

# TOWNHOMES AT PINE BLUFFS

Board of Directors Meeting

August 16, 2023- 5:30- 6:30 PM

Topic: Pine Bluffs Townhomes Board Meeting

Time: Aug 16, 2023, 05:30 PM- 6:30 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85050912519?pwd=NEpqRzlvTHdSMytUZ3N4ZnN5RE9adz09>

Meeting ID: 850 5091 2519

Passcode: 655770

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One tap mobile

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+17193594580,85050912519# US

## DATE AND TIME

The Board of Director's Meeting of the Townhomes at Pine Bluffs (referred to hereinafter as "Owners") was held on Tuesday, August 16, 2023, Via Zoom from 5:30 PM- 6:30 PM.

## I. CALL TO ORDER

On behalf of the Board, Director Burley called the meeting to order at 5:33 PM.

Board and Teleos Introductions were made.

Directors Present: Teri Burley, Michael Haigh, and James Summers

Also, Present: Teleos Manager, Anna Stewart recording the minutes.

Homeowners Present: Sign In Sheet Available Upon Request

## II. ESTABLISHMENT OF QUORUM

A Quorum of the Board of Directors was present to conduct business.

## III. APPROVAL OF THE MAY 17, 2023, BOARD OF DIRECTORS MEETING MINUTES

Manager presented the May 17, 2023, Board meeting minutes to the Board of Directors.

Upon a motion duly made by Director Summers, seconded by Director Haigh, and upon a vote, the May 17, 2023, Board meeting minutes were unanimously approved.

#### **IV. APPROVAL OF THE 2023 SECOND QUARTER FINANCIALS**

Manager presented the 2023 Second Quarter Financials to the Board of Directors.

Upon a motion duly made by Director Summers, seconded by Director Haigh, and upon vote, the 2023 Second Quarter Financials were unanimously approved.

#### **V. MANAGEMENT REPORT**

Manager Anna Stewart reported on Teleos activities that have taken place since July 01, 2023, manager transition. There were no questions.

#### **VII. OLD BUSINESS**

##### **Kaiser Permanente Update**

Director Burley discussed the location, nature walks, downward facing lighting, traffic study, and services provided by the KP project.

##### **DirectLink**

Director Burley explained the process of contacting DirectLink Services to provide an improved Broadband Wi-fi service to the Community. Community installation start date is Aug 21, 2023. Please contact DirectLink for services and pricing. Contact information is available on the sign at the front entrance. Director Burley discussed the process of reporting damage that occurred during installation.

#### **VIII. NEW BUSINESS**

##### **Construction Defect Lawsuit**

Director Burley stated the Board has reviewed the inspection reports obtained by the roofing companies and has determined that there is no proof to pursue a Construction Defect Lawsuit at this time. The Board remains open to hearing from homeowners regarding repair concerns but will no longer refer to a Construction Defect Lawsuit, nor will the Management Company refer to a Construction Defect Lawsuit in the future.

## **Electrical Issues**

Director Burley stated that at the time of purchase of your townhome each homeowner is required to sign an acknowledgement of their responsibility of walls in only. The HOA is responsible for anything else outside of the unit, walls out. Homeowners do not have permission to dig on HOA property. Please contact the Management Company if there is an issue with HOA property and they will contact the appropriate vendor.

## **Landscape Walk**

Directors Summers, Haigh, and the Management Company met with Keesen to discuss the condition of the erosion at the front entrance and possible solutions. The condition of the Native Grass areas was discussed and better ways to maintain and improve them within the Town of Parker guidelines. Downspout damage was noted during the walk and a plan to obtain a bid to replace any damaged ones was requested from Keesen. Directors Haigh and Summers also requested bids to replace low mulched areas with granite rock to save on future expenses.

## **Resident Email Addresses**

Director Burley stressed that the HOA's main form of communication with the community is via email. Some homeowners may have not provided an email address in the past, obtained a new one, or may have marked the incoming email address as Spam. Director Burley encouraged homeowners to share their email addresses with the Management Company and to check Spam folders.

## **In- Person Meetings/ Zoom**

Director Burley inquired whether homeowners prefer in person or Zoom Board meetings. The homeowner response confirmed that in-person meetings are preferred by the community. Moving forward, all Board of Director Meetings will be held in person.

## **VI. RESIDENTS FORUM 3 Minutes**

**-Parking- What will parking be like at the new KP medical office?**

**A parking study was completed by KP to show the impact on residents. Parking will be for patients only. Not much resident impact according to the study.**

**-When will the minutes be updated on the website from previously held meetings?**

All previously held meeting minutes will be added to the website within a week.

- The temporary irrigation doesn't reach all the Native Area. There are still a lot of weeds present in the Native Areas and coming from the retaining wall. Homeowners are hand pulling their own weeds. The beauty band is not being regularly maintained.

Keeson will be made aware that the temp irrigation may need to be adjusted. Weed control in the Native Area is still an issue and we will inquire about the frequency of the beauty band being mowed.

- A homeowner requested to discuss electrical concerns with the Board.

Director Burley stated that she would prefer to take the conversation offline. The homeowner agreed.

- A homeowner inquired about dead trees and plants within the community. One in the common area located next to the mailboxes.

Part of the Landscape walk was to obtain a bid to replace any dead or dying plants and trees.

- Can the Association consider a mailer to notify homeowners of the need to provide their email address to the HOA for communication purposes?

A community mailer is something the Board is willing to consider.

- Is it possible to be notified further in advance of the meeting date and times?

All meeting dates and times are posted on the website. Please refer to the website for future meeting dates.

- How frequently does the Board of Directors meet?

The BOD meets 4 times a year.

- What if a homeowner would like to pursue a Construction Defect Lawsuit?

The Board will not be pursuing a Construction Defect Lawsuit. Homeowners can pursue a Construction Defect Lawsuit independently of the HOA.

## **IX. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:27 PM.

Respectfully submitted,

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Secretary

DRAFT