

The Terrace Homeowners Association, Inc.

Board of Directors

Meeting Minutes – July 29, 2014

A meeting of the Terrace Homeowners Association was held on Tuesday, July 29, 2014 at 6:30 p.m. in the offices of Mountain Caretaker, Inc.

1. **Roll Call/Establish Quorum.** Directors in attendance included Bill Douglas, Michael Dunlevie, Deb Jordan, Mary Kerst, Steve Lay, Scott Schreiner, and Jane Tully. Ken Nager, Cristian Basso and Paul Shafer were absent. Also in attendance were Eileen and R.G. Jacobs of Mountain Caretaker, Inc. With a majority of directors in attendance, a quorum was established for the purpose of conducting business.
2. **Member Open Comment.** There were no members in attendance for comment.
3. **Approval of Minutes.** Upon motion duly made by Scott Schreiner, and seconded, the minutes of the May 27, 2014 meeting were unanimously approved.
4. **Financial Review**
 - a. Financial Statements. Scott Schreiner, Treasurer, reviewed the financial statements as of June 30, 2014. He noted that maintenance was over budget due to the deer fencing and bike path sweeping. Overall the association is tracking below expenses. Scott will check with Karen Nulle on the status of the income tax line item.

Scott noted he has not released the check to Ceres Landscape for \$975 because the contract calls for design of both entrances and we are currently only working on one. Upon motion duly made and seconded, Scott was empowered as Treasurer by unanimous vote, to come to terms with Ceres for somewhere between half and full payment for work-in-progress. A revised invoice should be submitted accordingly.

- b. A/R Update. Accounts Receivable continue to be reduced. Scott will work with Karen Nulle to ensure notices are given in accordance with the collection policy.
- c. Propose Paperless Billing. Upon motion duly made by Michael Dunlevie, and seconded, the Terrace will go to paperless billing with a \$3.00 charge to cover copying, postage and mailing costs for those requesting a paper statement.

Scott suggested the Board consider annual or semi-annual dues payment for owners. Discussion ensued, but the consensus was that quarterly payments should remain in place for the time being.

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5. DCC Report.

- a. Code Enforcement Officer. Management reported that the recently hired code enforcement officer had submitted his resignation. Eileen met with Jeff to see if there was an opportunity to salvage the working relationship. Jeff said he simply needs to be able to do his job in order to continue. He does not feel empowered to function in the capacity he is used to as a professional code enforcement individual, issuing warnings and citations based upon the Terrace's rule and policies. The Board very much wishes to retain the services of Jeff Campbell and support him in the execution of his duties under the contract. Management demonstrated the code enforcement software and will work with Jeff to produce a monthly report for the Board to better understand code enforcement activity.

6. Old Business.

- a. Entrance Sign Update. Michael updated the Board on the revisions requested by the Board at the last meeting noting that the Chokecherries will be replaced with Maple trees. There is still some concern with the use of sandstone slabs 5-6" thick as opposed to solid boulders. Discussion ensued and several options were discussed along with minor concerns. Mr. Schreiner has offered to review the drawings with Ceres when he meets to discuss payment and will share the comments and concerns of the board at that time.
- b. Mountain Valley Lutheran Church. Deb Jordan provided a proposed agreement to take to Mountain Valley Lutheran Church to allow the Terrace to use some of their land for an entrance sign. The discussion will include the Terrace offering some parking on its open space for large events. The draft proposal is attached to these minutes. The "committee" will take the proposal with suggested revisions by the Board to the Church in the interest of furthering these discussions and reaching agreement.
- c. Design Guidelines Revisions. The Guidelines with proposed revisions to consider allowing consideration of two parking spaces on lots where this is appropriate were sent to the Board earlier today. Board members should get any comments to management before next Tuesday's meeting of the DCC so that they may be considered alongside the proposed revisions.

7. New Business.

- a. Michael suggested the yellow posts at the entrance to the bike paths be painted and sanded. Discussion ensued as to whether the posts are necessary as they do interfere with snow removal. Management will check with the Town and if it is okay to remove

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the posts, they will be removed. If problems arise as a result of the removal of the posts, the Board will consider bids for removable posts at that time.

- b. **Annual Meeting Date.** The Board identified October 26th as the best date for the annual meeting. Management will check to see if the Brush Creek Pavilion is available. The library is the second preferred location. If the 26th is not available, September 28th is the second date, but will require changing the budget meeting date. Management will report back to the Board.

- c. Tree pruning. More aggressive pruning of the maturing trees is needed and will be considered in the budget for 2015.

- 8. Adjournment. Upon motion duly made and seconded, the meeting adjourned at 8:40 p.m.

Respectfully submitted,

MOUNTAIN CARETAKER, INC.

By: _____
Eileen Jacobs