

**BOARD OF DIRECTORS  
REGULAR MEETING  
SEPTEMBER 29, 2022  
MINUTES**

**CALL TO ORDER** – At the direction of the President, the meeting was called to order at 3:00 PM.

**Attending** – Quorum was established:

Board President	Matt Coleman	Present
Vice President	Luke Travins	Present
Secretary	Scott Hente	Present
Treasurer	Mark Holthouse	Present
Board Member	Steve Durham	Present
Board Member	Tim McMahon	Present
Board Member	Barbara Rist	Present

Diane Hampson, KCPOA Community Manager, and Allie Johnson, Assistant Community Manager, were in attendance.

**Announcement by President**

Management is recording this meeting to verify the minutes; the executive session will not be recorded. After management composes and the EB verifies the minutes, this recording will be deleted. This announcement is standard practice incorporated into minutes from now on. This is a procedural change to assist the EB and management office.

**Review and approve minutes from July 28, 2022, Regularly Scheduled Meeting.**

**A motion was made to approve the minutes from July 28, 2022, as amended (McMahon/Hente). Motion carried.**

**Introduction of Guests in person or via Zoom:** Erik Isaacson, Representing Toll Brothers; David Firmin, legal counsel with Altitude Law; Jason LaChance, owner of 3805 Edgecliff Court

Erik Isaacson provided an update on the two Toll Brothers developments: RR1-“Red Rocks” and RR4-“Preserve”. Some of the information Erik provided was:

- The size of the RR1 community: there are three filings with 65 lots. Twenty lots have been sold and are in various stages of construction.
- He expects the first home to be finished and the owners will move into the house by the end of December 2022 or early January 2023.
- Landscape design and installation for individual homes in RR1 will be the homeowners’ responsibility. TB is distributing ARC-prepared documents to each new buyer to ensure these landscape projects are completed in a timely manner.
- The size of the RR4 community: there is one filing with 50 lots.
- Sales recently opened in RR4; no lots have been sold yet.
- Toll Brothers will complete all lot landscaping, using pre-approved landscape plan choices, for all homes in RR4.

- The curb and gutter work began the week of September 19, 2022. The first application of the asphalt is expected to be laid down the week of October 10, 2022.
- Diane asked Erik if Toll Brothers have any plans in development or in place to remove and store any snow that accumulates within either development this winter. Erik said that he wasn't sure and would discuss this issue with the appropriate TB personnel.
- Steve Durham questioned if there was a plan to address ongoing concerns about construction workers not exiting the community using the Fillmore construction gate. Matt Coleman requested that Erik go back to his team and devise a plan to address the issue proactively versus responding to a failure.
- Diane requested to be informed anytime the Fillmore gate becomes inoperable.

Jason LaChance, the owner of 3805 Edgecliff Court, attended the meeting to appeal the SCC's decision to not relocate the speed sign in front of his house. Jason presented several pictures to the EB to show how intrusive the current location of the sign is. He requests that the sign be moved and has proposed three alternate locations to the EB. Luke Travins responded, saying that the SCC would be open to relocating the sign, but the SCC will need to research the cost of moving the sign and the impact on other neighbors of the alternate locations. The board expressed its appreciation for his courtesy in elevating the issue and indicated the appeal would be considered.

### **Manager's Report – Diane Hampson**

Diane Hampson provided a written report to the Executive Board. Items discussed were

- The suggestion of adding a page on the KCPOA website to address emergency evacuations.
- A make-up session for the volunteer orientation is scheduled for October 18, 2022, location TBD. Diane also requested that any volunteers attending the make-up session remember to turn in their signed Code of Conduct and Conflict of Interest forms in the volunteer orientation handbook.
- Matt Coleman questioned what the \$0.75 charge many residents had on their account balances. Diane explained that the charge stems from the recycling increase billed at the beginning of 2022.
- Diane informed the EB that the sprinklers at Camels Ridge and Hill Circle were running so much because Timberline had recently overseeded the area and was trying to encourage the seeds to take root. A stuck valve caused one incident of overwatering.
- Diane explained that many of the late fees that have recently been waived are because paper statements for owners who do not have an email address on file were not mailed by Finite.

### **Infrastructure Committee**

- DRAINAGE STUDY (Tim McMahon)
  - A courtesy letter was mailed to the owner of 2541 Chilson Lane describing the poor drainage condition found on the property, advising them that they are responsible for correcting and maintaining the drainage swale and offering to meet with them to discuss how to correct the issue.

- ROADS (Tim McMahon)
  - Road Inspections on Signature Point Road are ongoing, and corrections may be necessary as part of the road acceptance process. Matt has maintained a dialogue with GGCPA and Signature Point President Cindy Sugimoto to help move the dialogue along amicably.
  - **A motion was made and seconded (McMahon/Hente) to elect Tim McMahon and Mark Holthouse to represent the interests of KCPOA in dispute resolution proceedings with Orsillo Land Development by the Northpointe Development Agreement. The motion carried.**

### ARC (Barbara Rist)

- ARC
  - Barbara Rist presented the revised “September 2022 KCPOA Design Guidelines” to the EB, explaining some of the updates and additions. These included expanded content in existing sections, minor modifications to applications and forms, and, in particular, the addition of new sections on exterior remodels and demolition projects.
  - **A motion was made and seconded (Rist/McMahon) to post the proposed revised and CCIOA-compliant design guidelines on the KCPOA website for comment from the community.**
  - Steve Durham expressed concern about how impact fees are assessed and enforced. Barbara responded by informing the EB that she is on the agenda for the next IC meeting to discuss impact fees with that committee and the possibility of creating a task force to research the issue of impact fees.
  - **A motion was made and seconded (Hente/Rist) to approve the appointment of Steve D’Amico to the ARC. The motion carried.**

### Covenant Committee – (Diane Hampson)

- Based on feedback from the community, the Covenant Committee withdrew its recommendation to approve the proposed changes to the current rule on basketball hoops.
- **A motion was made and seconded (Rist/Travins) to create a new task force composed of community members from both sides to discuss the current rule and find a solution. The motion carried 5:2 with Mark Holthouse, and Scott Hente opposed.**
- The owners of 3685 Hill Circle requested an appeal of the ARC violation fines posted to their accounts. The site remains covered with construction materials that are in disrepair. The home is under contract to be sold to the builder with whom the owners were in dispute. Discussion ensued regarding the merits of the request and the pros and cons.
- **A motion was made and seconded (McMahon/Hente) to decline 3685 Hill Circle’s appeal. The motion carried 5:2 with Steve Durham, and Mark Holthouse opposed.**

### Finance Committee – (Mark Holthouse)

- The final Reserve Study was presented.

- **A motion was made and seconded (Holthouse/Rist) to accept the final version of the Reserve Study. The motion carried; Steve Durham was absent for this vote.**
- **A motion was made and seconded (McMahon/Hente) to form a Reserve Planning Task Force to make recommendations for the future based on the information contained within the Reserve Study. The motion carried; Steve Durham was absent for this vote.**
- **A motion was made and seconded for the Board to accept the July 2022 financials (Rist/Hente). The motion carried; Steve Durham was absent for this vote.**
- **A motion was made and seconded for the Board to accept the August 2022 financials (Holthouse/Rist). The motion carried; Steve Durham was absent for this vote.**

### **Security Committee – (Luke Travins)**

- Luke provided the EB with his written report. There were no questions or comments on the report.
- Discussion ensued regarding the Lachance appeal (as first noted above), reviewing the merits, pros and cons. Luke does not think that moving the speed sign from in front of 3805 Edgecliff would exceed approximately \$3,000. He is unsure which of the three proposed alternate locations would be better.
- **A motion was made and seconded (Travins/Durham) to overturn the SCC's denial of 3805 Edgecliff's request and move the speed sign to a location still to be determined at the discretion of the SCC. The motion carried.**

### **New Business**

- The EB received a copy of Timberline's proposed Snow Removal contract for 2022. Matt spoke with Diane to ensure the contract was correctly worded and included KCPOA's specific insurance requirements.
- **A motion was made and seconded (Rist/Travins) to accept the 2022 snow contract subject to converting it to the standard contract to include the insurance addendum. The motion carried.**

The EB adjourned to Executive Session at 5:18 to discuss RowCal's contract renewal. The regular meeting reconvened and then adjourned at 5:19.

The combined November/December meeting will be on December 8, 2022, at 3:00 pm.

Respectfully submitted by Allie Johnson.