

MINUTES

of the

SECOND MEETING OF THE BOARD OF DIRECTORS

of

UNAWEEP HEIGHTS HOMEOWNERS ASSOCIATION, INC.

Minutes of the First Meeting of the Board of Directors of the UnawEEP Heights Homeowners Association, Inc. held at 2872 Arrasta Ct in the City of Grand Junction, County of Mesa, State of Colorado on the 24<sup>th</sup> day of May, 2010, called to order at 7:15 p.m. by President, Tracy Fiedler.

There were present the following, either in person or by telephone:

Tracy Fiedler  
Robin Mitchum—late arrival approx. 9:00 p.m.  
Kristin Gross  
Roberta Pomaski  
Jim McKenzie  
Paul Campeau  
Deborah Yearout—A Step Above Property Management

First Item: Minutes for First Membership Meeting and First Board of Directors Meeting approved.

Second Item: Deborah Yearout of A Step Above Property Management reviewed her management agreement and gave an overview of services, including accounting and record keeping. She also gave two quotes for liability insurance; State Farm at \$625 and \$800 through American Family Insurance.

She also reviewed two outstanding bills submitted by PB&J Enterprise. The first, Invoice #1762 dated 04/29 for \$430, was for April Lawn Maintenance, Aerating, Technician Hr Rate, and Parts. The board will contact PB & J to dispute these charges as they were incurred prior to the turnover of the HOA. The second, Invoice #1787, dated May 12, 2010, was for maintenance and pump repairs for \$530. The board will inquire further into this bill and request better itemization.

Robin Mitchum will head up inquiries into irrigation system and landscaping services. He will further seek out additional quotes from other landscaping companies through the end of October (fall maintenance), as PB&J currently holds no current contract with the board and their services have come into question. The board discussed current issues such as dandelions in the common area and their false claims of aerating. Robin will report to the board via an email chain.

Third item: Board reviewed previous year's budget and this year's budget needs, including liability insurance, postage needs, outstanding bills, fencing, etc.

Upon motion duly made and carried, the following dues and dues schedule were unanimously passed:

RESOLVED, the annual dues amount is set at \$200 to be due upon the 5<sup>th</sup> day of May, with the exception of this year in which the due date will be June 15. A \$100 payment or payment in whole must be made by June 15; a second final payment must then be received by August 15. Any assessment not paid within ten (10) days after the due date thereof shall bear interest from the due date at the rate of eighteen percent (18%) per annum, and the Association will also assess a \$25 monthly late charge thereon, as per HOA covenants (Article III, Section 7).

Deborah will begin processing databases and billing statements. Statements will be sent out on June 1, 2010.

Upon motion duly made and carried, the management agreement with Deborah Yearout of A Step Above Property management was unanimously approved and signed by the President, the Vice President, and the Treasurer, for the term of 13 months from May 1, 2010 at the rate of \$250 per month.

Upon motion duly made and carried, Deborah Yearout will contract liability insurance through State Farm Insurance at the rate of \$625 if Directors & Officers coverage is part of the policy.

Fourth item: Board discussed the establishment of a bank account at either Western Rockies Federal Credit Union or Coloramo Federal Credit Union.

Treasurer, Roberta Pomaski, will inquire regarding fees for cash deposits, number of deposits allowed per week and day, number of checks allowed per month, copies of checks, etc., and will report her findings back to the board via email for further discussion, approval, and voting.

Secretary, Kristin Gross, will draft a newsletter to be sent out with billing statement on June 1, 2010, including the following items: explanation of dues and dues schedule; names, positions, and contact info of board members; a reminder to review covenants as they are now in effect and will be enforced by the HOA; and a reminder to submit all plans for improvements, additions, landscaping for approval by the Architectural Committee.

All further business will be tabled until further discussion via email. The next board meeting was set to be held on the 9<sup>th</sup> day of June, 2010 at 7:00 p.m.

There being no further business, the meeting was adjourned at 9:45 p.m.

Dated this 24<sup>th</sup> day of May, 2010.

Respectfully submitted,

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Secretary