

Pawnee Hills Community Association
Board of Directors Meeting
December 11, 2008

Board Members Present: Tina O'Bryan, Pam Schultz, April Osborn, Greg Brendlinger. Gail Brouillard was not present.

Meeting was called to order at 7:08 p.m. Motion was made and passed to approve the agenda.

MINUTES:

Facility Coordinator Report - Cynthia.

Tina: Cynthia talked to me last night and she is still fighting to get the bids on the siding and gutters. What's happening is, people call her, cancel, call, cancel, call, comes by and then doesn't send her a bid. So she has been going crazy and going in circles with these contractors. I told her I'm at the point now where if you get somebody that you think is reasonable, let's just do it because we have got to get this project completed.

Pam: Yeah, we've got to get it done.

Tina: We're running out of time.

Greg: Right.

Tina: The outside faucet has a lead and Cynthia has contacted the plumber that installed it and she thinks it is just a washer on the inside so she shut off the water so it wouldn't leak and damage anything. Hopefully, we'll get that fixed soon but we just think it is something simple and shouldn't be very costly.

Greg: No big deal, yeah. I talked to her this morning.

Tina: I think it is just a seal. I don't think it is anything big. Okay. So that's all I have from her other than we did get the computer/scanner/printer. Everything is set up upstairs so that we can start doing PHCA business in the upstairs office. I am officially the treasurer because we do not have one at this time and I haven't heard from anyone to volunteer for that position. I am still trying, but until someone steps up to the plate, I will do it. For the record I am the President, the secretary, and the treasurer. So basically what is going to happen is that I will still overlook everything, you know, all of the stuff will still go through me; all of the signatures, that type of thing. But Cynthia, as our employee, is going to assist us in getting some of the paperwork and filing done. I have asked her to get the mail and we go over all of the bills and make sure we are coding them to the right accounts. So we are asking her to do a little more work for us, just so that we can keep up with all of the changes with Sandy no longer being the Treasurer.

Pam: Can Cynthia sign checks?

Tina: No, and I have taken Sandy off as a signatory as of the day that she resigned as Treasurer. Per our bylaws we have to have two signatures on the checks, so I sign the checks and then send them to CMA and then they sign them. And then the other thing I'm going to have Cynthia sign up to be is a notary because when we have our liens and release of liens, I need her to notarize my signature. Sandy used to be but it will be easier for Cynthia and I to hook up than it is for Sandy and I to hook up.

Pam: And that's not costly.

Tina: It's like \$10.00 to \$25 from the Secretary of State so I'm going to get Cynthia and then whatever the seal thing costs. But I think it's a good idea to get her that because it will make my life a lot easier and you know what? That's what it's all about.

April: Well then you obviously need to be able to delegate.

Tina: Cynthia and I are going to—it is probably going to be the end of January but hopefully we will have everything up and running in a smooth way so that we don't have PHCA stuff scattered all over the place and it will all be at the clubhouse. You know the stamps, the labels, documents...

Greg: Yeah.

Tina: It will make our lives easier. It will make Cynthia's life easier.

Greg: She said she had some friend of hers that plays volleyball setting up the computer for us.

Tina: He got everything taken care of and I've just been sending stuff to her like crazy and instead of it going through her work e-mail, now it is going right to her. I am a lot happier.

Pam: What does she do, just come and check the computer every day?

Tina: She can actually check it from work if she has to.

Pam: Oh, that's great. Oh, the e-mail.

Tina: The e-mail and stuff she can check at work. Now we've got all of our people who are sending bids, she can fax and scan and print all right there. So when people are sending her bids or she needs to write something up and fax it back to them or whatever, it is all here. It's not through her work which we can't keep having her do. Nevertheless, that's what is happening with that so we should be up and running. I've printed everything out this month because we just got the computer started and going. I would say January or February we will have an actual routine happening where it will be less work for everybody. Hopefully. Plus an extra set of eyes too for proofing stuff.

Communications from Community Members:

Tina: I don't have anything; no e-mails, letters.

Pam: You came to the right meeting, Pete.

Treasurer's Report: (Tina)

Tina: Bank balances: Petty cash: \$250.00. Checking account: \$5,855.47. Savings account: \$710.79. Total operating is \$6,816.26. Reserve account: \$13,858.82. The total ending balance is \$20,675.08.

Pam: We're creeping up there.

April: Creeping up there.

Tina: It's going to take us a little while but we are building ourselves back up. I'm pretty happy about that.

Motion was made to approve the bills as read, motion was seconded. No discussion. Motion passed.

Tina: We have a new printer upstairs because Sandy had said that the old printer that Pawnee Hills had is no longer working. She had always used copy paper to run through it and it kept jamming, jamming, jamming and pretty soon it broke so I got regular ink jet paper to go in this new printer up here. It will make the printer last longer because the paper is better. It doesn't have as much fuzzy dust in it that causes the printers to break so I bought the ink jet paper for here. It is only a little bit more than the copy paper but it is worth it in the long run. So it is unfortunate, but I am not surprised that Sandy said it was broke, especially with all of the printing she has done over the years. Sandy still has the board key and the document room keys, but she said she will return them as soon as she gets some of the filing caught up that she wanted to get done.

April: The document key to the files?

Tina: Yes. The document room. She's got that. So I will give her a call and find out where we are at with that but I think I'm going to go ahead and ask her for all the stamps and the labels and the Pawnee Hills stuff needs to just come back to the club house. She has done a great job, but she is ready to get rid of this stuff at her house.

April: Will the computer be in the main office?

Tina: No. It is locked up in the document room. The other thing I have is, Bruce Fosdick is very expensive. I called him 2 days ago. We did get our tax returns done. I sent them off so they are done. I signed them and mailed them. I am still waiting for the audit. Called 2 days ago. "When are we going to get the audit?" And the secretary is like, "Uh, hold on a second." She comes back. "Oh, he's just looking it over." Now, I had already seen the draft of it and to me, all he had to do was reprint it without the draft stamp on it, sign it and it could have been done. So I'm a little aggravated that we have spent so much money. I can't even tell you how much we have spent. I'm almost afraid to add it all up between the tax returns and the audit what he charges us but we did get two bids from other CPA's in and they are recommended by CMA. They don't care who you pick. I asked them, "Do you have somebody that you guys use or that your associations use for tax returns and audits?" And she said, "Can I send them your information?" And I said yes so they e-mailed me both of these. They are pretty close. One is \$1,950.00 and that's for the audit and the tax return and the other is \$1,450.00 for the audit and \$350.00 for the tax return.

Pam: Oh, they are about the same.

Tina: Yeah, \$1,800.00 or \$1,950.00, okay?

Pam: Are these equally good according to CMA?

Tina: According to CMA. They have worked with both of them. Their associations have worked with both of them, equally the same.

Pam: What about proximity? Where are they?

Tina: I didn't even look at that.

Pam: Because actually we have to physically take books?

Tina: No. They are supposed to be able to get all of their information right from CMA.

Pam: Okay.

Tina: Since we have been with CMA for a whole year, thank God, it is so much easier. They just give them everything right from there. Fosdick got us for a lot more money because we had three separate accounting firms in 2007. And it did take him longer than usual because of that mess.

Pam: He has always been high.

Tina: But he has always been high and he has always been slow. But the reason why I like this company, Weidner—the reason why I like them is because they noticed right off the bat that we are using our clubhouse as an asset and we are depreciating it and they are going, “When you are in an association/nonprofit, you don’t do that. Why are you guys doing that? What is the reason behind that?” And, of course, my response back to them is, “Well, because we had a bookkeeper 100 years ago tell us that’s what we needed to do.”

April: So what do we need to do?

Tina: Well, you don’t depreciate. You don’t use it as an asset. It is a property that is owned, 1/167th of everybody owns this and you don’t use it as depreciation. We are nonprofit. We don’t do that.

April: Okay.

Tina: So, I kind of like that they caught that that quickly, that that is the first thing that they saw. If I had to pick somebody, I just like them because they provided a little bit more information. Now, I can either e-mail this to you or we can just make a motion and just go with whoever you guys want to go with and you guys can read this but I read it through and it is really simple. It is like, we do your audit and we do your tax return but if there is something really crazy weird like having three different accounting firms, it is going to cost you more. Otherwise, this is your price for doing business. But that is my only opinion.

April: Well, in your position as treasurer, whatever you would be the most comfortable trying to navigate your way around.

Tina: I’ll pick anybody other than Fosdick for our 2008 stuff. And it’s a lot cheaper.

Pam: Well, they both come highly recommended.

Tina: And they are close. The price is close.

Pam: \$150.00.

Tina: Yes, \$150.00 difference. You guys can read this through if you want and then decide what you want to do but I need to get them on board so they can start.

Pam: Well, it is going to be one of these two. That much we know.

Tina: Yeah.

Greg: Yeah.

Tina: But they are active in the Rocky Mountain Chapter of Community Associations Institute. Frequent contributors of the CAI magazine common interests. And they specialize in CPA services to homeowner's associations.

Pam: Does this one?

Tina: They range from under 20 owners to over 1500 owners.

Pam: Did they talk about that?

Tina: Nuh-uh. Not like these guys. These guys were pretty proud of themselves.

Pam: But they do homeowner associations because of CMA.

Tina: Right. I mean, for \$150.00, I just like them. At least I knew that they came in close but like I said, for them to just automatically shoot me back. I was like, "You don't even know who I am," and already they are shooting me back going, "Why are you guys doing this? You are a homeowner association. You don't do that." Bruce Fosdick didn't catch that. But then he doesn't specialize in homeowner associations – we are a whole different animal.

Pam: It doesn't matter to me.

Tina: Okay, I'm picking these guys. I make a motion that we pick this Weidner and Associates, P.C., to do our audit and our tax returns for 2008. Do I have a second?

Second.

Tina: All in favor.

Aye, Aye. Aye.

Tina: Alrighty. I will sign that off, get a copy of it here to have it in our files and tell CMA and then we will be done with that.

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

Activities Committee - Karlene Herbrand. No report.

Tina: Activities have got their decorating contest information to go in the newsletter and the flyer also. I did go into Elizabeth Business Center to have the newsletter copied. I ended up folding them, stapling them all, and then took them home to put the labels and stamps on myself rather than hiring it out for them to do.

Pam: That's kind of back to the old days, isn't it?

Tina: Yes it is.

Pam: Reverting back.

Tina: I peeled all the labels, I did all the labels and then I did all the stamps and then I was laughing because the printer messed up so I had to hand write six of the addresses. The best part is, I didn't

have enough stamps so then I had to use my personal stamps so I could go to the post office to drop them all off. So you see, I'm doing a lot of running whereas if everything was right here, I would only have to go to here. Right now that is how the newsletter is getting done. We are going to need a 3-hole punch, a good one for upstairs. I'm going to order that and whatever ink that printer takes because usually when you get a brand new printer they don't give you the full cartridges. So I will order whatever office supplies we need to get this office going upstairs.

Directory – Tina O'Bryan. No report.

Equestrian - No report.

Newsletter – Susan Laessig. No report.

Nominating and Welcoming – Pam Schultz. No report.

Website – Sandy Perry. No report.

Open Forum:

Tina: I had explained to RC that the signs for the trail markers that we would be more than happy to pay the \$300.00, \$350.00, whatever it would cost to get those 31 trail marker 3-way signs done by 2008. Haven't heard a word. Haven't gotten anything. Can't promise in 2009 we are going to have the money to do it.

Pam: We can't promise that if they don't spend that money in 2008 that we will have it available for 2009, can we not roll that over into their budget for 2009?

Tina: Anything for Open Forum?

April: I am speaking as a homeowner rather than a Board member for water adjudication. So, I spoke with Gary Crosby, the paralegal with Petrock and Fendel about a week ago. He is currently on vacation. When I spoke to him, he told me that they had done some looking into the records and found that there were 72 household use only permits here in our community of 167. Some of those household permits will allow stock watering. None of them allow irrigation. That is according to the paralegal. So, with that information, knowing that and knowing that real estate is the way it is right now, I'm sure there are people who would be concerned in getting their well permits—the augmentation amended to allow stock for horses and some irrigation. We would need to quantify our water to be able to augment your well permit. So that is pretty much what my feeling is about going ahead with this and I won't know until we look and see how many responses are upstairs.

Tina: Cynthia thought we had over 20, so we are going to be good.

April: When I was asked about that at the meeting in October, you know, at the time it sounded like I might end up in charge of consents and checks and that was kind of an uncomfortable thing for me so the fact that they are coming to the clubhouse and being locked in the document room, I am much more comfortable with that.

Tina: And it is going right from the clubhouse to the mailbox for Petrock and Fendel.

Pam: The only thing I would say is that when the deadline comes or it is getting close which it is getting close, mail the consent forms that you do have. You might want to cross reference those against the

people who sent them in because some people might think that by signing that form that they are good to go. Maybe they didn't even read the letter.

April: True. And I just told Tina that if people have questions about this process that we are trying to move on here, they can call me and I'm in the directory. I'm not home much anymore. I'm spending more and more time in Denver but I do check my messages. Just let them contact me or Gary Crosby from Petrock and Fendel or Kevin Klein from the State. There are still people who are unsure about what to make the check out for and when I last spoke to Gary Crosby, they had agreed to do it for \$150.00.

Tina: I will be sending you guys the cover letter, the proxy, and the agenda for the annual meeting in January. It is the same as we've done in the past, but I want to make sure I don't have any typos or put the wrong date down. We start it at 9:00 to 9:55. We start the meeting promptly at 10:00 if we have a quorum. We don't have anything else we are voting on other than Board members. It is just going to be Board members and then whatever else anybody wants to bring up at the meeting and that's it.

Motion made to adjourn the meeting. Motion passed.

Meeting adjourned at 8:05 p.m.

Respectfully submitted.

Tina O'Bryan