

**BOARD OF DIRECTORS MEETING
February 22, 2024
MINUTES**

CALL TO ORDER – At the direction of Scott Hente, the meeting was called to order at 3:00 p.m.

Attending – Quorum was established:

President	Scott Hente	Present
Vice President	Tim McMahon	Present
Secretary	Barbara Rist	Present
Treasurer	Mark Holthouse	Present
Board Member	Steve Durham	Present by Zoom
Board Members	Wendy Pechero	Present by Zoom
Board Member	Dan Chapman	Absent

Mark Holthouse has a directed proxy for Dan Chapman for approval on the Timberline Landscape contract.

Also Present: Mindy Gutierrez, KCPOA Community Manager

Introduction of Guests

Attorney David Firmin was introduced. Matt Egan, RowCal Director of Asset Management was introduced.

RowCal Asset Management

Matt Egan thanked the Board for having him and agreed to provide a brief and high-level explanation of RowCal asset management. Clients come to him for project planning, RFP's, scheduling, oversight and to act as a liaison for the contractor, board of directors and owners. Project types include anything under the management of an HOA, ranging in cost from \$20K to \$5 Million. Matt is the RowCal point of contact and will be on site as needed with the contractor and the Board. RowCal is paid for this service on a by-project basis. Pre-project inspections are completed and an estimate and rough scope of work is provided at no cost to the POA. An independent engineer is hired if needed. Matt/RowCal has well-established relationships with several engineers and asphalt contractors who provide services at competitive pricing. All costs would be included in the estimate. For asphalt work, Matt likes to provide owners a month in advance on timing so they can schedule accordingly. Tim agreed to contact Matt to attend an IC meeting.

Review and approve minutes from January 25, 2024, Regularly Scheduled Meeting

A motion was made and seconded to approve the minutes from January 25, 2024 (Holthouse/McMahon). Motion carried 6-0.

Manager's Report – Mindy Gutierrez

- The Management Report was reviewed, questions and comments were invited regarding the content.

- Crime Prevention officer Brian Corrado may be asked to provide educational training to owners in the future.
- It was noted that Open Houses are not permitted in KCPOA and the security personnel are aware of this.
- The updated Evacuation Manual has been completed and it will be uploaded to the KCPOA website. Owners will be notified in a Weekly Update, to include a link to the document.
- A bid for dog waste clean-up along the nature trail has been secured. The board requested that this goes to the CALM committee for review.

Infrastructure Committee – Tim McMahon

A committee report was provided to the board before the meeting.

- **A motion was made, seconded and passed to approve \$1600 additional to the drainage plan contract for Moonrise and Cumulus additions (McMahon/Rist) 6-0.**
- **A motion was made, seconded and passed to approve \$1021 additional to the drainage contract for a grate near Sheiks Place (McMahon/Rist) 6-0.**
- **A motion was made, seconded and passed to approve \$1,750 to Entech for core work on Lyda Lane (McMahon/Durham) 6-0.**
- **A motion was made seconded and passed to approve \$4550 for RMG Engineering analysis on Kissing Camels Drive from Hill Circle to Signature Golf Point (McMahon/Durham) 6-0.** Tim stated that accurate records are being kept on road engineering tests and results so that it does not have to be redone in the future.
- The RR4 Probationary Inspection letter was reviewed by David Firmin. David stated an Officer should sign it. Scott agreed to sign it but is not prepared to do so at this meeting.
- An all-inclusive cost from Mark Stritzel for this year's consulting services was requested. A partial cost estimate has been provided, for road work consulting only.
- Scott Hente will sign the Statement of Authority and the City Storm Water Maintenance Agreement for the Red Rocks water collection pond. The documents will be returned to Al Watson/Toll Brothers after they are signed and notarized.

ARC (Barbara Rist)

- The updated Project Status Report was presented.
- The updated RR1 and RR4 sales report was presented.
- The Perimeter Infrastructure Meeting was held on February 15th. A draft re-cap of the meeting has been completed by Barbara. It is being reviewed by David Firmin and then will be distributed to the Board for comment prior to being sent to owners.
- A meeting on the future conversion of the "Construction Gate" to a "Residents Only Gate" was held earlier this month, with the IC and SCC Chairs. The build-out of RR1 and RR4 is occurring faster than anticipated and the potential need to convert the gate at the end of 2025 was discussed and next steps identified. Barbara met with J.R. Engineering to discuss the turnaround and swing arm installation. Scott asked if the gate should be converted and the board discussed the history of the decisions previously made on the issue. City requirements of a "right out, right in only" access have been impossible to enforce. Steve suggested that it be an entrance gate only. It was noted that a traffic study might be beneficial now that the construction gate is operational. The board stated that there is no rush to make a decision on this matter and Scott will request owner input.
- 129 North Parcel was discussed as it is currently up for sale. No platting has been completed on this property and it has the potential to be divided into no more than 4 lots for single-family residences. If developed into multiple lots, the developer will be required

to enter into a formal Development Agreement with KCPOA. No action can/will be taken until the property sells.

Finance Committee – (Mark Holthouse)

- The FC recommends acceptance of the January 2024 Financial Statement. **A motion was made, seconded and passed to accept the January 2024 Financial Statements (Holthouse/McMahon), 6-0.**
- **A motion was made, seconded and passed to approve the insurance quotes as received; coverage remains the same with a \$2k increase in cost (Holthouse/McMahon) 6-0.**
- Extra trash pickup costs for owners are approximately \$100 per month. The board agreed to inform owners that they may be charged back for these fees in the future.
- Reserve budgets for all committees will be reviewed at the next FC meeting.

CALM – (Mark Holthouse)

- **A motion was made, seconded and passed to approve the Timberline Landscape contract with an increase of 6% (Holthouse/Rist) 7-0.** The contract begins 4-1-24.
- An updated bid on Flower installation will be reviewed when it is received.

Covenant Committee – (Wendy Pechero)

- The next Covenant Committee meeting is scheduled for February 28th. Wendy will not be able to attend, Lyn Hente and Cathy Steele cannot attend. Monthly meetings are scheduled through June.

Security Committee - (Steve Durham)

- Steve asked if KCPOA could compel Toll Brothers to man the construction gate during business hours. Toll has stated that posting a security officer full time is not feasible for them and they have not agreed to install a swing arm to further prevent tail-gating. The alternative is to close the construction gate which is not practical. David Firmin will review the DA and give a recommendation to Steve. Scott will wait for a recommendation from the Security Committee before responding to the email from Erik Isaacson received today.
- KCPOA Security officers completed a report on The Vermillion earlier this week. The Ridge at Garden of the Gods Club is excluded from the Shared Services agreement. The agreement will be reviewed thoroughly and KCPOA may ask them to pay for security services.

Legal – (David Firmin)

David reported that there are fifteen bills being reviewed now that will affect HOA's. David does not believe any changes will occur until 2025. The board agreed to hold off on any proposed changes to the legal documents until the bills are published.

Annual Meeting

The location for the Annual Meeting was discussed; the View Room and Masonic Temple will be reviewed for availability and cost.

Next Executive Board Scheduled Meeting: March 28, 2024 at 3:00pm

The meeting was adjourned at 5:11 p.m.

Respectfully submitted: B. Rist, KCPOA EB Secretary