

BOARD OF DIRECTORS MEETING
June 22, 2023
MINUTES

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

Attending – Quorum was established:

President	Matt Coleman	Present
Secretary	Scott Hente	Present
Treasurer	Mark Holthouse	Present
Board Member	Steve Durham	Present
Board Member	Tim McMahon	Present

Guests: David Firmin, Altitude Law; Mindy Gutierrez, KCPOA Community Manager

Announcement by Matt Coleman

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.

Luke Travins and Barbara Rist are unable to attend the meeting. Matt Coleman received written proxy for Luke Travins, Scott Hente received written proxy for Barbara Rist. Their votes will be recorded in these minutes per their instruction.

Review and approve minutes from May 24, 2023, Regularly Scheduled Meeting.

A motion was made and seconded to approve the minutes from May 24, 2023 (McMahon/Hente). Motion carried 5-0.

Manager's Report – Mindy Gutierrez

The Management Report was reviewed, questions and comments were invited regarding the content. Articles for the July chronicle were requested to be submitted by June 30th.

Proposed Limited Amendment to Bylaws – Matt Coleman

A motion was made by Tim McMahon to approve the proposed Limited Amendment to the Bylaws as submitted, there was no second. Because two of the Board members were absent, the board approved tabling this matter for a future board meeting when all members are present. It was requested that those board members who have a perspective on the proposed Limited Amendment circulate their views via email sufficiently in advance of the next board meeting so as to allow all board members to consider their viewpoint.

Infrastructure Committee – Tim McMahon

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

- Signature Point has responded to the proposed Road Maintenance Agreement, Bruce Barbarick does not have any engineering concerns. Matt asked that all agreements continue to be standardized, and this will be on the next IC agenda.
- Tim reported that CSU will not be paying a degradation fee for the installation of the High Pressure gas line. The restoration plan has been submitted and is acceptable, compaction data will be provided to Mindy. Staging of materials will be off site on CSU property.
- The IC requests approval for \$32,187 for Ability Design to complete drainage projects. **A motion was made and seconded (McMahon/Hente) to approve the \$32,187 expense. The motion carried, five in favor (Rist proxy), Holthouse opposed.**

ARC (Scott Hente)

- The Project Status Report reflects multiple Toll homes and landscape projects.
- **A motion was made, seconded and passed to adopt the Design Guidelines as revised (Hente/McMahon), 6-0, Rist proxy.** When the new ROW guideline is complete, it will be posted on the website for a 30 day review period.
- Sales remain vibrant in RR1 and RR4.
- A status report on KCPOA perimeter maintenance was reviewed. The ownership of the Mesa wall and the grass strip/asphalt trail adjacent to the wall North of the KCE main entrance must be established in order to ascertain who has the associate maintenance responsibilities. The plat information will be reviewed to determine this, with input from retained counsel David Firmin. CALM will continue to monitor and maintain common areas. ARC will review finished homes for compliance with the minimum landscape requirements.

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 May 2023 Financial Statement. **A motion was made, seconded and passed to accept the May 2023 Financial Statement (Holthouse/McMahon), Rist proxy included, 6-0.**
- **A motion was made, seconded and passed to approve Ciratas to perform the audit and tax filing (Holthouse/Durham), 5-0.**
- Finance Committee recommendation to no longer charge the \$15 fee for RFID's was tabled until all board members are present. The SCC will review and make a recommendation to the Executive Board.
- Mark was thanked for successfully chairing the Budget Ratification meeting held on June 21, 2023.

CALM Committee – (Mindy Gutierrez)

- **A motion was made, seconded and passed to approve the bid from Timberline for \$10,213.80 to install a granite rock path along Hill Circle at The Retreat subdivision (McMahon/Durham).as recommended by the CALM committee.** Motion passed 6-0, Rist proxy included. Mark stated that this will use the entire CALM budget for 2024. CALM has \$40K for reserve projects for the upcoming five years, this was set aside for the Xeriscape at the North Gate. CALM will be informed of the budget constraint.

Covenant Committee – (Mindy Gutierrez)

- No meeting was held in June. Management will continue to call or email owners on violations as a courtesy prior to sending the first letter.

Security Committee – (Steve Durham)

- A committee report prepared by Luke Travins 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. References were checked and were excellent (Durham/Hente).** Motion passed unanimously, included proxy votes from Travins and Rist.
- The termination notice has been sent to Securitas, their last day of service will be on August 3, 2023. Allied Universal will begin on August 4, 2023.

Nominating Committee – (Scott Hente)

Scott reported that he has received one volunteer application to serve on the Board from Dan Chapman. Those who are interested must fill out a volunteer application, Scott will be happy to speak to the owner if they would like to meet.

Community Service Awards

A motion was made, seconded and passed to approve Community Service Awards for Ray Walkowski, Dick McCaskill and Carl Smith (McMahon/Hente). Motion passed unanimously, proxy votes from Travins and Rist included.

The EB adjourned to Executive Session at 4:26 p.m. to review contracts. The regular meeting reconvened at 4:40 p.m.

Altitude Law Contract

A motion was made, seconded and passed to approve a one year contract with Altitude Law with the same terms as the current contract (McMahon/Hente). The motion passed 5-1, Travins proxy included, Durham opposed.

Other Business

Steve discussed the implications if SB213 is passed. Matt agreed to ask David Firmin to evaluate covenant changes that would be needed to mitigate the outcome for the Association if it passes.

The meeting was adjourned at 4:50 p.m.

The next meeting is scheduled for July 27, 2023

Respectfully submitted by Mindy Gutierrez