

**Bellevue Acres Homeowners Association
Annual Board Meeting Minutes
September 17, 2015**

Meeting Announcement and Agenda

Announcement of the annual meeting was distributed to the HOA membership by email on the August 14th and September 16th, 2015. The Announcement contained a meeting agenda, a proxy form, a letter from the Bellevue Acres HOA Fence Repair Committee, and the following specific language:

“We will be voting on 3 items at the meeting; to elect one board member, to elect one ACC member, and to vote on a special assessment to replace the fence along Alkire & Arlington. Please see the attachments.”

The letter from the Fence Repair Committee, dated July 28, 2015 and revised August 12, 2015 introduced 1) committee members, 2) committee objective, 3) a fence replacement recommendation, and 4) replacement cost. The replacement cost contained subcosts by fence component, landscaping, sprinkler replacement, and electrical replacement. Payment breakdowns by HOA reserve contribution, contiguous homeowner contribution, and contribution by special assessment were also included. It should be noted that the HOA has accepted partial ownership and maintenance of the privacy fence along South Alkire Street and West Arlington Place as part of its “common property interest”. This ownership and maintenance is essential to maintain a valid HOA, per Colorado statute. Moreover, it was a key argument in our successful litigation against a former homeowner who challenged the validity of the HOA. That is why the HOA facilitated organization of the Fence Repair Committee, and is forwarding its recommendations to the HOA membership for consideration.

The meeting agenda and letter from the Fence Repair Committee are attached to these meeting minutes.

Quorum and Call to Order

36 homeowners were represented; 25 in person, and 11 by proxy. This represented 60% of the HOA homeowners. Only 25% are required for a quorum. Therefore, a quorum was reached and the meeting was called to order by Nadine Dame, HOA president, at 6:15 pm. The meeting was held at the pavilion in the Bellevue Acres Park. See attached sign-in list.

Introduction of Officers

Nadine introduced the Board Officers and Members of the Architectural Control Committee.

Treasurer’s Report

The current balance of our Savings Account is \$12,145.49 and that of our Checking Account is \$10,003.95, for a total of \$22,149.44. Collectively, these are the HOA’s Operating Funds. Anticipated costs for the remainder of the calendar year (and fiscal year) total approximately

\$4,053. Therefore, the total balance projected for the end of the calendar and fiscal year is approximately \$18,096. Motion was made and seconded to accept the Treasurer's report. Motion carried unanimously.

Year in Review

Nadine reviewed the activities of the HOA since October 2014. Activities consisted of:

- Board members and interested HOA members attended meetings about a proposed expansion of the Church on Bellevue, and provided suggestions and comments where appropriate.
- Board members and interested HOA members attended, provided comments, and presented at Jefferson County Board Meetings regarding the proposed Belle Vista apartment complex. This effort required considerable planning and coordination among all of the volunteers. Formal presentations were delivered at two public hearings – one in front of the Planning Commission and one in front of the County Commissioners.
- Sponsored three community social events; Spring picnic, Annual meeting cookout, and Christmas party.
- Maintained and repaired common property (including fence) along South Akire Street and West Arlington Place (thanks to the Setter family for lawn and sprinkler maintenance).
- Note that HOA Board members did not receive dues waivers this year, nor will they be receiving them in the future. This decision was made by the Board members to maintain the volunteer standing for our HOA.

Bert reviewed the activities of the ACC since 2014. Activities consisted of:

- A fall and spring walk-through and follow-up notifications to homeowners with requests to remedy apparent violations.

New Business

- **Election of two Board Officers:** Three candidates consisting of Eldon Sullivan, Michelle Winn, and Geoff Price volunteered to fill vacancies for two Officer positions. The term of service is two years. Voting results were as follows:
 - Eldon Sullivan – 29 votes;
 - Michelle Winn – 30 votes; and
 - Geoff Price – 8 votes.

Therefore, Eldon Sullivan and Michelle Winn were elected to fill the Officer vacancies.

- **Election of one ACC Board position:** Two candidates consisting of Bert Milano and Jo Mayers volunteered to fill one vacancy on the ACC. The term of this service is three years. Voting results were as follows:
 - Bert Milano – 14 votes; and

- Jo Mayers – 20 votes.

Therefore, Jo Mayers was elected to fill the ACC Board vacancy.

The Board and HOA expressed their sincere appreciation to the officers (Nadine Dame and Eldon Sullivan) and ACC member (Bert Milano) who graciously volunteered their time and efforts to fulfill their terms of service to the HOA.

- Fence Replacement: Much time was devoted to discussing the need for, timing, and cost of replacing the existing privacy fence boarding South Alkire Street and West Arlington Place. Topics of discussion consisted of, but were not limited to, the types of material researched by the Fence Repair Committee (cedar wood, Trek, vinyl, and SimTek); the need to upgrade landscaping, sprinklers, and electrical service when replacing the fence; capital cost versus long-term maintenance; net present worth of the alternatives; contracting the work vs having volunteers from the HOA perform the work; procurement strategies; product warranties; fence colors; purchasing extra panels in the event one is damaged over time; and not setting precedent for other fencing to be installed bordering the neighborhood. The fence committee recommended replacing the entire fence with a SimTek product that is guaranteed for 25 years, upgrading the landscaping and sprinkler system so as to avoid spraying the fence and eroding soils beneath the fence, and upgrading the electrical service to the sprinkler system control box and entrance sign light to meet current code. Going forward if the fence project is approved a manager or committee from the neighborhood will need to take responsibility to 1) procure a contractor, 2) schedule the work, 3) inspect the work as it is performed, and 4) resolve contractual and payment issues.

Costs for the fence project were reviewed in detail. Based on budgetary estimates from vendors, the total cost will be approximately \$42,700. Of that, the HOA will contribute \$6,000 from accumulated operating funds, contiguous homeowners will contribute \$13,319 for payment of 50% of the fence contiguous to their properties (exclusive of the corner segment where the entrance sign is located), and \$23,381 will come from a special assessment from all 60 homeowners. The latter sum equates to a special assessment of \$389.86 per homeowner. These are preliminary numbers that will be finalized when hard-cost bids are obtained. But it was made clear that the special assessment to all homeowners would not exceed \$389.68. With this understanding, a vote was taken to accept or reject this proposal.

Vote results were 27 in favor and 9 disapprovals. This represents a 75% approval of the votes cast.

Meeting Adjourned at 8:45 pm

Respectfully Submitted

Tim Shangraw, Secretary