

**BOARD OF DIRECTORS MEETING**  
**May 24, 2023**  
**MINUTES**

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

**Attending** – Quorum was established:

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

Mindy Gutierrez, KCPOA Community Manager

**Announcement by Mindy Gutierrez**

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.

Matt Coleman is unable to attend this meeting and designates his proxies as follows:

1. Mark – I vote in favor of passing the most conservative (i.e. highest % assessment increase) budget option presented by the FC to the EB for approval. When last estimated, this was on the order of 22%. Given all the uncertainties, I think it important that we eliminate any doubts about our future financial health.
2. Luke – I vote in favor of hiring Allied Universal to replace Securitas as our security contractor and as recommended by the Security & Communication Committee. They were clearly the most competent of the three finalists interviewed, and their pricing is in line with market norms and anticipated in our budget.

**Review and approve minutes from April 27, 2023, Regularly Scheduled Meeting.**

**A motion was made and seconded to approve the minutes from April 27, 2023 (Hente/McMahon). Motion unanimously carried.**

**Manager's Report – Mindy Gutierrez**

The Management Report was reviewed and included action items from the Covenant and Calm Committee. These committees do not have a Board Liaison. The Covenant Committee asked to be granted authority from the Executive Board to allow exceptions to the Covenants for a limited period of time. This request was denied. Discussion was held on the Covenant

and Rules and Regulation for parking of RV's, trailers, and oversized vehicles. Mindy will ask Ivan what policy he is currently enforcing.

The owner of 3430 Hill Circle has had CSU complete street cuts, the Infrastructure Committee is in process of revising their ROW policy. This owner will be contacted to let them know that once the new policy is adopted, they will be subject to restoration of the road with the updated guideline from IC. The EB conceptually approved the removal of the two exterior gas lanterns at the main gate, they are inoperable and cannot be replaced with the same fixture, it is no longer available. Mindy will get them removed and replaced with flower pots at the request of the CALM committee.

The CALM Committee recommended approval on a bid from Timberline for \$43,341 to Xeriscape the North Gate. Mark stated that the budget for this project was \$33,000. Because the requested project is over budget and the existing landscape at that location does not require renovation, the request was denied. CALM will be asked to obtain a bid for next year and plan to have the work completed per budget. Discussion was held on beetle control for Association trees. Timberline will contact Steve Durham to discuss their plan for the upcoming years.

#### **Infrastructure Committee – Tim McMahon**

A committee report was provided to the board before the meeting, questions/discussion were invited regarding its content.

- The IC requests approval for a \$32,000 expenditure for repair of the road cuts to Hill Circle at the Westgate Development. This is within the approved budget. **A motion was made and seconded (McMahon/Holthouse) to approve the \$32,000 expense. The motion carried.**
- The IC requests approval for a \$11,343 expenditure for repair of the curb and gutter at 1735 Coyote Point. This is within the approved contingency budget. **A motion was made and seconded (McMahon/Holthouse) to approve the \$11,343 expense. The motion carried.**
- CSU will complete a presentation to owners on the installation of a high-pressure gas line from Manitou to Mesa. The EB approved the date to be June 27, 2023 from 5:30 to 7:00 p.m. The work is being completed to repair eroding pipes and ensure infrastructure will meet all Federal and State regulations. Information will be distributed to owners as needed.

#### **ARC (Scott Hente)**

- ☐ The Project Status Report has been updated, completed projects are removed.
- ☐ James Gathen has completed a Volunteer Application for the ARC, He is licensed in engineering and plumbing. **A motion was made, seconded and passed to appoint James to the ARC (Hente/Holthouse).**
- ☐ Barbara Rist was thanked for all her work on the Design Guidelines. She has further defined and clarified the document including the changes to the Impact Fee. The revised Guidelines will be placed on the Website for a 30-day comment period.
- ☐ Sales are vibrant in RR1 and RR4, landscape, sidewalks, curb and gutter are being installed now.

#### **Finance Committee – (Mark Holthouse)**

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

- The FC recommends acceptance of the April 2023 Financial Statement. **A motion was made, seconded and passed to accept the April 2023 Financial Statement (Holthouse/McMahon).**
- **A motion was made, seconded and passed to approve the 2023/2024 annual budget (Rist/McMahon).** Annual assessments will increase to \$2560 for completed homes. This is a 19% increase and recommended by the Finance Committee.

#### **CALM Committee – (Mindy Gutierrez)**

- Information was included in the Management Report.

#### **Covenant Committee – (Mindy Gutierrez)**

- Information was included in the Management Report.

The EB adjourned to Executive Session at 4:00 p.m. to review bids on a contract. The regular meeting reconvened at 4:10 p.m.

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

- A committee report was provided to the board before the meeting, questions/discussions were invited regarding its content.
- **A motion was made, seconded and passed to approve Allied Universal as the new Security provider subject to checking references (Durham/McMahon).**

#### **Nominating Committee – (Scott Hente)**

Scott reported that he has not received any volunteers to serve on the Board. Members of the EB will forward the names of owners who have expressed interest in serving to Scott.

The meeting was adjourned at 4:13 p.m.

The next meeting is scheduled for June 22, 2023

Respectfully submitted by Mindy Gutierrez