

**BOARD OF DIRECTORS MEETING  
October 31, 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 Member	Dan Chapman	Present
Board Member	Brad Harvey	Present by zoom

Also Present: Steve D’Amico, ARC member; Mindy Gutierrez, Community Manager; David Firmin, KCPOA Legal Counsel

**Introduction of Guests**

Steve D’Amico, ARC committee member, attending to give a presentation on ARCOS.

**Approval of Minutes**

**A motion was made and seconded to approve the minutes from the September 26, 2024 regular board meeting (Holthouse/Chapman). Motion carried 6-0; T. McMahon abstained due to absence from this meeting.**

**Manager’s Report – Mindy Gutierrez**

- The Management Report was reviewed and questions and comments were invited regarding the content.
- “IRS 70-604 Election”: Excess member income rollover to next fiscal year without taxation. 351 ballots have been returned as of this date, substantially more than the number required. The deadline for returning ballots is November 15, 2024.
- It was noted that For Sale Open Houses are allowed in the community but on a “by appointment only” basis. A list of attendees must be provided to Security.
- The board discussed and approved having Timberline turn on the holiday lights at the gates now, for both aesthetic and security purposes. Permanent additional lighting will be considered at these locations as it was noted that the holiday lights provide significant improvements in visibility on the security cameras.

**Infrastructure Committee – Tim McMahon**

- The IC recommended Probationary Acceptance of the Preserve development, effective August 23, 2024. B. Harvey requested verification that all landscape-

related items, as noted on the development punch list, have been completed prior to sign-off and commencement of the Probationary Acceptance period. The EB postponed the vote on this item until such verification is received. The EB is not in favor of backdating the acceptance effective date. This item will be addressed again at the next EB meeting.

- **A motion was made, seconded and passed unanimously to approve the bid from Hawkeye Striping for \$5397 (McMahon/Harvey).**
- Planning for 2025 road work is in process. This includes:
  - Review and evaluation of paving projects required at the Main and North gates.
  - Studying “best practices” for crack sealing: materials, methods, and frequency of repairs.
  - Inspection and prioritization of crack sealing projects for this period.
- The IC will meet with D. Firmin on October 18<sup>th</sup> to discuss next steps on communication with the owner(s) of Grand Market Point regarding repairs to the road outside of the East gate. A draft letter has been reviewed and approved by the IC and EB.
- A repair will be scheduled for the large pothole at the East gate exit.
- Per the City of Colorado Springs, a left-turn light, at the intersection of Grand Market Point and Centennial, is planned for installation during the first quarter of 2025.
- S. Hente reported that he and John Hurwitz (IC Chair) attended a meeting regarding land conservancy and conservation easements. Scott asked that the IC explore this matter, determine if there are potential to benefits to such a program, and provide recommendations to the EB on advantages and costs, if applicable.

#### **ARC (Barbara Rist)**

- The updated Project Status Report was presented. A permanent electronic link to this information was provided to the EB for “real-time” review of projects and activities, at the board member’s discretion.
- The updated Red Rocks and Preserve sales report was presented.
- The ARC has developed an electronic project management system to automate, document, and archive all aspects of New Construction, Remodel, and Landscape projects within the community. The system is called “ARCOS” and it is built on the SmartSuite platform. Steve D’Amico gave a demonstration of the system and its initial capabilities. Future uses and capabilities were also discussed. It was noted that this is a database, not a filing system like SharePoint. ARCOS is being designed to provide benefits to the association and individual homeowners.

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

- The FC recommended acceptance of the September 2024 Financial Statement. **A motion was made, seconded and passed unanimously to accept the September 2024 Financial Statement (McMahon/Chapman).**
- **A motion was made, seconded and passed unanimously to approve a 5% increase for the RowCal contract effective January 1, 2025, (Holthouse/McMahon).**
- **A motion was made, seconded and passed unanimously to change the Bylaws to state that the fiscal year end for the association will be December 31<sup>st</sup> of each year (Holthouse/Harvey).** This voted required an affirmative 2/3 vote of the members of the Executive Board (5 of 7) as provided for in Article 18.

- There will be a six-month budget transition period this year, July 1 to December 31, to accomplish this change in fiscal year end. The operating budget for this period is currently under review.
- A new annual budget for the period January 1 to December 31, 2025, is also under review and will be presented at the next EB meeting.
- The quarterly update on the 5-year Reserve Plan was provided for EB review.
- A review of new vendors for insurance coverage is in process.

### **CALM – (Dan Chapman)**

- Identification and mapping of the common-area irrigation systems has now been completed. The reports were included in the Board packet.
- Reserve funds are not anticipated to be needed to replace any of the irrigation components and these costs will continue to be funded in the operating budget.
- It is anticipated that water costs will increase when the warranty period expires for Red Rocks and Preserve and the association takes over responsibility for common area landscape in these developments.

### **Covenant Committee**

No report provided for this meeting. The committee will be meeting in November.

### **Security Committee – Brad Harvey**

- The SCC recommended that Hugo Fontalvo be appointed to their committee. **A motion was made, seconded and passed unanimously to appoint Hugo Fontalvo to serve on the SCC (Harvey/Holthouse).**
- The SCC recommended approval for the three-year contract with Comcast for fiber communication. **A motion was made, seconded and passed unanimously to ratify the EB email approval of this contract (Rist/Holthouse).**
- **A motion was made, seconded and passed unanimously to approve the Taylor Fence bid of \$5809 to repair the North gate (Holthouse/McMahon).**
- It was noted that the RowCal management contract allows the community manager to approve contracts up to \$5,000. Contracts above that amount require EB approval.
- The EB agreed with the SCC decision on the speed sign located in front of 3425 Hill Circle. The sign location is optimal and will not be relocated.
- The SCC recommended approval to reprogram the East gate to allow non-RFID vehicles to exit the property. This will be a test of the single gate only at this time. **A motion was made, seconded and passed unanimously to change the East Gate operations to allow vehicles without an RFID to exit the gate (Holthouse/Rist).**

### **EB Liaisons for Committees – Scott Hente**

S. Hente stated that D. Chapman will remain as the Board Liaison for the CALM Committee. B. Harvey is appointed as the Board Liaison for Security and Communications Committee. There is no Board liaison for the Covenant Committee at this time.

### **Amendment to CC&R's – Scott Hente**

The EB agreed that the membership re-vote for amendments to the CC&R's will be tabled until Spring 2025, when the maximum number of unit owners are in residence.

**Legal – (David Firmin)**

D. Firmin (Altitude Law) and RowCal provided proposals for their services to file BOI reports for KCPOA board members to be in compliance with the Corporate Transparency Act. **A motion was made, seconded and passed unanimously to approve Altitude Law to provide this service for \$400 (Harvey/Rist).**

The Board adjourned to Executive Session.

**Next Scheduled Meeting:** December 5, 2024 at 3:00 p.m.

The meeting was adjourned at 4:55 p.m.

Respectfully submitted: B. Rist, KCPOA EB Secretary