

# TOWNHOMES AT PINE BLUFFS

Board of Directors Meeting  
May 6, 2020- 3:00 PM  
Model Home

## **DATE AND TIME**

The Board of Director's Meeting of the Townhomes at Pine Bluffs (referred to hereinafter as "Owners") was held on Wednesday, May 6, 2020 at the Model Home, Parker CO at 3:00 PM.

## **I. CALL TO ORDER**

On behalf of the Board, Director Brown called the meeting to order at 3:00 PM. Introductions were made.

Directors Present: Jason Brown, Roz Mena and Nancy Kronberg

Also, Present: Teleos Manager, Kathy Anderson recording the minutes.

Homeowners Present: Mary Beth Kramp, Erik Freund, Amy Evans, Philip Oswald, Marcella and Clif High

## **II. ESTABLISHMENT OF QUORUM**

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

## **III. APPROVAL OF THE JANUARY 20, 2020 ANNUAL MEETING MINUTES**

Manager presented the January 20, 2020 meeting minutes to the Board of Directors.

Upon a motion duly made by Director Kronberg, seconded by Director Mena, and upon vote, the January 20, 2020 meeting minutes were unanimously approved.

## **IV. APPROVAL OF THE 2020 FIRST QUARTER FINANCIALS**

Manager presented the 2020 First Quarter Financials to the Board of Directors.

Upon a motion duly made by Director Mena, seconded by Director Kronberg, and upon vote, the 2020 First Quarter Financials were unanimously approved.

## **V. RESIDENTS FORUM**

Homeowner asked about cable wire running behind the homes at 12258 Hazel Spruce Ct. Director Brown will contact Comcast to get the cable buried.

Discussion ensued regarding weeds in native grasses. Manager stated that Keesen will be scheduled to do a broadleaf spray in the native.

Homeowner asked about broken PVC pipe behind homes on Stone Timber. Maintenance request was put in with Hammersmith but never fixed. Manager stated that Metco needs to take care of above ground pipes. Director Brown and manager will see that it happens.

Discussion ensued between two homeowners regarding common area behind homes on Stone Timber. Manager stated that all common areas are open to all townhome owners. Manager stated that pets must be on a leash at all times and that owners are required to pick up after their pets. Homeowners that are in violation will be sent a violation notice and incur possible fines.

Discussion ensued regarding pet stations at the townhomes. Director Brown stated that they are not in the plans; however, he would look into placing one near the gazebo area.

Discussion ensued about removing/replacing dead trees and plants. Director Brown stated that he will talk with Metco about a couple of plants/trees that should have been replaced. Manager stated that most of the dead trees and plants are no longer under warranty. The manager will walk with the landscape committee, make a list of items and get a bid from Keesen for replacement. Bids will be presented to the Board of Directors and acted upon when funding permits.

Director Brown gave an update on development. The next round of closings will be in July. Ascent should have all lots sold and closed by this time next year. The gazebo area will be completed when the middle three buildings are completed. All mailboxes will be moved to the gazebo area at that time. Director Brown will make sure that sidewalks are repaired prior to turnover.

## **VI. NEW BUSINESS**

### **Collection Policy Review**

Discussion ensued regarding the current collection policy. The current policy states that a 15% late fee will be assessed per month. Manager asked the board to consider a flat fee of \$25.00 per month.

Upon a motion duly made by Director Kronberg, seconded by Director Mena, and upon vote, the collection policy will be amended from 15% monthly to \$25.00 monthly, retroactive to January 1, 2020 and was unanimously approved.

Once drafted and signed, the policy will be emailed to all homeowners and posted on the website.

## **VII. OLD BUSINESS**

### **Landscape Committee –Date for walk**

Homeowner Marcella High volunteered to be on the landscape committee. Manager will email landscape dates to the committee.

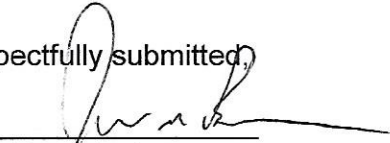
**VIII. EXECUTIVE SESSION**

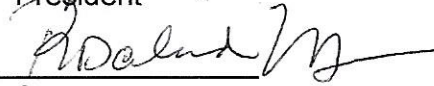
The board and manager held executive session to discuss delinquent homeowners and the process to move forward.

**IX. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 4:15 PM.

Respectfully submitted,

By:   
President

By:   
Secretary