

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

April 28, 2008

1. Steve Malfatti called the meeting to order at 7:13 PM.

Attendance to meeting

WIA Board Members present:	Steve Malfatti	President
	Terry Holmes	Vice President
	Kevin Weese	Secretary
	Bill Walters	Treasurer
	Anne Stevens-Gountanis	Director Architectural Control
	Gary Marner	Director Common Areas
	George McFadden	Director Covenant Control
	Jake Shirk	Director Public Safety

Board members absent:	Amy Smith	Director Forestry
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Staff in attendance:	Camilla Mottl	WIA Executive Director
	Kevin Nielsen	WPS Chief

Visitors present:	Robert Carey	Homeowner
	Robert Meachem	Homeowner
	Hilary Brendemuhl	Homeowner
	Ronny Goldberg	Homeowner
	Michael Bertech	Homeowner
	Mike Oberle	Homeowner
	Sharon Marner	Homeowner
	Beth Courrau	Homeowner
	Steve Hammers	Hammers Construction
	Allan McMullen	Homeowner
	MaryAnn Trifiletti	Homeowner
	Bill and Maggie Nealon	Homeowner
	John Ottino	Homeowner
	Ruth Ann Spidell	Homeowner
	Bob Pietsch	Homeowner
	Chris Pollard	Homeowner/OCN
	Lenard Rioth	Attorney-at-Law
	Gina Hagglof	Homeowner
	Dana Murphree	Charter School PTA

2. Approval of the March Meeting Minutes

The March Meeting minutes were submitted for approval. The following changes were agreed upon:

- Item 3 change January to February
- Item 5 delete “and mentioned that the proposal came in approximately \$2,500 less than budgeted”

- Item 9 second paragraph after bullets change “paid out of the unallocated funds” to “paid out of the Replacement Reserve Fund”
- Item 23 line five change “Smith voted” to “Smith moved”
- Item 23 lines seven and ten change “Smith-Gountanis” to “Stevens-Gountanis”

The March 2008 Meeting minutes were approved as amended.

3. Welcome Visitors

Malfatti welcomed Robin Adair from Palmer Ridge High School. Ms. Adair gave a brief presentation covering August events, traffic information, supervision and campus security, tobacco regulations, communication and fencing, which will be located more than 70 yards inside actual property line, to create a buffer zone between the school and WIA homes. The student handbook does not allow trespassing outside of the fence. The fence location is designed to keep students out of the wooded area. The trees and brush were not thinned based on surrounding homeowners requests to maintain a natural, visual barrier. More information on Palmer Ridge HS can be found on the web at http://lewispalmer.org/solo/prhs_home.

Malfatti thanked Ms. Adair for the presentation and answering questions. He then requested Secretary Kevin Weese read Exhibit A, Meetings, #2a and b regarding owner participation at Board Meetings from the WIA Policies, Procedures, Rules and Regulations Part IV. Malfatti explained he would be following these guidelines in conducting the Board Meetings. Since twenty minutes was allotted for owners/their representatives to speak at the beginning of the meeting and eleven homeowners signed in to address the Board, the following residents were given two minutes to address the members:

- Robert Carey also presented documentation to the Board
- Robert Meachem
- Hilary Brendemuhl also presented documentation to the Board
- Ronny Goldberg
- Michael Bertech
- Mike Oberle
- Beth Courrau
- Allan McMullen
- John Ottino
- Ruth Ann Spidell
- Bob Pietsch

4. Approval of Agenda

Item 8 was transferred to Executive Session. The motion regarding Goud was moved to become Item 19 to take place following Executive Session. Walters requested one personnel item be placed in Executive Session.

5. Financial Report

Walters reviewed the March Balance Sheet and Profit and Loss financial statements. Walters noted that a new Colorado statute had been adopted regarding collection of assessments on foreclosed homes limiting past due collections to six months prior to foreclosure. Therefore, a new cost center named “Bad Debts Expense” has been added as a line item on the Profit & Loss statements. Walters stated that the ‘Operating Fund’ is inclusive of unallocated funds. The name (Operating Fund) is used for continuity as the Annual Audits and Financial Reviews performed by our CPA refer to these monies as such. Walters distributed a letter from Holme Roberts & Owen LLP as previously requested.

6. Executive Directors Report - Mottl

- As requested the following additions to the website have been made so that the agenda and financial report for the regular Board meetings will be posted on the site no later than the Friday before the meeting

- New item under Financial Reports – Recent Financial
- Under Board of Directors – Meeting Agenda
- Mottl requested Board members confirm the e-mail addresses they want their Woodmoor addresses forwarded to so they can be placed on the website by initialing the sheet she distributed.
- The remaining copies of the Roberts Rules of Order are available for those Board members wishing a copy.
- The April Newsletter was sent to the printer but was mailed late due to a staff death at the printing company.
- As requested, Mottl obtained a new bid for the bathrooms and kitchen renovation, inclusive of materials, and gave it to Marner. Marner stated he inspected the bathrooms and kitchen and does not believe they need to be refurbished at this time. Mottl stated that the bathrooms were scheduled to be refurbished in 2007. The bid on the kitchen was included because the floor in the kitchen is coming up. The kitchen refurbishment is scheduled for 2009.
- Weese, McFadden and Smith agreed on the purchase of one new computer.
- Mottl handed out a new Board Member Attendance Schedule for Hearings and requested feedback.
- Mottl submitted a request to Marner to relocate a common area path that a homeowner states is encroaching on their property.

7. Public Safety Report - Nielsen

- Received approximately 25 resumes or applications for Chad's replacement
 - Scheduled 10 interviews and conducted 7 (2 cancelled and 1 no show)
 - Hired candidate Christopher Adam Settle (goes by Adam) who is currently working part time while in training. Adam is an ex police officer with 10 years experience from Virginia. His passion is baseball and he is currently an assistant coach for a high school.
- Increase in criminal trespass auto (vehicle break-ins) and all have been from vehicles left outside and unlocked.
- A few calls for bears in the area looking for food. Reminder to people not to put trash cans out until the day of pick up and store BBQ grills and bird feeders in the garage.
- One of the new jeeps has had the lights and radios installed and the other is currently being done. The graphics are ordered and hopefully will be installed in a week. The graphics on the old jeep should be removed this week and the vehicle detailed and ready to be sold next week.
 - Feedback was requested on whether WIA should advertise the jeep or should take it to the consignment lot and have them sell it.
- WPS will begin posting important updates or alerts on the Woodmoor website under news alert.

Old Business

8. Knollwood Village Request to Extend Hours Motion – moved to Executive session

9. Take the motion to change the DSM guidelines from the table

Stevens-Gountanis moved to take the motion to change the DSM guidelines from the table. McFadden seconded the motion. The motion carried.

Stevens-Gountanis read the original motion and informed those present that discussion at the last meeting suggested moving four additional items into the list of those projects which can be approved by the ACC Administrator in the office (conduct a business on residential property – see covenants for approved businesses; install or relocate playground equipment; hot tubs/spas – on existing approved pad; pods and dumpsters).

Stevens-Gountanis moved that the Board approve, via resolution, a motion providing for listing the Applications for Miscellaneous Projects that can be approved, at no charge, by the ACC

Administrator in the office as well as those requiring submittal and Architectural Control Committee review and approval accompanied by a filing fee of \$25, in the Policies, Procedures, Rules and Regulations Part V; Design Standards Manual as follows:

Projects which can be approved by the ACC Administrator at no charge:

1. Repaint house or change trim colors (earth tones)
2. Re-roof house - must be an ACC 50 year or lifetime approved roof, the list can be found at www.woodmoor.org or in the WIA office
3. Change out windows and doors including storm door and garage doors, no change in size, materials, and location
4. Fence or deck maintenance (no change in size, materials or location)
5. Driveway resurfacing - no changes in footprint
6. Flagpoles
7. Basketball hoops - portable or in-ground
8. Snow Fences (Nov. 1 – April 30)
9. Conduct a business on residential property – see covenants for approved businesses
10. Install or relocate playground equipment
11. Hot tubs/Spas – on existing approved pad
12. Pods and dumpsters

Projects which require submittal to the Architectural Control Committee - Fee \$25

1. Alter drainage and grading property
2. Install or alter a fence or wall
3. Modify or build a new deck
4. Enclosures
5. Alter a driveway footprint
6. Sheds
7. New cement pad for hot tub/spa
8. Awnings
9. Siding material – i.e. stucco, Hardiplank

The motion was seconded by Shirk. Discussion ensued.
The question was called. The motion carried.

10. Personnel Committee Motion

McFadden moved to create a Personnel Committee, headed by Treasurer Bill Walters and consisting of 3-5 BOD members, to review personnel policies, job descriptions, and paid benefits, and which will report to the board any proposed changes to personnel policies and procedures or paid benefits not later than the July BOD meeting. This Personnel committee will be empowered to meet with homeowners, employees, and outside consultants as required to develop recommendations to be presented to the full board. The Personnel Committee will be authorized to spend up to \$500 at its discretion.

Weese seconded the motion. Discussion ensued.

Stevens-Gountanis moved to amend the motion by removing the last two sentences (“This Personnel committee will be empowered to meet with homeowners, employees, and outside consultants as required to develop recommendations to be presented to the full board. The Personnel Committee will be authorized to spend up to \$500 at its discretion.”).

Shirk seconded the amendment. Discussion ensued.

Malfatti called the amendment to the motion. All were in favor. The amendment to the motion carried.

Malfatti called the question: Create a Personnel Committee, headed by Treasurer Bill Walters and consisting of 3-5 BOD members, to review personnel policies, job descriptions, and paid benefits, and which will report to the board any proposed changes to personnel policies and procedures or paid benefits not later than the July BOD meeting.

All were in favor. The motion carried.

11. Covenants Hearings Motion

McFadden moved that for the purposes of covenant hearings, the violation history handouts provided to the BOD only contain information relevant to the specific hearing, and exclude any violations or warnings greater than 1 year in the past unless, at the discretion of the Director of Covenants, such past violation/warning has direct bearing on the current violation. Walters seconded the motion. Discussion ensued.

Lenard Rieth explained that House Bill 1338, which addresses aspects of association covenant enforcement, was just passed by the Legislature. Since this bill may affect the WIA covenant process, Rieth suggested it would be appropriate for the Board to table the motion under discussion until the current WIA covenant process has been reviewed in conjunction with this new law.

McFadden moved to table the motion until the WIA procedures can be reviewed for compliance with HB1338. The motion was seconded by Shirk. The motion is tabled.

12. Covenant Enforcement Motion

McFadden moved that in acknowledgement of the Colorado Common Ownership Interest Act (CCOIA), section § 38-33.3-123. Enforcement—limitation, which states: “

(2) Notwithstanding any law to the contrary, no action shall be commenced or maintained to enforce the terms of any building restriction contained in the provisions of the declaration, bylaws, articles, or rules and regulations or to compel the removal of any building or improvement because of the violation of the terms of any such building restriction unless the action is commenced within one year from the date from which the person commencing the action knew or in the exercise of reasonable diligence should have known of the violation for which the action is sought to be brought or maintained.” the covenant enforcement staff shall be instructed that if during a covenant enforcement action, it is learned that a building or improvement has been in place for over 1 year from the time the exercise of reasonable diligence should have known of the violation, or for which any question of timing exists, they shall bring this issue to the attention of the Board of Directors prior to any enforcement attempt. The Board of Directors shall determine the action, if any, that should be undertaken to correct this violation.

Walters seconded the motion. Discussion ensued.

Shirk moved to table the motion. McFadden seconded the motion to table. The motion carried. The item was tabled.

New Business

13. Flea Market Motion

Marnier moved that we approve the Spring Flea Market to be held in the WIA parking lot May 17, 2008.

Motion seconded by Shirk. Discussion ensued.

Walters moved to amend the motion by adding the sentence “all proceeds will to go to the common area and community center.” Stevens-Gountanis seconded the motion to amend. The amendment passed.

Malfatti called the amended motion. The motion carried.

14. Forestry Update

Holmes reported for Smith.

- Our annual Firewise Event, Protecting Your Property Value\$ Program by Keith Worley, Firewise Specialist, which will also include how to cut back and prune scrub oak with on-site demonstration to be held on Saturday, May 10, in 'The Barn' from 9am to noon.
- Woodmoor Chipping Days will be held Saturday and Sunday, June 7th & 8th, at the Tri-Lakes/Monument Fire Station from 10am to 2pm. Residents are invited to bring all slash, downed trees, dead branches. \$5 per load is being requested.
- WIA applied for and received a \$2100 grant from Colorado State Forestry to remove dead trees and do thinning on common areas. Work has been done on Fairplay, Scrub Oak, Sherwood Glen and Common Area B.
- The Firewise Committee is continuing its effort to educate residents on fire hazards in "Severe Hazard Neighborhoods". Over 100 residents have been invited to attend a special presentation in early May on how to make their properties fire safe. Residents in the top ten "Severe Hazard Neighborhoods" are also invited to take advantage in a matching \$1,000 grant program designed to reduce fire fuels on their properties.
- Volunteers are still needed to help with the "Adopt a Woodmoor Sign" program by helping to plant and/or maintain the planting areas around the Woodmoor entrance signs. Planting will take place in late May or early June.

15. May 27 Board Meeting Date Conflict

Because of the Memorial Day Holiday, the regular Board meeting will fall on the same evening as an ACC Meeting. Stevens-Gountanis, Chair of the ACC will make other arrangements for the ACC meeting.

16. Attendees to May 14 Hearings

Mottl confirmed that Holmes, Malfatti, Marner, McFadden and Weese are scheduled to attend the May 14 Hearings.

17. Upcoming Board Meeting Agenda Items

Tabled Items 11 and 12 be taken off the table.

Shirk suggested that the members to serve on the Personnel Committee be named. Walters is to Chair the Personnel Committee. Shirk, Stevens-Gountanis, Holmes and Weese volunteered serve on the Committee.

Shirk moved that Stevens-Gountanis, Holmes, Shirk and Weese serve on the Personnel Committee with Walters as Chair.

Motion seconded by McFadden. The motion carried.

18. Board Special Meetings

McFadden pointed out that Special Meetings of the Board require not less than one days notice to the members.

The Board adjourned to Executive Session at 9:10 p.m.

The Board resumed Regular Session at 12:14 a.m.

The meeting adjourned at 12:14 a.m.

RESPECTFULLY SUBMITTED:

Date

Camilla Mottl, Executive Director

Date

Kevin Weese, Secretary