

Bellevue Acres Homeowners Association Special Meeting Minutes November 17, 2015

Notice and Attendance

Notice of the Special Meeting (attached) was 1) mailed to HOA members via US mail, **and** 2) sent to HOA members via electronic Evite, on or before November 7, 2015. The place, time and purpose of the meeting are described in the Notice of Special Meeting. The advanced notification and statement of place, time and purpose are accordance with Article 3.6 of our HOA Bylaws.

The meeting was held at the Waterstone Community Church in unincorporated Littleton, CO. Nineteen (19) homes were represented, which represents 31.7% of the HOA membership. A sign-in list is attached.

Meeting Purpose

The purpose of the meeting was to reach out to all homeowners to share an open discussion of:

- 1) Why the HOA is responsible for the common property;
- 2) Details and costs of the fencing alternatives;
- 3) Consideration of homeowner "sweat equity" to reduce costs; and
- 4) How the special assessment will be implemented.

Call to Order

Michelle Winn (Board President) called the meeting to order at 7:10 pm.

Meeting Minutes

Michelle started the meeting with a welcome to all attendees and an introduction of Board and Fence Committed members. She then introduced Calvin Sawkins, Chairman of the Fence Committee, to describe the alternatives considered, factors involved with the alternatives evaluation, who would be paying for what, the recommended alternative, and how and when the project would be constructed.

Calvin started with discussing the various fencing options, including repair of the existing fence, replacement with in-kind cedar, and replacement with plastic composite, Vinyl, or SIMTEK. He also addressed the need to 1) relocate sprinkler heads away from the fence so irrigation water does not spray the fence or undermine its foundation, 2) add a gravel buffer strip one foot on both sides of the fence in which the sprinkler lines and heads could be located and which would alleviate the need for weed-wacking against the fence, and 3) rewire the power supply to the entrance sign light and sprinkler control box to accommodate a new fence. The Fence Committee's recommendation consisted of 1) replacing the existing fence with a new SIMTEK

polyethylene product, 2) installing a new sprinkler system offset from the fence alignment, 3) adding a gravel buffer strip contiguous to the fence, and 4) rewire the power supply. A summary of the analysis, along with the Committee's recommendation were presented at the September 2015 Annual Meeting. A majority of attendees at the Annual Meeting approved the recommendation in accordance with our HOA Bylaws, so the Board is moving forward with implementing the recommendation.

A cost summary is attached that shows project costs, credits from contiguous owners, HOA contributions, and a 25% contingency. The summary was distributed and the Special Meeting and discussed at length. The recommended alternative would be the least expensive at a net cost of approximately \$350 to each homeowner.

Calvin then addressed questions concerning:

- The durability and warranty of the SIMTEK material (25 years material warranty);
- How the fence would be installed between brick columns currently in place (the brick columns would remain in place, but all existing wooden posts would be removed);
- Procurement of materials and contractor(s) (Calvin volunteered to procure materials and contractors on behalf of the HOA);
- Construction Supervision (Calvin volunteered to supervise installation on behalf of the HOA); and
- Construction timeframes (spring/summer of 2016).

A question was then raised about the HOA's responsibility for fence replacement. Tim Shangraw (Secretary) responded that the HOA has adopted ownership and maintenance of the fence/landscaping/entrance sign as "common property" of the HOA. Such "common property" designation and maintenance are necessary to maintain the legal standing of our HOA.

Calvin addressed the issue of homeowner "sweat equity" to reduce project costs. All agreed that, while volunteer work by HOA members might help lower construction costs, such assistance will introduce schedule and work quality risk that the HOA should not take on.

Lastly, special assessments of \$350 per home will be assessed in early 2016, with the objective of collecting all of the funds needed to construct the project before contracts are awarded. The Board will issue a call for payment with the 2016 annual dues statements. Homeowners will be given the option of a single payment, or two payments spread over time.

As a final comment, one homeowner requested that the Board research current HOA State law regarding homeowner notifications for meetings and update our bylaws pursuant to State requirements. As Board secretary, Tim Shangraw agreed to do this.

Meeting Adjourned at 9:15 pm

Respectfully submitted, Tim Shangraw, Secretary

**BELLEVIEW
ACRES
HOME
OWNERS
ASSOCIATION**

**Jefferson County
Colorado**

BOARD OF DIRECTORS

President

Michelle Winn

Michelle@winnmill.com

Vice President

Eldon Sullivan

lisa.brooks@q.com

Treasurer

Diane Kristie

dikristie@gmail.com

Secretary

Tim Shangraw

[timshangraw@](mailto:timshangraw@emsidenver.com)

emsidenver.com

Architectural Control:

Della Chonka

dchonka@hotmail.com

Scott Szymanski

[scottszymanski@](mailto:scottszymanski@gmail.com)

gmail.com

Jo Mayers

jomayers@q.com

NOTICE OF SPECIAL MEETING

Tuesday, November 17, 2015, 7:00 pm

Waterstone Community Church

At our annual meeting on September 17th, a recommendation to replace our “common property” fence and improve our “common property” sprinkler system and power supply at the western entrance to our subdivision was presented, discussed and voted on. The recommendation was offered by a group of volunteer homeowners (“fence committee”) who evaluated numerous fencing options, including, repair of the existing fence, replacement with in-kind cedar, and replacement with plastic composite, Vinyl, or SIMTEK. The “fence committee” also assessed the need for and cost to 1) relocate sprinkler heads away from the fence so irrigation water does not spray the fence or undermine its foundation, 2) add a gravel buffer strip one foot on both sides of the fence in which the sprinkler lines and heads could be located and which would alleviate the need for weed-wacking against the fence, and 3) rewire the power supply to the entrance sign light and sprinkler control box to accommodate a new fence. The recommendation consisted of 1) replacing the fence with a new SIMTEK polyethylene product, 2) installing a new sprinkler system offset from the fence alignment, 3) adding a gravel buffer strip contiguous to the fence, and 4) rewire the power supply.

The total cost at the time of the meeting was estimated to be approximately \$42,700. Of this the HOA has budgeted \$6,000 from accumulated operating funds. Contiguous neighbors have agreed to pay 50% of the cost of fence bordering their properties, exclusive of the segment behind the entrance sign, which for practical purposes, is considered part of the entrance sign. The balance of \$23,381 will need to come from a special assessment. For the 60 homes in our HOA, this equates to a not-to-exceed cost of \$389.68 per home. Since the annual meeting, the fence committee refined the cost estimates, reducing per home assessments to a not-to-exceed \$350 per home.

Representation at the meeting voted in favor of the fence committee’s recommendation. While more than a quorum was present or represented by proxy in accordance with our HOA bylaws, the Board understands that some homeowners did not attend the meeting, that some may not have had sufficient time to review the recommendation prior to the meeting, and that a better presentation of alternatives and costs could have been offered in the recommendation letter and at the annual meeting.

For these reasons, the Board is reaching out to all homeowners in a Special Meeting to share an open discussion of:

- 1) Why the HOA is responsible for the common property;
- 2) Details and costs of the alternatives;
- 3) Consideration of homeowner “sweat equity” to reduce costs; and
- 4) How the special assessment will be implemented.

The date and location of the meeting are identified above. We look forward to your participation at the meeting. Please RSVP to the invite that will be sent to you shortly. If you do not receive the invite by November 10th, email Tim Shangraw (TimShangraw@EMSIDenver.com) with your current email address.

Sign-in

11/17/15

meets at
Waterston
Church

BARRY JOHNSON

Chris Russell

~~Maryjo Johnson~~
~~Deane Sundstrom~~

~~Mark~~
Michelle W

Jeri Ann

Pat & Janet Shagrod

Nancy Yaker

John Ball

Lisa M'Erwin

J. Mayers

Cindy Saunders

MARK SETTER

Jim & Deane Krutke

Edon Sullivan

Scott Szymanski

Della Chorka

BOB WUJER

Bert Milach

Fred Condra

Jody Benton

Jim Bob