

Pawnee Hills Community Association  
Board of Directors Meeting  
June 12, 2008

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

Meeting was called to order at 7:17p.m.  
Motion was made and passed to approve the agenda.

MINUTES:

Facility Coordinator Report - Cynthia

Cynthia: The new stove wound up costing us with tax and delivery and all that \$478.73.

Cynthia: The vacuum cleaner which we had talked about replacing a long time ago, I was approved for \$500.00, spent \$216.19. I took the old one in to see if it could be repaired. It was going to cost us as much as getting the cheapest new one and the way homeowners abuse things, I didn't want to go to a lot of expense in that. I need to be reimbursed for both of those. The preliminary new punch list I have compiled here. I've given Greg a copy. We are going to do a walkthrough.

Cynthia: I can read it quickly. I can do that for the minutes.

Tina: No. I will have this part for the budget. That's what I am kind of looking at. Do you guys have what has to be done right away? Is this something we are budgeting in for 2009 or stuff we are going to do in 2008 or what are we doing?

Cynthia: Some of both. I didn't put it on there. The screens are when we can afford it. Not anything that is urgent. Siding and trim I think is probably—if we were going to do any more work this year, that should be the consideration.

Tina: Oh, we've got to get the siding.

Cynthia: I would like to go back to Belfour. We had a lot of luck with them and at least to start with the siding.

Tina: Okay. Alright. This is great.

Cynthia: The swimming pool stuff, you are going to have to budget next year. I have just a basic estimate and it is going to be around \$40,000 and we do have to resurface, retile, redo coping stones, and anything that may come up, and that is to install the rail so that all includes that.

Tina: Okay. That's good though. This gives us a start to work with.

Cynthia: I think it would be in our best interest, though, to put NO SMOKING signs in the barn.

Cynthia: We have a couple of last things to take care of as far as rebuild stuff. We need more outlets up here just because of the tear-out and the things that had to be cut in two. We don't have enough outlets upstairs.

Tina: Upstairs. Okay.

Cynthia: In the office. And then phone jacks.

Tina: Okay. That's on here.

Cynthia: Now, do you want phone jacks in both sides since we are locking people out?

Tina: Yes. I'll tell you why. If someone, like, if Rachel gets into a situation and I don't want her to have to worry about getting into the document room to get to the phone, I want one on the outside, one on the inside, and one down here somewhere which we used to have one.

Cynthia: He is going to redo that.

Tina: Do we still have the one downstairs?

Cynthia: Yeah. I bought a \$6.00 or \$7.00 phone to replace because they keep stealing it.

Tina: So that is my concern that we have.

Cynthia: Yeah. Me too, absolutely. So he is scheduled off and on. He did come and get us the steam room fixed. We are fixed. So our steam room is back up. This motion detector isn't working so he is going to come look at that as well. So those are the electrician things. The plumber stuff is our faucets are leaking and because the mold stuff we just went through, I don't want any source of moisture. We are going to replumb this. Currently, it is right up against the deck. You almost cannot get the hose off and on. He said it will cost us \$50 to \$80 to bore a hole through the concrete and then come up in that closet in the ladies' restroom, the little cleaning closet that's there for only the employees. That is also where the current shut off and drain is for that faucet so that is going to cost us about \$600 to do both faucets for that. It is just going to cost an additional \$50 to go through the concrete. It is going to cost around \$600.

Tina: We have to do that. We did not spend thousands of dollars taking care of mold remediation and not spend \$600 to fix those plumbing problems.

Cynthia: And that has actually been a problem for a very long time as well. I can remember complaining about that leaking for many years. So we are going to just totally change where it is located so we eliminate that problem. And if something happens to it, it is going to be much easier to fix going forward, less expensive down the road if it ever needs to be repaired again.

Tina: Okay, the siding has to get fixed. If we get a rain storm and we have more water getting behind that siding, we are back to mold again.

Cynthia: Alright.

Tina: We have to take care of it.

Cynthia: Other than Belfour, do you have any contacts because we are going to have to go through the bid process to do this.

Tina: I don't have anybody.

Greg: I can get Dave out here.

Tina: That would be good.

Cynthia: And I need one more if anybody has someone they would like to suggest.

Tina: Pick somebody from the phone book if you don't have any referrals.

Cynthia: I did get a hold of his insurance company again. He did let it lapse for three days and three days only. If we can get them a fax number, they will fax us his current liability. I talked to them this week. So he did indeed let it lapse but it was only for three days.

Tina: But we still have to have that.

Cynthia: We are getting it. Oh yes, we have to have it.

Tina: Alright.

Cynthia: Definitely. We will get it.

Tina: Okay. April taking care of that or you are taking care of that?

Cynthia: I will give April the number of his insurance company and she is going to take care of it.

Tina: Okay.

April: Did you ever submit a bill for the toilet?

Cynthia: Nope. Oh, did you receive any bills from Decks by Dora in the mail?

Sandy: Nope.

Cynthia: Okay. He had one thing that I told him I would pay him out of petty cash but I needed a receipt. He never did it. April also pursued it and told him he needed to bill us for that. He still has not to date billed us for that. It was a toilet.

April: He didn't sound particularly concerned about it.

Tina: So he may or he may not.

April: He may or may not. Yeah.

Cynthia: The additional costs that we haven't really put in there and I can't really close this out until we get reimbursed for the laminate that I returned. It took them two weeks to approve it and they said it will be another two weeks before my debit card gets credited back at which time I will pay Pawnee Hills back.

Tina: Okay.

Cynthia: The money from that is about \$1,000, about \$1,030. That, since it was in the rebuild, is going partly to having the door rekeyed since that was all part of the rebuild and so whatever the balance is on

that will be the amount that the keys cost us. So until I get that reimbursed, I can't really finalize those numbers.

Tina: That's fine.

Cynthia: I did pay an additional \$231.86 for carpet but I will work all of that out when they re-credit my debit.

Tina: Okay.

Sandy: Didn't you say there was, what, a thousand dollar deposit that we get credit for?

Tina: Right. That was way back.

Sandy: The original bill?

Cynthia: Right.

Sandy: Did we ever get that thousand?

Cynthia: Yes. That is all taken care of and then we will get this debited and I will balance everything. You will get all the receipts and everything how it happened. It will balance. I have not yet in 20 years not had something balance and reconcile and be accountable for it. So it will.

April: How is the key distribution going?

Cynthia: A little bit of a nightmare. But people I think have calmed down and the fact that nobody is here speaks volumes. But there were some people who weren't happy and I thought it was going out in the newsletter. I didn't realize there wasn't a newsletter and we were going to mail them all. However, because the keys had to be backordered, he didn't have enough keys to do the whole thing, so they had to be backordered and I wasn't going to have them in time to mail them out before the pool, so we wound up having to do some distribution, put up a sign saying anybody who doesn't pick up their key after tonight, and I said on the answering machine after 8:00 tonight, the remainder of them will be mailed out. I have everybody that came and actually picked a key up initial so that we know who picked up a key and the rest will be mailed as per the Board.

April: Mailed with confirmation request?

Tina: No. Just the mail. But we will know that, for example, I mailed key #72 to "x" homeowner's house.

April: The post office did say that those keys have to be hand stamped through the post office.

Tina: Okay.

Sandy: Do they do the delivery confirmation then?

Tina: It is too expensive.

April: It was \$5.80 each with confirmation.

Tina: And that's not worth it.

Cynthia: If somebody gets—are we going to do just little mailers?

Tina: What we are going to do is, Sandy is going to print out a list for everybody. You are going to peel the labels off of the people you have already given them to. You are going to get a delinquency list. Anybody over a month, peel those labels off, and then you are going to mail what you have.

April: And they need to have a little cardboard sleeve so that the keys don't go through the envelope.

Tina: Right, and we can just take 3 x 5 cards or whatever and fold them in half in there and tape it or whatever just—

Cynthia: And I can have Rachel do some of that.

Tina: Right. That's what I figure she can do.

Cynthia: Okay.

Tina: So Sandy will do the printout of the list and the delinquency and then you guys just start peeling and then you have to number, of course, who got what key that you mailed out.

Cynthia: Okay.

Sandy: When do you need this by?

Cynthia: All I told them is it would go out the following week after the Board meeting so some time within the week.

Tina: Some time next week.

Sandy: And can I get a list of homeowners.

Tina: We want to make sure people have their keys.

Cynthia: And they want it when it is convenient for them.

Tina: But, if a key #27 shows up and I have it coming to you and it ends up over here and we look it up and go, "Key #27, that is RC" and they will go, "We don't even know who RC is. Well, that's our key now" and we can contact you or if you leave a key here, now we know who the key is. There are so many times when people go, "I have not gotten a key all year. When do I get a key?"

Cynthia: These are the same people that say, "Why do rekey every year?" We haven't rekeyed in six years.

Tina: I know. I just want to get the keys out there and if they lose their key, then they can purchase a replacement key. So we are just going to try the mail thing for this time around and see what happens.

Cynthia: Okay, and the other thing we are not doing is absolutely not handing out a key to anybody who is currently on the delinquent list over a month not including any little extra fees. So like, there is one here, \$55.55, they are going to get a key.

Tina: Yeah.

Cynthia: That sort of thing. Here's one, \$38.34. Those types of people, anybody clearly over a month delinquent will not get that key.

April: Am I on that list?

Cynthia: No, you are not on that list. I don't think anybody in this room is on that list. Speaking of keys, I got the locks, they do have little chains on them. If people are really serious about stealing them, they can still rip them off.

Tina: The barn?

Cynthia: Uh-huh. I have two of the four on the barn currently. When they took off the—they were supposed to just cut off the back locks. They actually took the hasp off. I called them and said, "Where did you put that hasp?" So, if it is not, I will have to replace the hasp and then there is a gate on the opposite side. I have an appointment at 1:00. I had to leave. But the front barn one is already installed and so is the front gate but the back gate and the back door of the barn are not done yet. But I didn't want to do that until enough people have their keys and they got notified. I didn't all of a sudden lock them. And, you know, some people were very angry that they were locked out of the pool and that was never the intent but every time we rekey we go through that to a degree.

April: I think I remember climbing over the fence once.

Tina: I think I saw you. No, I'm just kidding.

Cynthia: Well, I know a lot of people were hoisting their children over. And if they forget their key, even though the rules clearly state please don't do that. Unless you have any questions for me-

Tina: Not that I can think of. I will do a draft letter that we are sending out with the key.

Cynthia: Okay. Explaining the delinquent thing too so we could actually send a letter to those people who are delinquent, please, and just say the reason you did not receive a key is because you are yadity-yada. And, the other thing I would like to have in that letter is, "The Board nor any employee of the Association does reconciliations. Please contact CMA. Here is their number."

Sandy: I wouldn't put any dollar amount in.

Tina: No. In fact, it is kind of a—let me just draft the letter and see what we can do because people's accounts I don't want to go into.

Cynthia: And that's fine. But they need to know. You are delinquent—

Tina: What I will do is in the newsletter I will put that you should have received your key, because by the time Susan gets this out, we will already have the keys out, you know, and in the newsletter I put in for Susan to put something like and we will work on it, I told her to put in something like, "You should have received your key for the clubhouse and the barn and arena and if you have not received it, please contact...leave a message and keys will not be sent out if you are delinquent over a month. You will have to contact CMA." So I'd put something like that in the newsletter rather than—I can't send a letter to somebody and say you didn't get your keys because you owe us too much money. I can't do that.

Greg: Yeah.

Tina: I have got to go the other way around.

Cynthia: But it needs to say in there that it won't be resolved at the clubhouse because Rachel was put in a very—she handled it well but she called me and said this woman just yelled at me. But they wanted to go back and get their check and pay her and demand and she said, "I don't handle that here." And I kind of prepared her for that ahead of time and she did handle it well. But she was pretty shaken up by it.

Tina: Okay.

April: About how many people are on that list?

Cynthia: About that many people.

April: Okay, so probably 30 people?

Tina: Yeah, but realize a lot of them are foreclosures. A lot of them—that the bank is not going to want the key anyway. Okay, anything else for Cynthia?

April: So other than the toilet problem, has there been any problem?

Cynthia: Oh, my gosh. Thank you for bringing that up because that needs to go in the minutes. The day before was a shower and they had no problem. But with the graduation party and more people here, they were using the sink up here, toilets were going. All of a sudden I am out mowing. They come and get me. We have water backing up in our floor drains. In the steam room just downstairs, and in the men's room. So I immediately get the Shop-Vac out. We get that all dried and cleaned and no problem whatsoever except, we haven't gotten a bill for that from the plumber have we?

Sandy: There is one upstairs.

Cynthia: That might be it. It took him quite a few hours but we had tree roots in there and he said at some point we are going to wind up probably redoing our plumbing—but he says right now the roots are pretty small and there was some other debris in there.

Sandy: That was the one for \$592.90.

Cynthia: And it did happen on a weekend holiday. I waited until it wasn't going to cost us weekend holiday and so he would pay us straight time. He is giving us a break because we are local and because we have used him before. So that's with the break.

Tina: I had forgotten about that. I'm glad you said something.

Cynthia: Thank you for that. Yeah.

April: And hopefully we are all done with any mishaps now. It is all just the details.

Greg: Free flowing.

Cynthia: So did we get the bill from the pool company yet for opening the pool?

Sandy: We got the two bills from—

Cynthia: From them? We should have gotten opening and we should have gotten chemicals.

Sandy: There was, I think, an opening and there were some repairs and chemicals.

Cynthia: Yeah. There was a hole in one of our skimmers

Sandy: Do you have the rebate paperwork.

Cynthia: I have that and I was going to give that to you.

Sandy: Is that rebate just going to come back as a check or something?

Cynthia: I have no idea. And so far that's one of the things I need reimbursed for. Pawnee Hills hasn't paid for it at all yet. Just \$59.00. The rebate is. It is the amount of the delivery charge. I did pay them \$15.00 cash to take the second range because in with that, they will take one for free and I said if you guys have room. We will pay them \$15.00 if they will haul that off. So we didn't have to haul it off. So they did take that. So I don't have a receipt or anything for that.

Sandy: Do you have any paperwork?

Cynthia: Not yet. It will be in my next petty cash.

Sandy: Okay, so it is not—

Cynthia: No it's not. I can put it in there before we leave if you prefer because it is just going to be a handwritten thing.

Tina: And if you want I can sign it. Rachel's paperwork, is it still sitting upstairs? Her hours? Or did I grab it by accident?

Cynthia: Hers was up on the printer. Did you get that?

Sandy: The time sheet?

Tina: You didn't get it? Did I stick it with somebody else's paper?

Cynthia: It was sitting up on the printer.

Tina: I saw it and I thought, well, I might as well grab that.

April: So in the meantime, Cynthia, I found a nice, I don't know if they are called swag lamps, it is a wicker-type hanging lamp. I think it is tasteful. It might be outdated but I am no judge of that. Would you like me to bring it over, leave it down there and if it looks like something that we would like to hang—

Cynthia: That's entirely up to you. We might have a—Anna Marie Holsan is going to look in her garage and see if she has a microwave stand for down there.

Greg: Yeah, there you go.

Cynthia: I'm finished if you guys—

Tina: Okay.

Greg: Yeah.

Tina: Okay, if RC wants to jump in and do her report.

Equestrian – RC Cuellar

RC: The trail ride was April 12<sup>th</sup>. There were about 8 to 10 people for the ride. In May we got weathered out by the terrible winds. June's ride is coming up and I expect that with the good weather that we will probably have a good ride turnout as well.

April: And how was your barbeque afterwards?

RC: We didn't barbeque that day.

April: Oh.

RC: We didn't barbeque that day. We thought we would do something this month. Everybody had things they wanted to do. We rode for about two hours on trails I didn't even know existed. As far as the trail markers what they would do is, you know, they would be about this high which means it can always be seen and then we will paint them some obnoxious color.

Tina: Oh, that'll be good.

April: A thought that we entertained was some of the trails are difficult and there are younger riders here. We thought how about that ski thing, green for easy, blue for like more—you know, just a thought on some of them.

RC: I'm open for anything.

April: Because have you run across a couple of stretches on the paths where they're rough?

Tina: Okay, now will you put anything in that goes both ways?

RC: Yes. Most of the things we have are like three-ways actually.

Tina: Oh, that's great.

RC: You know, they are going to run about \$20.00 a piece and that is just for the iron work. The T-post I think we can get enough of them. We need about 34 of them. We can get the T-posts donated.

Tina: Well, I think it would just be great if we just start—I mean, do so many a year if you have to, you know? Just start, you've got a budget.

Sandy: Well, if they are custom made, it might be best to purchase them all at once.

RC: Yeah, I mean—

Tina: Oh, I don't know. How many you guys think you need?

RC: Thirty four.

Tina: Okay.

RC: What is the budget currently?

Tina: I don't know what you have left in it but I can tell you what you have. I don't think you've used anything. Equestrian has \$900.00. Well, you are going to come just under—for your signs it is supposed to come under the \$900.00 and then what else do you have for this year, though, RC? Because we may be able to budget something for next year if you need something. You know what I am saying?

RC: The main concern I am worried about is the arena is really bad. It is to the point of dangerous.

Tina: Okay, do you have a budget yet for that one? And is that a project you want to get done in 2008?

RC: Yeah I do but looking at these figures that we have...

April: RC, I apologize. What did you say that you saw that looked dangerous?

RC: The arena footing. I mean, it is less than an inch thick.

April: Were you able to find anyone that might be willing to do the—

RC: Not within the neighborhood.

April: Have you talked with Chuck Barber yet? Chuck is going to help me choose—

RC: Let me say something just real quick, okay? I mean, unless Chuck does this for a living, excavate—

April: He did. He is a retired county blade man. No Elbert. I'm thinking—where is Evergreen?

Greg: Jefferson County.

April: Jefferson County. So he is a retired Jefferson County blade man. I was just going to talk to him about it and see if that was something that he could do and he just bought a brand new beautiful tractor. Just a thought.

RC: To add an inch to that area, we need \$3,000. To add an inch of an area stand mix.

Tina: Okay, so if we take, because we haven't done anything with barn maintenance repairs, have we? So we've got the thousand there. And you've got the \$900.00. But the \$900.00 will be eaten up by your signs, right? Almost. You will have a little bit—

Tina: Okay. So we add up the \$2,750.00, the \$1,000.00. That is \$3,750.00 and the \$900.00. That is almost \$4,750.00. Am I doing my math right?

RC: You are doing your math right.

Tina: Okay. What are you telling me you need?

RC: The dirt alone to put an inch in there is going to be right at \$3,400.

Tina: Okay.

RC: And then you are looking at about \$1,000 in excavating equipment to get that crowned and leveled. And that will solve—getting that arena crowned properly will solve 85% of the drainage problem.

Tina: Okay, now wait. Just doing the math here. So I have \$1,350.00 because you did \$3,400.00 first, okay? That leaves me with \$1,350.00, alright? And you said you need another thousand so that leaves you \$350.00. Okay? And you need what for that?

Greg: \$600.00.

RC: Well, I'll wait on those.

Tina: What we can do is the arena now. Get that done. See what we have left and any of these other things we can like maybe—we are working on the budget anyway so if I have extra money somewhere else that I can say, okay, because you only need another, say, \$300.00 for your signs. You see where I'm going with this? So if we can start the dirt work, get that done for 2008, and I have some money left over and if I have somewhere else that I can grab it from from 2008—

RC: For something that didn't get done yet?

Tina: Yeah. Like Activities maybe didn't spend as much. You see where I'm going? Then I can get you the other \$300.00 to get maybe the signs done because it doesn't mean I'm going to say I want all the signs out. You are just going to get them started. You know, get them made. And you may just get 10 out at a time. And then next year in 2009, tell me where more signs need to be done, anything else that you see, and try to put something together for me for 2009 that you see needs to be done.

April: Is one inch going to be enough for that arena?

RC: You know what? It is better to start slow then to put too much in there and then have to shovel it out. I would rather—once we work that up really well, it is going to make a difference and get it crowned and plus, you know, you've got a variation of riders. I would love to have it four inches deep. I doubt that Linda Montgomery would like to have four inches.

Tina: And, of course, now I have to ask you the hard part which is, the contractor, the person that you have to have it done, we obviously have to make sure they have their paperwork in line. We have to have their insurance. All of that paperwork and everything has to get to us and—

RC: If they bring me their bid I will get it in and hopefully—is there any way that if I get all these bids in that you can meet or we—

Tina: Yes. We don't have to wait until next month. If you can get us all the paperwork and everything, we can easily scan it, get it to each other, and approve that without having to have it at a meeting. If you are willing to put all that paperwork together for us, we are willing to get this thing started. But I still want—you know me and the signs I would like to see some of them done this year, I will be happy.

RC: Yeah, that's actually the easy part.

Tina: And I don't care what—just don't paint it yellow. I don't like yellow but I don't know what color—can you paint them? I have no idea.

April: Green.

RC: I was thinking about that.

April: Just the ones that could indicate a hazardous or barbed wire. You know, it doesn't have to be all of them and they can be after they are mounted, what, primed a little and spray painted a few of them. You know?

Tina: Black, I don't know whether it would show up. Would that show up, though? The black?

RC: I don't think the black would.

Greg: No black wouldn't.

Tina: I mean, I can see the blue and the green. But maybe a different color because we can let everybody know what the colors mean. I mean, you don't have to do the ski colors but we could do like three different colors or something then we let everybody know through the newsletters and stuff that if you see this sign—

Sandy: People theoretically know where the trails are from the trail maps on the website too. So I don't have a lot of faith in people watching the codes.

Tina: Oh, you know, you might be right.

April: Oh, well except, what I'm working on is a couple of bridal trail maps that have just that. It's not just for people who ride. There are many people who walk these bridal trails. You can post a couple of these maps similar to the county maps, the bigger ones. Like one here, one at the barn. You know, they could look at that.

Tina: I have a question. If you are riding, I mean, you guys know when you ride, if you are riding and you see black, you go, um, I'm not going to try that or I'm going to go, I'm going to try that and see how hard they—because what would be black for me might not be black for somebody else. I don't know.

April: I'm thinking more as in parents who allow their children, not little kids but teenage kids or slightly younger, to ride out here, you know, and if they had some idea that there was barbed wire or some hazard of some sort, tell their kids you need to avoid this area. That was my thinking. Because I know there are a number of kids who ride out here.

Tina: On the map or by the sign?

Greg: Both.

April: No, signs.

Tina: No, these signs. Using these signs as—

April: Oh, well it would be the same.

Greg: It would be on the map that you were going to do.

April: Right. It would be the same. You know, you would be able to see that there was—so blue, rather than green area on a map and on some of the signs. You know, if you look at this as an equestrian community, that is catchy. I think these are really sharp. You really came up with something, you know, substantial here and that was just a thought if we could coordinate a map with some of the signs. It would just be one more neat thing for the community to have available as a resource for the parents here.

Tina: I like it. I want, like, tons of signs. I mean, you say 20, I am looking at, like, 400 but that is—you know.

Greg: 34?

Sandy: The only thing is that growing up when you see a black, you sit there and go, I'm not doing black. You have more of a choice.

Tina: That's what I'm thinking too. I think, to me, we should just paint the signs the same color no matter what it is. I just think we should paint—

RC: I think that is probably the best idea.

Tina: Yeah. Just one color.

RC: One color has got continuity and visibility which is what we are looking for.

Tina: Exactly.

RC: More importantly is visibility.

Tina: I cannot tell you how many times I have gotten lost just walking and so, yeah, and I think we should just keep the signs going. I really do.

RC: And I will have something for you guys by probably Wednesday of next week for the arena.

Tina: Whenever you get it is great.

RC: It is a two day drop because it will take 2 days—

Greg: Now, after this is done, should we get, you know, like Minion maybe signed up to maintain it? Or are we not budgeted for it? Keep turning it? You know?

RC: The implement and Minion is doing it now?

Tina: Uh-huh.

RC: The implement that he is using is really not sufficient for keeping the arena maintained. It is really good for pretty. I'm not trying to be mean or anything. I mean, I'm just telling you how it is. All that is doing is, it grades it about that much, okay? So if we are going to pay someone to do it, it would be best

to find someone with the proper implement and have them do it once a month, you know, to really work up the arena. I don't know if you have gone to the round pen lately and seen it, it is really a cone now. Okay? And that is because when you start in the middle and you work your way out, you push it all out.

Tina: Oh, I see.

RC: So there are patterns in it that should be followed. I mean, we should really look at getting someone in that does. It would be great if we could own our own equipment. There is a place right here in Franktown that sells a great piece and it is like \$750.00.

Tina: But what is wrong with getting it and then paying Jeff to just jump over there and pull it around.

Greg: That's what you want to do.

Sandy: If all it is is a three point hitch—

Tina: Can you look—I don't know what I am looking at. Look into that too and see what you come up with.

RC: Certainly.

Tina: And then we can hire Jeff. It would be worth it for us to get that into the budget and get that—you are putting work into this. Why are we putting work into it if we are not going to maintain it? And I don't know what I am doing so if there is a piece of equipment that Jeff can just hook up to and do whatever you guys do with that, then we are in good—

Sandy: Maybe rent it out to Pawnee Hills. Kind of like a pool or something.

Tina: Yeah, for \$750.00, you get a piece of equipment that we don't have to pay somebody to come, a trip charge, and come in and do it, it is worth it for us. That we will continue to use.

Sandy: Jeff has done it for years, has done a good job and he is right across the street. Anybody else would be—

RC: Maybe he would store the piece in his yard.

Tina: I bet he would.

Tina: Do you have anything else?

RC: That's it. I will have those for you Wednesday of next week.

Tina: Okay.

#### Treasurer's Report: (Sandy)

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

The bank balances for the end of May 2008: Checking Account \$1,933.37, Savings Account \$12,286.09. The replacement funds for reserves is at \$14,036.57. Total funds available are \$28,506.03.

Sandy: We received two \$11.00 checks from State Farm as our readjustment from the Workman's Compensation audit. I just mailed those out to CMA today.

Tina: Budget drafts. Do you think next month you will have it on the computer?

Sandy: Sure.

Communications from Community Members:

Tina: This is a letter received from Mr. Rowland on May 29, 2008. "Members of the board: As you are aware, you published a clarification to the delinquent charge to homeowners in your May newsletter, clearly indicating that the charge, effective January 1, 2008 was \$2.50 not the \$10.00 previously indicated. As you might also be aware, your property management company charged me for two months in which I submitted my electronic payment by the 30<sup>th</sup> of the months, but when they failed to post it in a timely manner, charged me \$10.00 in each of those two months, for a total of \$20.00 which I paid under protest. I disputed their bookkeeping process, even having my bank contact them and verify the transmission of the payments on or before the due date, but they refused to address the issue. Therefore, since it is now official that the charge was \$2.50 and not the \$10.00 and because this was in effect on January 1, 2008, before my dispute and before they charged me the \$10.00 twice, I demand a credit to my account of the overcharge for those two months, or a total of \$15.00. Clearly it was a violation of the established policy of the HOA and the bylaws and covenants to charge me more than the permissible amount. I will assume that the board will recognize this and wish to avoid further disputes as a result. Please advise me in writing that this error has been corrected and issue the \$15.00 credit to my dues account. I will consider compliance with this action to completely resolve the matter. However, I will consider failure to resolve the matter a violation of the policy and the bylaws by the board and will take whatever action necessary to seek resolution. Sincerely, Robert P. Rowland"

Tina: I contacted CMA and had them pull an account history for Mr. Rowland and in doing so have created a response letter which obviously I need the Board to approve and you guys can look at that if you want and then I will read my letter. "Dear Mr. Rowland: Per your letter dated May 29, 2008, the Board has reviewed your account history from Colorado Management & Associates, Inc. and had determined that the amounts are correct. Attached you will find a detailed account history showing that your January dues (which are due on January 1<sup>st</sup> and late fees are assessed at the end of the month) were received on February 4<sup>th</sup>. A late fee of \$2.50 and an interest charge of \$.45 (late fee per PHCA rules and regs effective January 2008 and interest charge of 1% per our original bylaws), and a processing fee from CMA of \$10.00 was assessed. Note if your payment is not received by the end of the month you are assessed interest, late fee, and a processing fee. Your February dues were due the 1<sup>st</sup> of the month and are late after the end of the month and those dues were not received until March 3<sup>rd</sup> causing the late fee, interest, and processing fee. If you are paying using direct deposit, you must ensure that your bank is sending the payment in time so that you do not incur these fees. Some banks take over 5 business days to get the payments out. If you are mailing your check, please make sure to allow enough time to avoid any fees. The Board does not feel that your account is in error. It clearly shows that your payments were late and per our bylaws and rules and regulations we have assessed the correct fees. The Board considers this matter closed. Sincerely, Tina O'Bryan, Pawnee Hills Community Association, Board of Directors"

Tina: I did talk to Pam. I sent her this documentation over to her for her to look at it to make sure that she also agreed and that we are going in the right direction and after she reviewed his account, she also agreed that the payment—we cannot control—you know, if someone does direct deposit and they send it on the 30<sup>th</sup>, you know, I could write a check on the 30<sup>th</sup> and just because I wrote it on the 30<sup>th</sup> doesn't mean it got there in time.

Greg: It doesn't mean it is going to get through. Yup.

Tina: And as I told you guys before and I can say this on the minutes because he had brought this up saying that his bank had talked to CMA and they are not doing anything, the bank did contact CMA and CMA did tell them that it posted—when they receive it, they have to post it and they have to post every day. And the bank said, you know, will you waive fees and, of course, CMA says, “No, we can't” and then the bank turned around and explained to Mr. Rowland that those payments did not get received on time. As far as the \$2.50, \$10.00, it is \$2.50 late fees charged by PHCA, 1% interest charged by PHCA, and a \$10.00 processing fee charged by CMA. And they charge that processing fee every month until the account comes to zero. So if you guys are okay with me going ahead and sending it, I will send him the account history so he can also see when it got posted—

Greg: Sure.

Tina: Along with the letter back to him, I will be more than happy to send that off tomorrow.

Sandy: I think the part that he is really questioning is the \$10.00 late fee from PHCA versus the \$2.50 late charge from PHCA.

Tina: No, he says he got it to us in a timely manner.

Sandy: Okay, effective January 1, it was \$2.50 not the \$10.00 previously indicated. I think I would totally address that. I mean, we have no idea when—

Tina: I mean, I have to explain—

Sandy: His payment got there.

Tina: I do, right here.

Sandy: But I mean—

Tina: That's why I'm sending this because he needs to see—because he keeps saying it was sent in time and he has to see where the processing fee, where the interest, where the late fee and when it hit the lock box. As soon as it shows when it hits the lock box, he will see when it hits the lock box which was February 4<sup>th</sup> is when the payment hit the lock box.

Sandy: But I mean, as to whether it hit the lock box on the 4<sup>th</sup> or they didn't post it until the 4<sup>th</sup>, that is not our battle to fight.

Tina: No, but he has to know this and that's why I'm saying, if he wants to fight CMA, he can fight CMA. But we have to make sure he understands that the Board is not going—I'm not going to keep fighting with him.

April: Did he change the debit date on his later payments?

Tina: I don't know. I mean, he made it 5/29, so he is hitting it just right at the end date.

April: He probably needs to, what, he would have to call his bank and have them make sure it gets there in time.

Tina: He has to—

Greg: He's got to—

Tina: So if I send this to him, he can then see everything and then we will have this on file and then if he has any more questions, he is going to have to contact CMA.

Greg: That's only fair.

Tina: I definitely want to get it back to him. Then he sees his full account.

Greg: Uh-huh.

Tina: I mean, even though he can request that information with me hopefully explaining to him why. Then we can go from there. But it is posted in our Rules and Regs online the \$2.50 and when it was changed and stuff.

April: I need to look and see what day they debit my account to see if this might possibly happen to me at some time or another.

Tina: So I will go ahead and mail that one out and get that one out. Let me go ahead and go through the reports for committees.

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

Activities Committee: – Karlene Herbrand.

Tina: For the newsletter which is the May garage sale held with Flintwood Hills and Ponderosa. *Denver Post*, *Rocky Mountain News*, and half of *Elbert County News* ads paid for by Vicky Davidson of Prudential Colorado Real Estate. That's cool. July 6<sup>th</sup> Rodeo has been cancelled since no interest shown by homeowners. Clubhouse open house will be held with the semi-annual meeting July 26<sup>th</sup>. Watch mailbox shelter for more information. So that will be coming in.

Buildings and Grounds: Greg. No report

Tina: We just talked about that with Cynthia's report.

Covenant Committee – Bill Curley. No report.

Directory – Tina O'Bryan.

Tina: This is me but I just gave something to Sandy so she is going to update that.

Newsletter – Susan. No report.

Tina: I am going to put in, obviously, the July 26<sup>th</sup> homeowner meeting notice, that there is an open Board position if anybody is interested.

Nominating and Welcoming – Pam Schultz. No report.

Tina: What Pam is thinking of is getting a list from Sandy every time—you know, from CMA, names of the people that have just moved in and then she is going to walk over or go over and hand them the directory and the information that is in that little packet which a draft of what the packet looks like is in my pile of papers.

Sandy: What's the deal with the directory?

Tina: Okay, the deal is, I am thinking about mailing out the directory, the homeowner's cover letter which I am going to tell everybody about for the homeowner's meeting, do the homeowner's meeting, the directory altogether. You only have one more to put in; that one that I just gave you today.

Sandy: I've got more than that.

Tina: Okay, so put those in and then we are ready to rock and roll. So I figure I can get all of it done I'm hoping. I don't know how much time you have but either within hopefully next week some time to put that in?

Sandy: Okay, we'll try.

Tina: Yeah, because if you get it done, I will get it printed and we will get the whole packet thing mailed out. Okay, Sandy, is there any way we can get from CMA anybody that's new in the community so we can get it to Pam because what she is going to do is actually go over to their house, welcome them to the community, and hand them the directory and then, of course, answer any questions and stuff.

Sandy: Basically, I get a resale summary and, like, this month, they showed only one resale on the summary but there were actually two. There are two new names and there were two names last month.

Tina: If we can get that to Pam, Pam is going to start doing the welcoming.

Website – Sandy Perry. No report.

Pam can't make it on the 10<sup>th</sup> so we've got to change it to the 9<sup>th</sup> and if it's okay with you guys, we will go ahead and do that. It is a Wednesday instead of a Thursday.

Cynthia: Are you going to post a sign or are you going to make one—

Tina: I'm going to make one and send it to you. Sandy, then, we are changing the date so July 9<sup>th</sup> instead of the 10<sup>th</sup>. Okay? And I will post it up. We will also have it in the newsletter. I will send it to Susan. In fact, I already sent it to her because I was hoping everybody would be able to make the change.

Cynthia: And I will be out of town.

Tina: But you can give me your report if there is anything going on. You know what? Before I start any Board business, let's go ahead and do Open Forum.

Open Forum:

Patty Sward: Went over information regarding water adjudication. She passed out documentation regarding water adjudication.

Tina: I had a report of a covenant violation by an anonymous homeowner—people can report covenant violations three ways. One, they can come to a meeting and have it officially put into the minutes. Two, they can write us a letter stating that XYZ person is committing a covenant violation. Or three, a homeowner can go to a Board member and present that covenant violation. So I have a homeowner who is officially coming to me anonymously knowing that if we go to court, they may have to testify. So, they know they can be anonymous up to a certain point and they are fine with that. So, I will keep them

anonymous. We will send out a letter. I have done letter number 1 which, Greg, I know you are familiar with but what I did is, I am going to send this out tomorrow and then we send out our covenant violation letters certified return receipt requested and this is going to Mike and Darla Orton of 1644 Shoshone Trail. "Dear Mr. and Mrs. Orton: It has come to the attention of Pawnee Hills Community Homeowner's Association that you have more than four horses on this property which is in violation of article 6 of the Declaration of Amendment of Protective Covenants. Article 6, restricts on use, section 7, livestock, a maximum of four horses per five acre plot will be allowed and four adult dogs and/or cats per household. You are further notified that correction of said violation is to be made within 30 days from the date of this notice. Please respond in writing notifying us when the violation cited above is corrected. Your cooperation is sincerely appreciated. Board of Directors." I will sign this. I will send this out to them. They have 30 days to respond. Sometimes they do. Sometimes they don't. If they don't, we send out a second letter and I think it is another 15 days to send out a second letter giving them 15 days. If we then do not hear from them after the 30-day letter went out and then the 15-day letter went out, then we send the information to our attorney and they then send a letter to them. I'm hoping that we don't have to go that far. Homeowners can, of course, come to us and state, "You know, yes I do have more horses. I need two months." And, you know, we give a drop dead date. If they need that, great. If they don't then we go forward. So this letter is just to let you know it is going to go out and I'm respecting the homeowner's wish to be anonymous, but they are definitely aware. I have explained to them, that they are aware that they may have to appear in court if it goes that far. So that is going to go out tomorrow.

The next thing that is going to go out in the mail to the whole community. I want to send the keys separate. I know it is going to be a cost but the keys have got to go independently from our notice of the homeowner's meeting in July. So the keys are going separate but I am hoping to put the directory and the July 26<sup>th</sup> meeting notice out together so we can save some postage there. So, basically all this is is a cover letter. "Pawnee Hills Community Homeowner's meeting will be held on Saturday, July 26<sup>th</sup>, 2008 at the clubhouse located at 35644 Cheyenne Trail. Check-in will be from 9 a.m. until 9:55 a.m. Please note quorum will determined at 9:55 a.m. and meeting will begin at 10 a.m. only if a quorum is present. If a quorum is not present, then the meeting will be adjourned. Attached you will find an agenda. Sincerely, PHCA." The agenda is very simple and I'm just going to have a call to order and then the roll call and certification and then a requirement of 51 homeowners/lots represented by attendance is needed to hold this meeting. The reason why I am not sending out a proxy is because we are not voting on anything.

Greg: Right.

Patty: Tina, why don't you mention something about the water adjudication. All you have to do is say information regarding water adjudication will be discussed and whatever handouts we have we will certainly give to anybody who is there and will be answering questions for them but that would be outside the community and that might actually bring a few more people coming in.

Tina: I can put that in—

Patty: I like the idea of having it in the cover letter as a draw.

Tina: I will put this on the agenda. I will put it in right before the general and new business and then in the letter, I will put, "There will be some information regarding adjudicating water rights." How's that?

Patty: That's perfect.

Tina: I don't have anything we are voting on. This is all just information. I know this sounds crazy but, what has happened in the past is, we have opened it up and we have actually talked and people go,

“Well, the Board said” and “We had the meeting” and it’s like, no, we didn’t have an official meeting. So I would be happy to turn it completely over to you where you can then just run the rest of the meeting - this would not be a Board deal. I actually don’t have proxies going out because we are not voting on anything.

April: And it is a really kind of a beginning for our community. Definitely. I’m wondering maybe this isn’t the appropriate time to bring it up but if there really isn’t a meeting on that day, could we still consider having the open house?

Tina: No the open house is separate. I mean, the open house is happening that day. All I’m doing is taking care of the Board’s responsibility of having a homeowner’s meeting in July.

April: Yes.

Tina: So I am officially taking care of making sure that happens. The water thing, great. The open house, fabulous. But my role right now is just making sure that we comply with our bylaws.

Patty: And everything else is frosting.

Tina: I just have time to deal with the meeting at hand. I have nothing left to give. I was just talking to Pam the other day and I said, “Pam, what if I didn’t come to the meeting, who would do the agenda?”

April: Wouldn’t be me.

Tina: Who would do these letters? Who would know what the next thing is that we have to do? Who would know that?

Patty: You know, we had talked about putting together a type of code or guide book to the Board.

Tina: I put together a Board book and it had all the information in it, you know, the SB100, our Rules and Regs, okay? I found it is only as good as the person that is going to read it and do it. There in lies the problem.

Patty: Did I tell you Sun Country’s story?

Tina: I think you only told me.

Patty: You guys are going to love this. Sun Country’s Board has not had an election for five years. They appoint the next person. If you ask them for their audits, they haven’t been audited. One of the Board members said, “Well, you know what? The bill allowed for a community that’s been around—it’s grandfathered and we don’t have to comply with the SB100 and SB89.” I started laughing and it’s like, they don’t realize that they have to actively comply with the laws. You have to going forward.

Tina: They could be sued. All it takes is one homeowner to sue them for not having those rules and regs that we have in place right now.

Patty: It is about to happen because they are not even doing accounting on their expenditures.

Tina: See, we even wanted to do an audit every other year but per our bylaws, we are required to do it every year so that is what we do. We are so way ahead of a lot of other associations.

Tina: Sandy has done a great job with the website and it is very informative and I don't care if people copy off of us. I don't have a problem with that at all. So, you know what? I'm going to—I think I've got everything done that I need to get done. Is anybody else thing of anything that I'm not doing yet? Did I forget anything?

April: How would we know?

Tina: You know that is part of the problem.

Motion made to adjourn the meeting. Motion passed.

Meeting adjourned at 10:35 p.m.

Respectfully submitted,

Tina O'Bryan