
Meeting Minutes for UnawEEP Heights HOA dated June 21, 2011

Present Tracy Feilder – President
Robin Mitchum – Vice President
Roberta Pomaski – Treasurer
Kristin Gross – Secretary
Fred Jarvis – ACCO member (arrived late)
Deborah Yearout – Property Manager
Erin Leigh Cook – recently elected board member for 2011-2012, New Secretary
John Andrews – recently elected board member for 2011-2012, New Treasurer

Absent Paul Campeau – ACCO member
Jim McKenzie – ACCO member from previous year, not re-elected/appointed

Opening

Tracy Feilder opened the meeting at 6:21pm.

Discussion Items

a) Defining the ACCO

Erin asked that before we appoint/volunteer for positions that we define the legal standing on whether the ACCO is part of the BOD or not. Tracy remarked that at the June 9th informal HO meeting it was brought to the board's attention by homeowner George Townsend that the ACCO was in fact, not part of the board. John Andrews remarked that according to our bylaws the ACCO is appointed by the BOD, and that when Rich Livingston handed the HOA over to the homeowners the ACCO was appointed from among those homeowners who had agreed to serve on the BOD.

John Andrews read Article VI, Section 1. Composition of the Committee of the CCR's :

The Architectural Control Committee (ACCO shall consist of three (3) or more persons appointed by the Board of Directors of the Association.

According to current CCR's the board has the right to select the ACCO members from the board but John brought up the fact that as a homeowner, if a homeowner had a problem with the ACCO they would have no place to appeal it if the ACCO was part of the board.

John also noted that as stated in the bylaws the board can remove members of the ACCO with or without cause and appoint a new ACCO member. John made a motion to remove all members of the ACCO and re-appoint them later in the meeting. Tracy seconded that motion, all members agreed thus passing the motion.

It was agreed that revising the Bylaws, CCR's, and creating a Policy and Procedure manual will be a goal of the board this year and at that point we will be able to clearly define how many members of the board we officially have/are allowed, etc.

ACCO permits and plans.

Some permits and plans: are in process so we needed to obtain those from Jim soon and get them approved immediately. Tracy to contact Jim and obtain records.

d) Bylaws revisions

The motion was made by Erin that one of the tasks of the new board was to make revisions to the bylaws. Revisions to the Bylaws would have to be presented to the homeowners and pass with a majority vote of a quorum. John presented a draft of some possible bylaw changes and passed a copy to each of the BOD. The board continued to discuss the issue then Erin asked if John would be interested in heading up a committee to suggest revisions to the bylaws. Erin then made the motion which Kristin and Robin both seconded, all agreed and motion passed.

e) Communication with homeowners discussion

The newsletter is being rewritten and will include a notice to homeowners regarding the bylaws among other topics discussed at the first meeting.

Erin had asked about the suggestion last year regarding posting communication boards in the common areas. (Unawweep/Arrasta and Silvertip/Fall Creek) The board agreed that it should be an item on our task list, and that it was ~~one that~~ wasn't completed in the previous year. Robin agreed to look into possibly building them himself vs. purchasing them and would offer bids for the board to decide. Erin offered to continue looking as well. Erin moved that that the board vote via

email once the information is gathered so as to continue moving ahead. Kristin seconded the motion, all agreed, motion passed.

f) Finance/Treasurer Report

Invoice from Cutting-Up was presented, Deb agreed to talk to Jimmy regarding to clarify one item in the invoice. Motion was made, and seconded to pay the invoice upon clarification of the item. Fred arrived during the finance discussion roughly (1:21:29) pm.

The following bills were presented and approved for payment. Tracy signed checks for following bills:

Excel -\$32.06.

Deb Yearout for the month of May in the amount of \$250.00 and also wrote an additional check for the month of June in the amount of \$250.00.

Homeowner's dues:

The home at 2866 Grizzly Court was sold and the liens and current year's dues had been paid in the amount of \$544.42.

The total amount of delinquencies is down to \$1105.29. Deb asked that as of July 1 can she assess the current years dues to everyone. Kristin explained that the board had agreed to push dues to being due July 15th for the first half and August 15th for the remainder, so it was agreed that Deb would be sending out notices to homeowners beginning July 1st.

No bill had been received from our current lawyer, Carol Bellhouse.

g) Officer Elections

The following individual offered to serve in or were appointed the following roles. A series of motions to accept the individuals in those roles were made, seconded and passed.

President – Tracy Feilder
Vice-President – Kristin Gross
Secretary – Erin Cook
Treasurer – John Andrews
ACCO Chair – Robin Mitchum
ACCO Member – Fred Jarvis
ACCO Member – Paul Campeau

We would keep Deb on to send out Dues billing and to assist in the handover to the new management company until July and possibly August. This to be decided at a later date once a management company is chosen.

h) Obtaining New Property Management

Erin researched a number of different companies and came to the table with two highly recommended firms, Bray Property Management – Joe Mazza and Heritage Property Management – Debi Caldwell.

After reviewing the two options the board decided to meet with Debi at Heritage Property Management Wednesday June 29th, approximate time pending, at her office to review services, meet the staff, and potentially sign a new contract with them. Items discussed that need clarification include, whether they pay vendors or we do, who prepares taxes, do they have CPA on staff, when are late fees assessed, whether they have Yairdi software for transfer or information from A Step Above .

i) Legal Services

The board discussed potentially obtaining new legal services, the law firms investigated included,

- Andrew Teske @ Hoskins, Farina, and Kampf # 242-4903
- Michael Burke @ Kain & Burke # 241-2969
- Tom La Croix @ La Croix and Hand # 245-4601

It was decided that the board would wait until the meeting with Heritage on Wednesday before deciding the direction to go with legal services.

Summery Action Items

- Robin and Erin will work on Communication Boards and communicate to board via email.
- Erin to set up appointment with Debi Caldwell at Heritage for Wednesday June 29th, 10:00am in order to answer final questions and potentially sign new contract.

- Tracy, Roberta, Kristin, Robin, and John will arrange to get appropriate signatures changed/removed from signature card at Western Rockies Credit Union, upon receipt of Meeting Minutes from this meeting.
- Erin to revise newsletter and get to Deb for immediate mailing, and to complete minutes to be available for signature card changes.
- Deb to find out status of bill from Carol Bellhouse.
- John to start establishing committee to work on bylaws, Erin will include this in revised newsletter.

Adjournment

The meeting was adjourned at 8:30pm by Tracy Fiedler. Dated this 21st day of June, 2011

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Respectfully Submitted,

Erin Leigh Cook, Secretary