

**RINN VALLEY RANCH
HOME OWNERS ASSOCIATION
MEETING MINUTES
11/23/2009**

Location: 3498 Cottonwood Lane

Minutes: Meeting begins at 7:15 PM.

Roll Call/ Attendees: Tabitha Butler, Steven Carlson, Linda VanPoppel and Robert Trent

Absent: Jeff Nieusma

Agenda

1. Approve agenda
 - Approved unanimously
2. Proof of meeting notice
 - Meeting time and location posted on Rinn Valley Ranch HOA website www.rinnvalleyranch.org
 - Community email sent out to notify of meeting time and location
 - Notice posted at west mail boxes
3. Approval of minutes
 - Approved unanimously

Old business

4. Enforcement
 - Real Management contacted by Ed Weimer to bid on the enforcement contract for HOA. Proposal to be put forth with a sample of their work. HOA Board members to attend a meeting where other prospective bidders will give presentations of service options and costs. The Board will then meet to decide what, if any, services should be utilized. This will then be presented to the community at an open meeting to receive feedback in guiding the decision of the board.

Tabitha Butler to set meeting times for board presentations to accept and hear to bids and proposals.

5. Finance
 - \$ 26000.00 in HOA dues received to date. Balance due \$ 50000.00
 - No reserves used to date. Currently have \$ 1000 in reserve for a fire proof file cabinet, as mandated by our bylaws. Also, have \$ 150.00 reserved for Weld County property taxes.
 - Asking Ward's for itemized contract so HOA can get a fair comparison to measure bids from other potential contractors.
 - 19.00 owed by Wards to HOA.
 - Vikki Bradach currently auditing Wards, since their paper trails do not make immediate sense, regarding both monies owed and credits due.

- It has been over one month since Linda has requested help from Ward's with interpreting invoices and getting itemizations. Looking to see if HOA is owed money, and also to see if it is prudent to hire a new landscaping firm.

New business

6. Creation of new committee to work on the Community Park

- Robert suggested forming a committee to follow-up with the town of Frederick to get the park completed.

Motion to contact Frederick and create committee approved.

- Action item: Members of DRC need to be contacted to see who is interested in branching off to be a member of the above committee. Jeff Nieusma asked, in absence, to contact DRC members for interest in participating.

7. Revision of DRC guidelines

- 3 motion put forth by Robert Trent to revise the Design Review Committee Guidelines:
 - o A) Mandate that all new homes must have a minimum of 3 bedrooms.
 - o B) Minimum size of second floor for multi-level homes is mandated to no less than 1100 square feet.
 - o C) Mandate that all detached garages must have windows.
- Three separate votes followed:
 - o A – no second, no vote
 - o B – seconded and passed
 - o C - seconded and passed

8. Enforcement

- A) Contact the new owner of 3490 Cottonwood Circle about their weed.
 - o Owners in attendance at meeting. The problem is being addressed 11-24 by contractor.
- B) Warning letter needs to be sent to Feature Homes regarding remaining weeds that have yet to be cut down, as referenced in the October 26 HOA Board meeting minutes.
 - o Joe Trichak, in attendance for Feature Homes, stated the weeds would be taken care of in 15 days (by December 9, 2009.) No warning letter, Enforcement asked to follow-up within 15 days to ensure Feature Homes is in compliance.
- C) Send a warning letter to Feature Homes to remind them of the signs they were supposed to have either been remove or replaced with new, cleaner looking signs.
 - o Joe Trichak stated the signs had been removed, but the unsightly signs had yet to be replaced. He further stated the matted would be resolved immediately. No letter to be sent, but all tattered signs to be replaced immediately.
- D) Need to send a warning letter to Lehl (3402 Homestead) regarding use of chain link dog cage, since chain link fencing is prohibited by the covenants. Letter being sent b y Tabitha
- E) Need to send a warning letter to Jennie (9350 Cottonwood Circle) regarding use of chain link dog cage, since chain link fencing is prohibited by the covenants. Letter being sent b y Tabitha
- F) Discussion to contact the LeCoqs (3500 Rinn Valley Drive) and Papinis (3485 Cottonwood Circle) to discuss their plans to complete their landscaping. The board is hoping to work with residents rather than penalizing them, though will take necessary action if persons remain in violation and unwilling to resolve any issues or create an action plan to outline a timeframe within which are necessary work shall be completed.
 - o Robert suggests asking LeCoqs to attend next meeting to provide a plan with a 12 month time table to get landscaping completed. Additionally, their garage needs to be painted to be

in compliance. The same invitation shall be extended to Papini in hopes of also securing their 12 month plan to complete their landscaping.

- Matt Nunn suggested starting the documentation process immediately to begin a paper trail if any penalties need to be imposed in the future. The board agreed.

Tabitha Butler will send all necessary warning letters and communications. Each will be reviewed by at least one board member before mailing. Each letter must be sent certified with return receipt. Expenses to be reimbursed by the HOA Board.

- Late Dues (received after December 15) will be addressed by Linda VanPoppel. Linda will call people to remind of payment. Notices will be sent, certified, once 30 days past due has occurred.
 - No board members will take personal calls to discuss payment options.
 - Persons with issues can appear in person in front of HOA Board to discuss payment options

Open Floor

- Linda VanPoppel to rework the budget to provide greater detail.
- Use of electronic document storage discussed
- Some Concerns
 - Filing cabinet – do we really need this, and if so what size?
 - Enforcement of collecting fines from those who owe.
 - Who pays expenses when we ask a potential enforcement company to send collection letters regarding fines, late dues, etc...?
 - Will enforcement company also send letters to those who are late on paying HOA dues?
 - Storage of files – should they be on site or off site.
 - Linda – pumps – where so we stand on the pumps. Suggests finding out if pumps are working, if light bulb is working, unscrewed, etc....
 - Steve to contact Chris Cholas regarding pumps and where contracts are and or were they are being kept
 - Who calls if maintenance is needed on pump?
 - Who knows about our contracts?
- Suggest that next agenda reflect file storage.
- Still need signers for bank.
- Tabitha – Suggest doing Santa Cops as well as a community tree lighting.
- Solar lights suggested for tree trimming.

Next Meeting: Tuesday, January 12, 2009 – 7:30 PM
3415 Red Hawk Lane
Meeting adjourned at 9:00 PM