

Centennial Trails HOA – Board meeting

Thursday, January 19, 2023

This was a virtual meeting held via the Zoom platform.

These minutes approved by the Board by email Jan. 22, 2023.

Board present:

Robert Smith (President)

Beth Ornstein (Vice President)

David Klamann (Treasurer)

Randy Doriese (Secretary; recording minutes)

Doug Sparks (Vice President)

Board absent: none

Community:

Howard Singer

Kent Zaitz

Agenda:

- 1) recording of any actions taken by the Board by email since the last Board meeting (which was March 3, 2022 - at the end of the 2022 annual membership meeting).
- 2) review of the new watering strategy for the HOA parks that was implemented in 2022.
- 3) discussion of enforcement of Covenants Sec. 9.7, which bans trailers being stored on driveways within view of the street.
- 4) plan a process to complete the long-planned update of our Bylaws. (Should we also plan to take another look at our covenants?)
- 5) plan the 2023 annual meeting of the membership, including setting the date, time, and meeting method (in-person or virtual), proposal of a budget and dues, setting the agenda, and nomination of candidates for Board elections. Two 3-year Board positions are up for election in 2023. David Klamann has indicated a willingness to serve again. Randy Doriese is resigning his position with two years remaining in his three-year term. Nominations of other candidates may be made at this Board meeting.
- 6) open floor.

7:02 p.m.: Robert calls us to order in this Zoom meeting.

1) Actions taken by the Board by email since the last meeting.

- Beth took on the responsibility to “greet” new owners.
- We renewed contracts with Torii for landscaping and Prop Maintenance for snow removal.
- As noted in Robert’s email to the CTHOA members dated 1/12/23, the Board is now engaged in gathering information about different options relating to the HOA snow removal policy. In addition, the Board is composing a community survey about snow clearing to send by email to all CTHOA members in the near future.

2) Watering the parks

At its November, 2021 meeting, the Board moved to cut water usage in the HOA parks. The intended mechanism was having a Board member work closely with Torii to optimize the clock settings. In May, 2022, CTHOA received a city water bill for \$491.73 (60 kgal used on a “budget” of 36 kgal for the period of April 11 to May 12, 2022). In response, the Board decided via email to take direct responsibility from Torii for the clock settings. During the early summer, the Board carefully tracked usage on the city bills vs. clock settings to develop an understanding of how to keep usage within the city’s budget while still keeping the grass green. By late summer, the model was well-tuned. As a result, our annual water bill fell to \$1,561 in 2022 (as compared to \$3,420 in 2021, \$2,259 in 2020, and \$2,072 in 2019).

At this meeting, the Board agrees to carry on with the new system. Randy has all the “settings” info and can transmit it to other Board members as needed in 2023.

In a related discussion item, Robert notes that Section 8.6 of our Covenants require that 75% of landscaping on a private Lot (not an HOA Outlot) be covered by “foliage”:

8.6 Plantings, Grass and Foliage. Seventy-five percent (75%) of all Lots exclusive of the Dwelling Units (including patios) and exclusion of driveways, must contain foliage, including grass, shrubs and trees. It is the intent of this provision that no more than twenty-five percent (25%) of a lot excluding the dwelling unit and driveway be landscaped in rock or similar materials.

Depending on interpretation, this might conflict with future xeriscape proposals to the Architectural Control Committee (ACC). This is an example of an item that we might consider if we undertook a project to re-write our Covenants.

3) discussion of enforcement of Covenants Sec. 9.7, which bans trailers being stored on driveways within view of the street.

Beth reads out the relevant language from the Covenants which is as follows:

9.7 Nuisances. No boats, trailers, campers, motor homes, wrecked or partially disassembled cars, tractors, equipment, by way of example only, and not by limitation, shall be kept or stored so that they are visible from neighboring Lots or from the street.

There is general agreement among the Board members and community attendees that short-term parking of larger vehicles and trailers that are in use seems desirable to allow, despite the language in our Covenants. We consider an idea that in the upcoming Bylaws update we could add a “clarification” of what is meant by a vehicle being “... kept or stored...” on a Lot such that shorter-term placements could be permitted.

4) update of Bylaws

The Board agrees to establish a Bylaws Committee at the annual meeting that could meet through 2022 as needed to push this project across the finish line. This Committee could be composed of a subset of Board members plus any interested community members. Beth and Doug are willing to participate on this Committee. If the Board and Committee agree at some point in 2022 that there is a final product that

is ready for a vote by the Membership, we could call a special Meeting of the Membership to ratify the new Bylaws – this could be outside in our HOA park, for instance.

5) plan the 2023 Annual Meeting of the Membership

After some discussion about in-person vs. hybrid vs. fully-remote meetings, we decide to hold our 2023 Annual Meeting fully virtually. Beth offers to host the Zoom meeting.

The meeting will be on Thursday, February 23, 2023, starting at 6:30 p.m.

The Board is required to mail the meeting paperwork (Agenda, Financial Report with dues recommendation, and Proxy Form) by 10 days before the meeting, or February 13. As we have in recent years, when we email the paperwork, we will allow members the opportunity to opt out of receiving a physical mailer.

David leads the financial discussion. We have \$25,651 (\$25,076 in the bank as of Jan. 1, 2023 plus \$575 in 2022 Dues that was collected in early 2023) in reserves to start 2023. The Board has previously agreed to the goal of keeping approximately one year's budget in reserves. We decide on the following budget allocations:

- lawn maintenance: \$10,000 (about 9% higher than the average over our last 4 years of actual expenses, and a decrease of \$500 with respect to the 2022 budget)
- water: \$2,000 (a decrease of \$800 with respect to the 2022 budget – enabled by our new water policy)
- snow removal: \$7,500 (an increase of \$2,250 with respect to the 2022 budget due to uncertainty in how we will handle snow removal in winter 2023–2024)
- Xcel electricity: \$175 (same as in 2022 budget)
- liability ins.: \$667 (same as in 2022 budget)
- miscellaneous: \$2,000 (same as in 2022 budget)
- legal expenses for documents review: \$1,500 (was \$0 in 2022; intended to allow the Bylaws Committee to seek legal advice and review if needed)

for a total 2023 budget of \$23,842. This budget, divided by our 37 Lots, is \$644/Lot. The Board agrees to set the 2023 dues at \$625 per lot and allow our reserves to cover the budget deficit of roughly \$700.

Board positions up for election in 2023:

- David's three-year term is expiring. Robert re-nominates David. Beth seconds this nomination. The Board approves. David accepts the nomination. His name will appear on the 2023 ballot.
- Randy informed the Board via email in mid-January that he would resign his board position as of the end of the 2023 Annual Meeting of the Membership. His three-year term still has two years to run. No candidates for this Board position are identified. The Board will solicit nominations via email ahead of the Annual Meeting and at the Annual Meeting itself.

Agenda for Annual Meeting:

0. Testing of Zoom connections (6:15 p.m. to 6:30 p.m.).
1. Verification of proxies, establishment of quorum, and welcome.
2. Acknowledgement of volunteers.
3. Brief discussion of Bylaws project and establishment the Bylaws Committee (fulfills the Board's annual CCIOA requirement to educate Membership).
4. Brief discussion of snow removal and next steps.
5. 2022 financial report and 2023 budget and dues. Proposed dues for 2023 are \$625.
6. Spring cleanup, including volunteers to coordinate this and possible dates.
7. Neighborhood gatherings, including volunteers to coordinate these.
8. Architectural Control Committee: select any new members?
9. Open floor.
10. Nomination and election of two Board members. David Klamann's three-year term is expiring, and Randy Doriese's position is becoming vacant with two years left to run. David Klamann has been nominated. No other candidates have been identified.
11. Board meeting to select 2023 Officers.

6) open floor

Discussion of how to follow up on ACC recommendations when corrective actions are identified before a sale and the responsibility is passed to the new owner.

Adjourn at 8:56 pm.