

BOARD OF DIRECTORS MEETING
July 25, 2024
MINUTES

CALL TO ORDER – At the direction of Scott Hente, the meeting was called to order at 2:59 p.m.

Attending – Quorum was established.

President	Scott Hente	Present
Vice President	Tim McMahon	Present
Secretary	Barbara Rist	Present
Treasurer	Mark Holthouse	Present by zoom
Board Member	Steve Durham	Present
Board Member	Dan Chapman	Present

Also Present: Attorney David Firmin; Mindy Gutierrez, KCPOA Community Manager

Introduction of Guests

None present at this meeting.

Review and approve minutes from June 27, 2024, Regularly Scheduled Meeting

A motion was made and seconded to approve the minutes from June 27, 2024 (McMahon/Chapman). Motion carried 6-0.

Manager’s Report – Mindy Gutierrez

The Management Report was reviewed, questions and comments were invited regarding the content. Discussion was held on vehicles hitting the East gate arm. Additional signage, displaying the Main gate street address, will be considered to direct guest vehicles to the appropriate entrance. The Call Log shows that owners calling the Care Team are not consistently receiving correct information, in cases where the caller is a member of both KCPOA and one of the sub-associations. This will be addressed and additional training provided, as needed,

Infrastructure Committee – Tim McMahon

- The IC Update was reviewed. **A motion was made, seconded and passed to approve the appointment of Alan Gregory to the IC (McMahon/Rist).**
- Discussion was held on the request for information sent to six asphalt vendors to see if they had any changes to the scope of road system Consulting services currently in place at KCPOA. It has been our practice to pay one or more road system consultants on an hourly basis for any work completed in support of the Infrastructure Committee. The vendor’s responded that consulting services of this nature are generally bid and contracted for on a “per project” basis. KCPOA was hoping to obtain competitive bids on these consulting services, however, two of the vendors have declined to bid because the specification is not “per project”. Steve Durham stated that if the Association is paying more than 10% of the total cost of road work for these services, the Association is paying too much. Barbara Rist questioned the need for consulting services for road maintenance if we are using reliable contractors, whose work is guaranteed and subject to warranty. To date, the road system consultant has received \$68K, for road consulting services and new development supervision. Tim reported that the

consultant has been instructed to discontinue New Development Supervision for Red Rocks going forward, because this development is now in its warranty period. Tim stated that he believes the ongoing consulting expense is worth the cost for future planning and review of the execution of the asphalt work.

- The IC will be obtaining bids for roadway, curb and gutter work at the Main and North gates. Visible degradation led to an engineering study of these areas and the results have been submitted to the IC. The RFP can now be generated. No work at either gate was included in the 10-Year Road Plan so these expenses have not been budgeted for. The EB will review the bids when received and decide how to proceed. Detailed information will be needed to assess the need for this work, the ramifications if the work is not done now, and how long the work can be delayed without a negative outcome.
- The updated KCE Road Projects Summary will be posted on the website.

ARC (Barbara Rist)

- The updated Project Status Report was presented. The report is in a new format, automatically generated from a database developed by the ARC using a software product "Smart Suites". The new software will provide capabilities the ARC has not had in the past. The "ARCOS" system provides project management tools and data archiving that will benefit the association and homeowners. ARCOS, and the data archived within, could be useful to other committees as well. Discussion was held on security of the data and how the data would be extracted if the SmartSuite company ceased to exist. ARC committee member Steve D'Amico will be asked to attend the September board meeting to provide system presentation and answer questions.
- The updated Red Rocks and Preserve sales report was presented.

Finance Committee – (Mark Holthouse)

- The FC recommends acceptance of the June 2024 Financial Statement. **A motion was made, seconded and passed unanimously to accept the June 2024 Financial Statements (Holthouse/McMahon)**
- **A motion was made, seconded and passed to appoint Bernie Scheider to serve on the FC as recommended by the FC (Holthouse/Rist).**

CALM – (Dan Chapman)

- Dan reported that the controller at the North gate had to be replaced.
- Three committee members are working on a 5 to 10 year plan to reduce water usage for KCPOA common areas. CALM is considering removing the junipers from the medians on Hill Circle. Barbara Rist stated that she would not support removing healthy plants that are not prohibited or too close to residential structures and believes owners will object as well.
- Mark Holthouse again requested that meters be placed where needed to measure KCPOA usage of non-potable water. Understanding the amount of water used, and the consequences to the community if non-potable is no longer available, is important for long-term planning.

Covenant Committee

The committee completed its first round of site inspections. An annual inspection schedule is under discussion. Barbara Rist recommended 2 times per year: early summer for Landscape

and late fall for architectural. The committee will continue to communicate with all owners regarding inspection activities and results.

Security Committee - Steve Durham

- Steve reported that Luke Travins addressed some owner security concerns, as needed.
- Steve expressed concern about the dump trucks from Red Rocks loaded with gravel and exiting the main gate.
- There have been no incidents or break-ins.
- A guest list should be provided for all Golf Club events.

Community Recognition Awards – Scott Hente

The Board agreed to give Kathy Holdridge a community recognition award this year. The statue will be ordered, for presentation at the Annual Homeowner’s Meeting in August.

Amendment to CC&R's - Steve Durham

The amendment to the CC&R's along with a cover letter from Steve Durham has been sent to Minuteman Press for printing and mailing. The ballot responses will be tracked, Davin Firmin will certify the votes. Ballots will be distributed at the Annual Meeting. There is a 60-day time frame for the return of ballots.

Legal – (David Firmin)

A motion was made, seconded and passed unanimously to approve the Collections and Phone and Email policies as drafted by David Firmin (Rist/McMahon). The new policies will be distributed with the 2025 Budget.

Next Scheduled Meeting: Annual Meeting on August 29, 2024 at 4:30 p.m. Scott Hente noted that each committee will give a presentation, it can be by the committee Chairperson or the Board liaison.

The meeting was adjourned at 4:29 p.m.

Respectfully submitted: B. Rist, KCPOA EB Secretary