

**MINUTES OF THE WOODMOOR IMPROVEMENT ASSOCIATION
BOARD OF DIRECTORS MEETING**

March 26, 2007

1. Hans Post Uiterweer, WIA President, called the meeting to order at 7:00 PM.

WIA Board Members present:	Hans Post Uiterweer	President
	Bill Walters	Vice-President
	George McFadden	Secretary
	Terry Holmes	Treasurer
	Elizabeth Miller	Architectural Control
	Gary Marner	Common Areas
	Steve Malfatti	Covenant Enforcement
	Amy Smith	Forestry
	Brian Osterholt	Public Safety

WIA Board Members Absent: None

Staff in attendance:	Camilla Mottl	WIA Executive Director
	Kevin Nielsen	WPS Chief

Visitors present:	Chris Pollard	Our Community News
	Nicole Osborne	Tribune
	Dave Reitan	Six & Geving
	Robert Meachum	Homeowner
	John Day	Homeowner
	Steve Snaidauf	Homeowner
	Chuck Lang	Homeowner
	Todd Wang	Homeowner
	Jacob Shirk	Homeowner
	Richard Brame	Homeowner
	Steven Maulis	Homeowner
	David & Teresa Easton	Homeowner

2. Approval of the Minutes

The January minutes were approved with the changes made at the February Meeting. The February minutes were approved as written.

3. Board President Hans Post Uiterweer welcomed all visitors to the meeting. Post noted that Todd Wang, the WIA representative on the NEPCO Land Use Committee was present.

- a. Dave Jones and Mark Useman addressed those present on the development to be built on the parcel of land off of Knollwood and HWY 105 (Knollwood Village). They distributed drawings that showed the

general features and placement of the project and answered questions. They also requested a variance from the original covenants. The builder/developer stated they prefer not to build the three story (thirty foot tall) office building the existing covenants permit, if WIA will agree to change the current time constraints. Instead, they want to build a one story, 17-20 foot tall building that will have at least one, if not two, restaurants. However, in order to use the one story building for restaurants, the hours of operation currently stated (*commercial operations shall not begin before 6a.m. nor continue later than 9 p.m.*) would need to be extended. Hans Post informed the developer/builder that the Board would not be able to respond to their request until WIA had a chance to gather resident feedback. Therefore, the Board will respond following the April Board Meeting.

- b. Jacob Shirk stated that he would like to address the Board regarding the upcoming Board vacancy. Shirk proposed he be considered to fill the position of Director of WPS. Shirk stated he had spoken with the attorney for Monument and with the Town Manager regarding the position and was told there was no conflict of interest in filling this voluntary position. Shirk outlined his expertise and stated he had the energy and desire to do the job.

4. Approval of Agenda

- a. Due to time constraints, Post suggested postponing the restructuring of the legal fees until a later meeting. George McFadden agreed but stated he would not be available for the April Board Meeting.
- b. Brian Osterholt requested that the subject of his resignation and successor be added to the agenda as Item 21.

Bill Walters **moved** to postpone the restructuring of legal fees and to add the subject of Osterholt's resignation to the agenda. Steve Malfatti **seconded** the motion. All were in favor. The motion **passed**.

5. Insurance Proposal

Dave Reitan of Six and Geving presented the 2007-2008 insurance proposal. He pointed out that, per the Board's request, the renewal date had been changed from February 1 to April 1 of each year. Reitan outlined all the companies he asked to price coverage as well as some options on a better program and limits for Public Safety. McFadden **moved** to accept the proposal with the increase of \$843.75 to last years overall cost in order to increase security operations liability to \$5 million per claim coverage. Any overage in costs to the 2007 budget to be covered by funds not spent in 2006. The motion was **seconded** by Malfatti. All were in favor. The motion **passed**.

6. February Financial Report

Terry Holmes presented the February 2007 Balance Sheet and Financial Statement. Holmes pointed out that the reason for any significant variance in income or expenses is given under the comment line. Of special note was the \$17,500 received in

February and posted under Miscellaneous Income. This money is the reimbursement for legal fees from a court case that WIA won in 2006.

7. Executive Director Report

Mottl reported that:

- She mailed 100 letters to Woodmoor residents in the areas surrounding the proposed Knollwood Village development informing them and encouraging their attendance to this evening's meeting.
- Post and Mottl met with Tim Irish regarding the planned Senior Living Facility to be built in the development of the former Walberg property.
- Mottl met with Robert Irwin who represents Cheyenne Mountain Development Corp. and Colorado Lakeshore Holding regarding the former KAB Pankey multi-family land and commercial property around Lake Woodmoor. A representative will be attending the next Board meeting. One of the items Irwin wants to discuss is the moving of a sewer line that is currently partially located in common area on the east side of the lake.
- A Woodmoor resident brought in a flyer regarding the Palmer Lake Fireworks and requested the Board consider contributing since so many Woodmoor residents attend the display. We have \$250 in our Community Relations Budget. Do we want to contribute? Discussion ensued. Walters **moved** that the WIA contribute \$100 to the Palmer Lakes Fireworks. Malfatti **seconded**. All were in favor with the exception of McFadden and Post abstained. The motion **passed**.
- WIA mailed out 375 past due notices and collected 154 payments. Mottl entered into 2 payment plans.
- Mottl met with a resident whose child had been in a back brace for six weeks following a sledding accident on Toboggan Hill. She suggested WIA place a sign stating that the creating of moguls or bumps is not permitted and those doing so will be fined. Further, she would like a warning sign stating the dangers and possibility of severe physical trauma. Discussion ensued. It was noted that there is already signage on Toboggan Hill and that jumps/lifts/ramps are torn down when found. Nielsen stated that the bumps and moguls are formed by the actual activity of sledding. Marner and Nielsen will review the signage and make recommendations, if needed.
- For the second year running, LifeLine Health Screening will be held May 22 in the Community Center.
- Mottl spoke with Jeffrey Chamberlin, representative of an engineering firm that is co-coordinating a meeting regarding Palmer Ridge High School to be held on Tuesday, April 3, 2007 at 5:50 in the district Admin Building. The meeting is open to interested parties, especially those interested in giving input regarding landscaping and fencing. There will also be a Q & A session regarding construction.
- Mottl informed members that alternate meeting dates needed to be chose for:
 - i. Memorial Day - Monday, May 28
 - ii. Christmas Eve – Monday, December 24
 - iii. (possible) Monday after Thanksgiving – November 26

8. Public Safety Report

Chief Nielsen reported that

- Due to thefts of items left in unlocked vehicles in garages with the doors open, WPS staff will now be informing owners when they see an open garage door no matter the hour.
- Nielsen applied for a grant from the Tri-Lakes Women's Club and should have a response within 90 days.
- Nielsen noted that, since it is Spring, barking dog complaints have increased.
- Some WPS staff will be attending a Bear and Mountain Lion Seminar.
- Nielsen completed the road condition survey and forwarded it to the County.

Old Business

9. Strategic Plan – Communication

Post reviewed a two page handout with ideas on how we might improve overall communication. The list includes suggestions inclusive of community events, the newsletter, the website, open Board Meetings, and suggestions on events for owners to meet their Directors. Members are encouraged to review the list and make suggestions.

10. Covenant Control

Malfatti distributed a proposal outlining the need to align the directions involving the fine schedule with the schedule itself. Malfatti moved that he be authorized to align the chart with the verbiage. Amy Smith seconded the motion. All were in favor. Malfatti will bring the information to the next meeting and requested members review the rest of his proposal regarding violations and timelines as he will bring a motion to the table on these issues at the next meeting.

11. Telephone System

Holmes reviewed some of the reasons the Board acknowledged the necessity of a new phone system during the 2007 budget process. The voices fade in and out during conversations, making it very frustrating for residents and employees in spite of spending over \$180 in service call last year and replacing both cords and phones; when checking messages at the front desk, all other lines go straight to voice mail. The system does not allow us to answer the phone while checking the main voice mail box; We cannot transfer calls to or from WPS. Residents do not like being told they have to call a different number to reach Public Safety; they just want to be transferred. After WPS moves downstairs, this will be even more critical; the individual voice mail box system does not currently work; therefore, we must take messages for other employees – residents don't like this, they would rather leave a voice mail message regarding their issue for a specific staff member; the main voice mail box does not have enough storage space. After a very short period of time if the box becomes full, the phone system completely locks up; we cannot call in (remotely) and change messages on the machine; the current system will only record for 3 minutes before shutting off; Inability to transfer within the WIA administrative

offices - employees must get up from their desk and go to another office to let someone know a call is waiting for them, as yelling is rude and unprofessional; the speakerphone quality is poor; we must pay for a service call (\$60.00) to have a tech come change the message clock every time we experience a power surge, outage or move to and from daylight savings time.

Holmes then updated members on the current selection process for the new phone system stating that it would unify WIA & WPS under a common system and finally provide both with voice mail and call transfer capabilities. After reviewing and updating/finalizing the seven proposals received Holmes stated that we would be ready to make a final decision and purchase the system prior to the next Board meeting. Members agreed that information regarding the phone system choice and approval could be performed via e-mail and ratified at the next Board Meeting.

12. Employee Evaluation Process:

McFadden distributed and gave an overview of the changes to the Annual WIA Employee Review as recommended by the Personnel Evaluation Process Committee.

13. Changes to Policies, Procedures, Rules & Regs

Walters reviewed his proposed changes/corrections to the Policies, Procedures, Rules and Regulations, Parts I, II, III, IV. It was noted that the Cover Pages were changed. Discussion ensued. It was agreed that Mottl would prepare a resolution itemizing the following changes for review/adoption at the next Board meeting:

- Page 7 & 17 - Both describe rules on open fires and need to include the acceptable types of containers that are allowed for a fire (screens and cover).
- Page 9 -M. OUTBUILDINGS - Size of allowable outbuilding has been changed.
- Page 12 - TRAILERS (3) I believe the \$50 per day should be replaced with "....Notice of Fine as determined by the BOD".
- Page 23 - 6. Election Procedure (a) and (b) - Both sections refer to "Unit Owner". To be consistent with the By-Laws and Covenants this should be changed to "Lot Owner".

New Business

14. Great American Cleanup and other dates

Gary Marner informed members that he had met with Marion Taylor regarding the GAC to better understand his role. The GAC will be held on Saturday, May 19, 2007. Allan McMullen will be handling the Flea Market which is scheduled for Saturday, May 12, 2007

15. Woodmoor Programs in the Barn

Marner informed members that we need to set dates for things like the GAC, Flea Market and Firewise Day at the beginning of each year as we cannot pre-empt signed contractual agreements already made with other individuals or groups renting WIA facilities.

16. The Good Neighbor Award

Mottl presented a written homeowner nomination for this award and all members were in favor. The homeowner will be announced once the award has been given.

17. Restructuring Legal Fees

Due to time constraints, this item will be discussed at a future Board meeting.

18. Board Packets

Members agreed that Board Meeting Packets would be distributed prior to each regular Board Meeting as follows:

- Members will submit all agenda items and accompanying information to Mottl by noon on the Wednesday prior to the meeting
- Mottl will prepare the packets and WPS will deliver the packets to each Board member residence the Friday before the Board meeting
- All members must bring their packet to the Board meeting

19. Attendance to the April 4 Hearings

Mottl reviewed the roster for the April 4 Hearings: Malfatti, Miller, Marner, Osterholt, Post, and Smith.

20. April Board Meeting Agenda Items

Post reviewed topics for the April Meeting Agenda which included Knollwood Village, Colorado Lakeshore Holding, GAC, Firewise Day, Flea Market, Choosing alternative Mondays for those meeting that fall during holidays, the Violation Fine Schedule, and the office Phone System.

21. Director of WPS

Brian Osterholt informed members that he would be resigning the Board effective May 1, 2007. Osterholt moved to appoint Jake Shirk to fulfill the remainder of his three-year term on the WIA Board of Directors. Holmes seconded the motion. Osterholt, Holmes, Smith, Malfatti and Miller voted for the motion. Walters, McFadden and Marner voted against. Post abstained. The motion was passed. Bill Walters voiced his preference to serve as the Director of Public Safety versus Vice President. Per Colorado Law the members voted on paper their choice between Walters and Shirk. Mottl tallied the paper ballots. The new Director of Public Safety, effective May 1, 2007 will be Jacob Shirk.

Moved to Executive Session at 10:13 PM

Moved back to Regular Session and Adjourned at 10:39PM

RESPECTFULLY SUBMITTED:

Date

Camilla Mottl, Executive Director