

**BOARD OF DIRECTORS
COMBINED NOVEMBER/DECEMBER MEETING
JANUARY 26, 2023
MINUTES**

CALL TO ORDER – At the direction of the President, the January meeting was called to order at 3:02.

Attending – Quorum was established:

Board President	Matt Coleman	Present
Vice President	Luke Travins	Present
Secretary	Scott Hente	Absent
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 KCPOA attorney David Firmin, with Altitude Law, 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.

Introduction of Guests in person or via Zoom:

Karen Young, an owner of 3785 Hill Circle, was in attendance.

Impact Fee Appeal: Karen Young owner of 3785 Hill Circle

The Executive Board heard testimony from Young regarding her request to waive the \$2500 impact fee for her window project.

Review and approve minutes from December 8, 2022, Regularly Scheduled Meeting.

A motion was made to approve the minutes from December 8, 2022, as amended (McMahon/Rist). Motion carried.

Manager's Report – Diane Hampson

Diane Hampson provided a written report to the Executive Board. One item addressed was snow and ice removal when the small snowstorms do not hit the two-inch snow removal triggers. Diane advised the Board that she has instructed Timberline to clear the sidewalks on Hill Circle when the small storms hit to prevent them from icing over. Diane also presented a draft copy of an updated community map, completed by ARC member Steve D'Amico, including addresses for the new developments. Diane will post the maps to the website and email copies to the Board.

Diane asked for comments about the rebranded *Chronicle*. There were no objections to the new design.

Infrastructure Committee – Mark Holthouse

- A committee report was provided to the board before the meeting, and questions/discussions were invited regarding its content.
- **A motion was made and seconded (Holthouse/McMahon) to approve the \$17,500 contract for additional preventative core samples by Entech. The motion carried.**
- David Firmin is reviewing the proposed Road Maintenance Agreement for Signature Point and will provide the Board with his comments and suggestions.
- It was noted that all items on the Westgate punch list have been completed and that they are now in their two-year warranty period.
- There is a possibility that CSU will lease fiber optic lines currently being installed inside the community. More information will follow as it becomes available.
- Bruce Barbarick will be taking a less hands-on role because he moved to Florence, CO. He will assist with large road projects but will not be available for immediate or on-call consulting.

ARC (Barbara Rist)

- A report of the committee was provided to the board in advance of the meeting, and questions/discussions were invited regarding its content.
- Discussion regarding 3785 Hill Circle appeal of impact fees on the window project:
 - Conversation ensued regarding what was considered fair and reasonable regarding the impact fees on 3785 Hill Circle.
 - **A motion was made to establish a moratorium on collecting impact fees for remodels, landscape projects, and Property Maintenance Notifications pending impact fee policy review (Rist/McMahon). Motion carried.**
 - Diane will communicate with the owner regarding the established moratorium and notify the owner that she may proceed with the project.
- Postcards for notification of new construction
 - Barbara introduced a postcard to the Board that will be used to notify owners near a new construction project about the upcoming project. The ARC will be solely responsible for labeling and sending the postcards to owners who live near the project.

Finance Committee – (Mark Holthouse)

- A report of the committee was provided to the board in advance of the meeting, and questions/discussions were invited regarding its content.
- **A motion was made and seconded for the Board to accept the November and December 2022 financials (Holthouse/Durham). The motion carried.**
- Audit status: The audit is in progress. The Committee received the audited financials and will review them in February.
- Mark presented the report from the Reserve Planning Task Force. He will present it to owners at the Town Hall Meeting on March 8, 2023.

Covenant Committee – (Diane Hampson)

- A report of the committee was provided to the board in advance of the meeting, and questions/discussions were invited regarding its content.
- Diane presented Cathy Steele's Volunteer Application.
 - **A motion was made to appoint Cathy Steele to the Covenant Committee (McMahon/Travins). Motion carried.**

Security Committee – (Luke Travins)

- A report of the committee was provided to the board in advance of the meeting, and questions/discussions were invited regarding its content.

Task Force 2.8

- Luke reported that the TF completed its work, providing input to the Covenant Committee regarding potential changes to the rules pertaining to portable basketball hoops and other play/recreational equipment. Luke summarized that the TF developed its work product based on outreach to the community, input from legal counsel, and internal discussion. It remains for the CC to draft formal rule language that can be presented to the EB for formal consideration. Separately, Barbara circulated to the EB her own comments regarding the TF summary report which will also be conveyed to the CC as it deliberates. TF 2.8 will sunset on 1 Feb 2023 in accordance with its charter. Luke was thanked for his leadership of the effort.

Code of Conduct Policy

- Tabled until February.

The EB adjourned to Executive Session at 5:29 pm to discuss RowCal's progress on items of concern. The regular meeting reconvened at 5:50 pm.

The next meeting is on February 22, 2023.

The meeting adjourned at 5:51 pm.

Respectfully submitted by Diane Hampson.