

**THE CHARTERWOOD ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**

**May 3, 2006**

**PENDING BOARD APPROVAL** (at the Next Meeting)

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m. at St. Andrew Presbyterian Church. Present from the Board of Directors were Mark Stiles, Perry Rick Forester, Sun Coates and Bill Oliver. Present from Western States Property Services, Inc. was Earl Johnson, Project Manager. No representatives were present from the Architectural Control Committee.

**APPROVAL OF AGENDA**

A motion was made, seconded and passed to approve the agenda.

**APPROVAL OF PRIOR MEETING MINUTES**

A motion was made to approve the Minutes from the January 4, 2006 Board of Directors Meeting with the following addition. At the January 4<sup>th</sup> meeting, a motion was made, seconded and approved to include in the draft Handbook, in consonance with Senate Bill 05-100, the following proposed policies and procedures from Charterwood's Legal Representative, Richard Johnston.

Collections Policies & Procedures	Records Inspection Policy
Enforcement Procedure	Reserve Policy
Conflict of Interest Policy	Procedure for Adoption and Amendment of Policies, Procedures and Rules
Meeting Policy	

The motion to amend the Minutes was seconded and passed.

**OPEN FORUM**

No items.

**MANAGER'S UPDATE**

**Financials** - Earl Johnson reviewed the as of 03/31/06 Financial Status of the Association. The Operating and Reserve accounts have been rebalanced to \$24.9K and \$30.7K respectively. The year to date budget status was also reviewed. The financials were approved as presented.

An update was also provided addressing the as of 05/03/06 assessment payment status and current delinquencies. One ongoing legal action regarding a delinquency is now being resolved and options regarding another were reviewed.

## MANAGER'S UPDATE (Cont.)

Rick Forester presented data concerning other account possibilities and associated rates of return for the Reserve account. After a discussion, it was agreed that some comparative data of various alternatives will be provided by Rick and Earl for further review at the next meeting.

Covenant Violations - Current covenant violations are discussed in a separate Addendum to the Minutes for distribution to the Project Manager, Board and ACC Members.

## ARCHITECTURAL CONTROL COMMITTEE

No items presented.

## OLD BUSINESS

'06 Home Paint Review - The Board and ACC conducted a neighborhood walk around to review the status of home and fence paint. Twenty-six lots were identified as needing house and/or trim paint or front fence paint. Letters have been sent to applicable owners. Note: Refer to the Newsletter Items that follow regarding the associated Paint Response Form.

Common Area Landscape Maintenance - Platinum Landscaping is progressing with the installation of sidewalk edging around the perimeter rock-covered areas. Earl was requested to confirm the Estimate at Completion prior to their completing the installation.

Drainage Culvert Cleanup - The Board and Platinum have cleaned out the culvert in the drainage commons area. It is hoped that this will remain clear to prevent insects from breeding in pooled water when the culvert is blocked with rocks and debris. Please notify a Board or ACC member if you see it being blocked.

Senate Bill 05-100 - The State Legislature continues processing Senate Bill 06-089 that corrects, clarifies and revises parts of the hastily passed 05-100. 06-089 in some form should be passed this month. Next, we will have to further revise the draft Handbook to incorporate applicable changes. Included will be updates by Richard Johnston to some or all of the aforementioned seven policies and procedures.

Homeowner and Board Education - In consonance with SB 05-100, a Homeowner education meeting was held on April 3<sup>rd</sup> at St. Andrew Presbyterian Church. Also provided to Board members were handouts of a schedule of local no cost education forums available to Board members of community associations.

Vehicle Parking - The Board discussed vehicle parking in Charterwood. An ongoing concern is the ability of emergency vehicles to access residents. A new situation in this regard is the parking of vehicles perpendicular to the curb in curved and cul-de-sac areas. Though not as big a problem in the curved indent areas, such parking on a cul-de-sac could hinder emergency vehicles getting around the curve. Vehicles parked in this manner may also make it difficult for neighboring residents to get their vehicles in and out of their driveways.

## **OLD BUSINESS** (Cont.)

Single Family Residence Covenant - With an incident the first of the year of a resident violating this covenant (which has now been resolved), the Board, Management Company and ACC need to remain aware of this problem occurring at other residences in Charterwood.

## **NEW BUSINESS**

Common Area Fence Repairs – Three broken posts have been repaired in the drainage culvert common area. In addition, High Country Paint needs to match some white paint on a few fence header boards along the west side outside perimeter where repairs were made during the winter

Earl was also requested to set up an annual walk around review in June of the common area fences with High Country Paint to determine where new repairs may be needed.

Common Area Landscape - Bill Oliver and Harry Stackhouse have recently noted that some common area sprinkler sectors turned on by Platinum are not working and others need repairs from the winter shut down. Bill asked the Management Company to schedule a startup walk around with Platinum to assess the system.

Park Grass - Sun Coates requested that Earl have Platinum look into resodding the dead patch at the south corner of the pie-shaped park common area.

Trimming of Perimeter Shrubs – Earl was requested to obtain a schedule from Platinum when they plan to trim the shrubs in the outside perimeter areas.

## **NEXT MEETING DATE AND LOCATION**

The next Board Meeting will be held 6:30 p.m. on Wednesday, July 5, 2006 at St. Andrew Presbyterian Church, 3096 S. Sheridan Boulevard. All Association members are welcome to attend.

## **ADJOURNMENT**

With no further business to discuss, the Meeting was adjourned at 7:47 p.m.

Board of Directors/Architectural Control Committee/Management Company:

As information to Charterwood members, the following is a listing of the current Board and ACC members and the Association Management Company representative:

**Board of Directors:**

Dave Hauser	President	(303)988-3661
Mark Stiles	Vice President	(303)986-3556
Rick Forester	Treasurer	(303)986-9779
Sun Coates	Special Projects	
Bill Oliver	Secretary	(303)986-3459

**Architectural Control Committee**

Harry Stackhouse	(303)986-5478
Elmer Barela	(303)980-6140
Bill Johnson	(303)985-2478
Ruth Lang	(303)985-8684
Tim Orwick	(303)987-0901

**Association Management Company:**

Earl Johnson	Project Manager, Western States Property Services, Inc.	(303)745-2220	(303)745-3335 (Fax)
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'06 Home Paint Response Form:

As mentioned in the foregoing minutes, many of the Need of Painting Notification letters sent out did not include a correlating Paint Response Form. Where applicable, for those needing to make responses, the form is included on the following page.