, absolutely.

Sandy: I see that he does not carry the Worker’s Compensation—

Cynthia: He doesn’t have employees.

Sandy: He doesn’t have employees? We are going to need some kind of a record that he doesn’t have employees and I can talk to our auditor and find out what exactly they need.

Cynthia: Please do because he has no employees so they can go through IRS and find that out.

Tina: Okay, the other thing that I had for both you and Greg is, I need to get an updated punch list either after this whole remodel is done—

Cynthia: After.

Tina: I’m fine with that.

Cynthia: Yeah, because a lot of that is going to—

Tina: But I really need to see what you guys—after this remodel is done, I need a walkthrough outside and inside. Tell me what you see as being the next thing that we have got to get done.

Greg: Yeah.

Cynthia: The good news is, much of that punch list is being taken care of with this remodel.

Tina: Good.

Sandy: Do you have any spare locks that you can put on in the barn?

Cynthia: I don't. I have nothing. They have taken pretty much everything there is. As soon as I find out—I will give you guys a call when I find out how much these are going to be and it will have to be a quick approval when we get that because he just called me last night and he told me he got the samples in.

Sandy: About how much of a time frame?

Cynthia: As soon as I can get over there and look at them.

Sandy: Okay, because someone was concerned about some equipment that they have stored in the barn. Weren't aware that there were no locks on it anymore.

Pam: Why are they storing their equipment in the barn?

Cynthia: It is okay if they do that. The thing is, the barn is not secure. If another homeowner with a key who is not reputable takes their stuff—if you put hay, equipment, anything in that barn, it is free hay.

Greg: Free hay.

Cynthia: Because locked or not locked it is accessible.

Sandy: At least with a lock it is a little bit more secure.

Tina: What equipment are they putting in the barn?

Sandy: Jumps.

Tina: Oh, okay.

Sandy: And they allow other homeowners to use those jumps but they like them stored back in the barn and they were just kind of concerned and were asking if they were going to put additional locks on it. I suggested that they contact the clubhouse.

Cynthia: Well, in fact, we are doing both sides because the back door hasn't been locked for years. Well, it had that lock that nobody had and then it got the lock cut off but that one hasn't been locked and it wasn't locked when they put their stuff in there so it was open the whole time other than the front. But I am working on it. As soon as I can get over there I will. I am hoping that is tomorrow afternoon. So do

you guys have—I don't know where we are on our budget. When you guys decide, if you could pick a ceiling and let me know, I can get him rocking and rolling on that or not.

Pam: The budget for what? The keys?

Cynthia: No, for the locks.

Tina: The locks. Let's just see what he comes back with and we will—

Cynthia: We need to talk about—do you want the punch thing on the back door, which I recommend, at some point on that new door into the game room so people can use it more accessibly like they do currently with the clubhouse?

Sandy: The pad?

Greg: The keypad.

Tina: We will ask him about that too and what he can do.

Cynthia: Okay.

Tina: And then we will decide—we will figure out what we need to do after that. Anybody else have anything for Cynthia because I can't think of anything else. She has covered everything that I had.

Karlene: I just need to know for the garage sale if we can have the clubhouse Thursday also for them to bring stuff. Tina McKenna wants to do a community garage sale. She is going to direct everybody to the clubhouse, give maps out from the clubhouse as to who is having a sale and then the small people—

Tina: Oh, yeah.

Karlene: If you only have 15 things to sell, you are not going to have your own sale, you can leave them there and we will have a community sale there for the people that just have a few items and so if she wanted to have the clubhouse on the 15th of May. The garage sale is the 16th and 17th and I think we already have that on the calendar and for the 15th so they could drop off. She has got it on the flyer here.

Tina: Okay, I will make sure to get it in the newsletter.

Karlene: From what she has got here in the flyer, it says, "This year we offer those who have only a few items to sell an opportunity to bring your sale items to the clubhouse in return for an hour or two of your time to work the sale. You will need to price your items and bring them over to the clubhouse. For those who have done your spring cleaning and have enough to fill their own garage sale, we will put together a map for all homeowners participating in the sale. These will be given out at the clubhouse as our signs will point everyone to start there." She was going to put it on Craig's List and *Elbert County Newspaper*. She was going to see if she could get the online *Post and News*. I don't know if you have to pay for the online one.

April: So Tina McKenna would be the one to notify with more questions about the sale?

Karlene: Yeah, she has got the name and e-mail address and everything in here; name, phone number, and e-mail address.

Activities Committee - Karlene Herbrand.

Karlene: The garage sale thing. I've got a thing, we can pass both of these on for the newsletter.

Tina: Okay, yeah. I will happy to do that.

Karlene: This one—just, garage sale June. The grand opening for the remodeled clubhouse. Robin next door wants to put together a grand opening thing there.

Tina: Oh, fabulous.

Karlene: And then the stick horse rodeo, I talked to Linda yesterday. She has gotten absolutely no response from anyone so I brought it up again and so if we can just put it all in the newsletter too.

Tina: Absolutely.

Karlene: Because she says it's just too much work if we don't get enough people to respond.

Communications from Community Members:

None.

Treasurer's Report: (Sandy)

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

The bank balances for the end of March 2008: Checking Account \$20,496.97, Savings Account \$17,256.47, Reserve Account \$12,198.70. State Farm CD \$5,411.41. Total funds \$55,613.55.

The check to the Treasury, apparently we shorted them on the Federal unemployment tax so we got notified by the IRS that we owed them the money and that does include a small penalty. Also, we need to have a motion made to transfer money from our saving account to our reserve fund.

Tina: Savings or operating expense?

Sandy: Well, savings which is part of our operating side. We need to do an income reallocation to allow the clubhouse remodel to come out of the reserve funds and for some kind of a—it says, "Paying from reserve and transfer to our operating system to avoid a to/from situation." Apparently, in the accounting world, if you want to pay for things out of reserve, funds have to be there and they have to be transferred over or otherwise we have to pay the operating account back and the way that we have been running, we really never made a distinction and apparently CMA does so they need a resolution which I am assuming is a motion—

Tina: Um-hmm.

Sandy: That the Board approves the reallocation of funds from the operating side to the reserve side to cover those checks.

Tina: So I am going to go ahead and throw this motion out. I make a motion to reallocate revenue from our operating/savings account to our reserve account to cover the cost of the remediation remodel.

April: Second.

Tina: Discussion?

Pam: Good job.

Tina: All in favor? Aye, aye, aye. So what I can do is I can actually write a letter to CMA, rather than waiting for Marji to get the full minutes done, I could write on this date, Board of Directors, you know, at their regularly scheduled meeting made this motion and then sign off on it and then let them know that the full minutes will be posted on the website if they need them. That way they have it right away because we are going to need to reallocate those funds.

Sandy: And we need to do it before we start bouncing.

Tina: Sandy, did you have anything else on your end?

Sandy: Just—I just need to check on the status of the Rules and Regs.

Tina: That's our next thing.

Sandy: Okay.

Tina: You're going to be happy. We got them done.

April: Which rules and regs?

Tina: Pam contacted Hindman Sanchez and gave them the changes to the Rules and Regs on collection of unpaid assessments and remember we had discussed at the other Board meeting where the effective date still is January 1 of 2006 but it is was revised on January 1 of 2008 and the due date is the first of the month.

Greg: Yup.

Tina: The other change was we changed the late fees from \$10.00 to \$2.50 and that it becomes delinquent, the past due date is the last day of the month so it is due on the first and past due after the last day of the month. So, they made all of these changes, we've got them done, and we can make them official tonight by the Board signing the document.

Tina: So we're signing it now but I will put whatever the date was that we had made the motion and second and approved that and then I am going to give you the original so that you can post it on the website and then they can pull it right off the website and they have it for their records and then get the original back to me—

Pam: We have to put it in the newsletter? Are you sending a hard copy out?

Tina: I think we can put in the newsletter that we made changes to this document and that they are available on the website—you know, what the changes were and that it is available.

Sandy: One thing you might think about is, if you do want to mail that resolution out, we are going to be mailing, I assume, a directory at some point. Maybe we'll be able to piggyback that on with the directory.

Pam: The problem is, we sent them everything before.

Tina: The problem is we've got about 20, 30 new people in this community that, you know, by the time we have sent what the first package, they are going to go, "Well, where is the rest of the stuff?"

Pam: Well, then they need it too and they can call and let us know that they don't have that. But that is my only concern is, we have kind of set a precedence sending them. Now, we know some people don't read their newsletter but if they get something hard copy in the mail, we put it in their hand as you and I always say.

Tina: And the only reason why we made sure we put all of that in their hand is because we did a huge change with SB-89 and 100 and I'm trying to keep us away from—I know this sounds terrible, but, we do so much for this community and we send out all of this stuff at a high expense that if I can kind of step back and go, "If Tina O'Bryan and Greg and Pam and April are not on this Board, we are not going to have the enthusiasm." I am setting future Boards up by doing this, by constantly mailing everything out because they are going to go, "Well, we used to get all this stuff and now we don't get all this stuff." No, I'd rather say, "You know what? It's here and it is your responsibility to get it." I'll put in the newsletter for six straight months that this is available, that this change was made but if I mail all of this out and we've got so many different new people in this community that weren't even a part of the first seven that we did, then why aren't we sending out a whole—we should send this whole thing out to everybody too.

Pam: We probably should if we knew who all the new people were. I don't even disagree with that.

Tina: No, to everybody because I bet you there are people that say that they never got theirs.

Greg: Oh yeah.

Tina: But I'm looking at, let's try to set up future Boards to run like a regular management business company which would be, they would put the changes in the newsletter, notify everybody, and please let us know if you need a copy, a hard copy. That's just me because that is an expense. That is a huge expense out the door. Now, if you want to piggyback it to the paperwork we are sending out for the July Homeowner's meeting we could, although I tell you, I'm not going to have a big—I don't even think I—right now, I don't have anything we are even voting on in July so really, it is only going to be pieces of paper and I'm folding it like this and out the door it is going. You see what I'm saying?

Pam: I see what you're saying but we just signed a resolution, you know. I'll do whatever everybody else wants to do. I just—

Tina: Well, but this resolution is already in place. It is only revised.

Pam: Right but revisions are—whatever.

Tina: I don't know. I mean—

Pam: That's a tough one for me.

Tina: Sandy, do you think we should mail it all out? Do a huge mailing?

Sandy: I think you can put it in with the directory. I think if you are going to go with a big directory mailing. That is not going to be something that can be folded.

Tina: Nah-uh.

Sandy: As far as newcomers to the community, perhaps that is something that the Welcoming Committee could show up with.

Pam: Yeah.

Sandy: The complete set of the Rules and Regs.

Tina: Um-hmm.

Sandy: Or maybe that is something that comes across at closing. I don't know.

Pam: They should be getting it at the closing.

Sandy: Well, I mean, that's a possibility and, yeah, it is going to be an expense but I don't know.

Tina: See, I figured you go the other way with that postage thing you are always trying to save us on—you're throwing me off on this one, Sandy.

Sandy: That's why I am not saying to send this out right now because, yeah, you are going to incur a lot of cost in postage.

Tina: If I was sending ACC out, that's a whole brand new regulation. If I was ready to send ACC out, I'm like, ACC and this and the directory all in one shot? I'd be happy.

Sandy: Well maybe that's the way to go then.

Tina: But just to send this one out, I'm having a hard time.

Greg: No, I'm with you. Yeah.

Sandy: Well, I'm not saying send this one alone. I'm saying piggyback it with something like the directory.

Tina: But could you imagine we do the directory? We do this and ACC.

Sandy: There you go.

Pam: You won't have ACC done by then.

Greg: Just knock them out, yeah. Let's just—

Tina: Well, maybe we do the July meeting, this, and the directory.

Sandy: Postage is going up in May.

Greg: Yeah.

Tina: What the heck. How about that? Would you be happy with that?

Pam: Yeah, I'd be fine but I'd go ahead and get it in the newsletter right away.

Tina: Yup.

Greg: Yeah.

Tina: I'll draw something up. So, you know what? If I give this to you and then I e-mail you with the date, Sandy, you can just fill in the date because I just have to make sure I get the right meeting that we did it in. How does that sound? That way you don't have to—I don't have to drop it off at your house and you don't have to pick up anything at the kitty litter box.

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

Buildings and Grounds: Greg. No report

Covenant Committee – Bill Curley. No report.

Directory – Sandy Perry.

Sandy: I'm not on the committee but I will supply some information.

Tina: Okay, Sandy is going to supply the information to somebody.

Sandy: Even though I have nothing to do with the Directory Committee, I have not received any new updates for several weeks. I have compiled the information. It is going to be ready to go to the Directory Committee for inclusion in whatever they want to send out.

Tina: Okay. Sounds like it is probably going to be me.

Sandy: Less than a week.

Equestrian - RC Cuellar. No report.

Newsletter – Susan. No report.

Sandy: Just about the newsletter, postage is going up in May.

Sandy: So I need to purchase some more stamps for the newsletter. I'm assuming it is going out every month through your end?

Tina: Yeah.

Sandy: Okay. So I will try to get to the post office before the postage goes up and try to get some of those forever stamps.

Nominating and Welcoming – Pam Schultz. No report.

Website – Sandy Perry.

The pictures are up from the activity from the Easter Egg Hunt. Those are up and I'm probably going to be putting up the March financials some time over the next week. I'm not going to wait until it comes out in the newsletter.

Tina: No, that's fine.

Sandy: So I will be posting all of that stuff probably in the next week or so.

Tina: Okay. Just to let everybody know, on or around March 26th of 2008 1&1 internet service, they are the ones that host our website, they sent collection letters to us saying that we owe \$24.94 cents which is for the year and then \$18.95 for unpaid assessments. That is an unpaid assessment. So it was 43.89

which we had to pay, which I had to pay out with a personal credit card so I sent that to you. The reason why this happened is because we still had Susan MacArthur's name on the account. My personal credit card because John MacArthur would not pay for this service so Susan put it together and then I used my personal credit card to keep it going because they won't take Pawnee Hills' checks and you have to have a credit card on file. Long story short, we didn't get it very far. So they sent me a big long document that I had to complete and it had to go long distance so I had to fax it long distance so I had to go over to Elizabeth Business Center because I don't have long distance and have them fax it for us because it was like a couple of dollars so that is probably one of the things that was on a list of Business Center's bill because I just went over there. They faxed it. I had the receipt. So now it is in my name, Pawnee Hill's address though, and my e-mail. Pawnee Hills doesn't have an e-mail. And my credit card. So just to let you guys know, we had to fork out \$43.89 and get everything all taken care of but that was a day out of my life I will never get back.

Open Forum:

Nothing.

Tina: Obviously with Brian being gone, don't think he is going to be working on the Reserve Report Review. I think I am just going to wait until after we get the building put back together. You guys determining what still needs to be maintained and fixed. We will worry about this reserve thing later. I was hoping that I can get somebody to kind of glance it over and determine what we are going to start needing in the future for our budget but we will be lucky by the time we get this all done to be able to even start working on our budget for next year. We are not even going to be able to go three to five years out. We are just going to be able to deal with what we've got next year. That's all. As much as I would like to say it would be better than that but it's not going to happen. We still have got the ACC and I'll be honest with you, I haven't even had a chance to really go—I've read it once but I haven't gone through with my little red marker the Architectural Control Committee Rules and Regs that we all need to be reading. But again, we have been all kind of busy so we will jump on that. Sandy, do you have a delinquency list?

Sandy: I have the list that is supplied by CMA. I didn't realize that the copier was not here so I can e-mail that to you. I've only got the one copy.

Tina: Okay, can I just glance at it real quick-like because that is all I need is a glance at it.

Motion made to adjourn the meeting. Motion passed.

Meeting adjourned at 7:55 p.m.

Respectfully submitted.

Tina O'Bryan