

**Pawnee Hills Community Association
Board of Director's Meeting
March 10, 2005**

Board in attendance: John MacArthur, Tina O'Bryan, Steve Richardson, Pam Schulz and Walt Day

Meeting was called to order at 7:09 p.m.

Motion was made to approve the agenda, motion seconded and passed.

Motion to approve the February 2005 minutes after Patty Sward has finished them and after the Board reviews them was seconded and passed.

Susan Johnson – ABC Solutions accounting firm

Susan Johnson of ABC Solutions attended the meeting to answer any questions the Board and the homeowners may have. Susan contacted our CPA (Bruce Fosdick) and they have filed an extension for tax preparation. A list was given to the Board of paperwork needed in order for our CPA (Bruce Fosdick) to complete the tax return as well as the audit.

Linda Lee changed the entire annual budget into the month of January instead of being spread out over the 12 months as it has been done in the past – Susan would like to reflect our finances to go along with the approved 2005 budget. Motion was made to reflect our finances to go along with the approved 2005 budget – this would take Susan about an hour to complete. Motion was seconded and unanimously passed.

Susan reported there are currently 10 liens in place for past dues. Question was raised regarding liens. Susan explained that monthly dues are due by the 15th of the month and ABC does their last deposit on the 25th. If a homeowner is behind three months then intent to lien is sent to them.

Corporate status with the Secretary of State has been looked into and Susan will be handling the update and filing.

The missing November ABC Solutions reports stated by Treasurer, are in fact, in the packet, just put in a different place within packet.

Since Community First changed to Bank of the West it is ok for us to use the old deposit slips – at least for now.

There is a correction to ABC Solution's invoice. PHCA shorted funds to ABC Solutions - \$17.50 that was debited that should not have been and \$30 for payroll = \$47.50. Corrections will be reflected in the next billing.

Enrollment form from the IRS regarding the electronic federal tax payment system (EFTPS), was to be sent to Cheyenne address back in December, have not yet received, if receive need to get to ABC Solutions asap. In the meantime, ABC contact them again to send us a

ABC Solutions ordered a new deposit stamp. The blank lien documents signed by John MacArthur, current President, and Patty Sward, secretary was signed – since Patty resigned as secretary before the March meeting, we will need to sign new ones.

Opening Statement from the Board:

- **Possible Dues Increase** – The Board has discussed the possible need for a dues increase. However, it must be clearly stated that there have been neither motions made nor any votes taken on this issue. The Board is concerned over the association's financial performance:
 - Last year, as highlighted by the Budget Committee, whereby the association spent \$6,000 more than we took in.

- The association has not had a dues increase since August 1, 2003 (from \$30.00 to \$32.00).

The Board wants to assure the community that we will not take any action with regard to the dues without announcing ahead of time in a manner that will allow community members to comment before any motions are made or votes taken.

In addition, the Board intends to provide the community with the reasons for any proposed increase.

- **Association Management Company** – The Board has discussed the possibility of hiring a management company to help run the association. The Board has met with two different management companies in order to determine what services they might bring to bear to help run the association.

There have been neither motions made nor any votes taken on this issue. The Board has been gathering information and doing research.

Open Forum:

Question was raised by a homeowner why our Facility Manager is an employee rather than an independent contractor. The board has researched this and has documents showing that our Manager cannot be considered an independent contractor and must have the status of employee.

Motion was made that we maintain good order and keep respect for one another. Motion was seconded and passed unanimously.

The Facility Manager resigned as of December 31, 2004 and was asked by the board to continue to do the work under a different employee agreement. The board has not set up a future job description for the Facility Manager position.

A homeowner had a concern regarding format in raising the dues to the maximum allowable. Board has put together maximum allowable documentation showing the current maximum allowable for 2005 to be at \$41.57.

A reserve study will be done and will show what the facilities are worth, how much money we need in reserves to keep the facilities maintained... The study will take seven weeks from the time that we send the information they have requested.

Communications from Community Members

Letter was read from Ed and Patti Yoensky at 1198 Belgian Trail requesting a letter from the Board approving vacating the common lot line utility easement between lots 20 and 21, Filing 2, Block 6, T8S, R65W, Section 35. Motion was made to write the letter approving vacating the easement. Motion was seconded and unanimously approved.

The Board received letters dated February 19, 2005 and March 3, 2005 from homeowners requesting the board investigate certain covenant violations and if a violation is verified, to take whatever steps necessary to have these violations corrected:

On February 19, 2005 the board received 6 letters from one homeowner; 3 letters regarding outbuildings (Board will review with ACC committee and report back to community) - 2 letters regarding poultry (letter will be written regarding poultry violation), and 1 letter regarding non-drivable, unlicensed vehicles (our covenants do not address "non-drivable, unlicensed vehicles", therefore the Board suggested to the homeowner who wrote the letters they would have to go to the county level for resolution.

The Board also received a letter dated March 3, 2005 from a homeowner regarding a goat (letter will be written regarding goat violation) and outbuildings (Board will review with ACC committee and report back to community) in violation of our covenants.

The procedures for covenant violation complaints were read out loud. These procedures have been adopted as part of Pawnee Hills Community Associations' Rules and Regulations.

Bob Rowland requested a current mailing list of all homeowners. Bill Curley was working on updating the directory and we have not heard from him in quite some time. Bob also requested access to the Association's records but due to scheduling conflicts, he will withdraw his request for access and will try to come up with additional time schedules.

Architectural Control Committee: has been reformatted to be John MacArthur as chairperson, Judy Trawinski as co-chair, Bill Herbrand and Ted Kell as members and trest of the Board of Directors – members of the committee)

Treasurer: Motion was made that Steve Richardson become the Treasurer. Motion was seconded and unanimously approved. Treasurer's Report: Checking \$9,142.44, Savings \$18,161.02 and Unpaid Dues \$2,594.87. Motion was made to accept the report. Motion was seconded and unanimously approved.

Equestrian: Motion was made to approve "no horse" signs for the footbridge located on the clubhouse property in the amount of \$35.80. Motion was seconded and unanimously passed.

A copy of the barn remodel plan will be added to the Aspen Reserve Study information.

Buildings and Grounds: Stephen Gile will get a copy of the open maintenance items.

Board Business:

Motion was made that Tina O'Bryan be the Vice President. Motion was seconded and unanimously approved. Motion was made that Walt and Tina co-secretary. Motion was seconded and unanimously approved.

Motion to adjourn. Motion seconded and passed. Meeting adjourned at 10:36 p.m.

Respectfully submitted by Tina O"Bryan.