

**RINN VALLEY RANCH  
HOME OWNERS ASSOCIATION  
MEETING MINUTES  
03/04/2010**

**Location:** 3415 Red Hawk Lane

**Minutes:** Meeting begins at 7:35 PM.

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

**Absent:** None

**Agenda**

1. Approve agenda
  - Approved
2. Proof of meeting notice
  - Meeting time and location posted on Rinn Valley Ranch HOA website [www.rinnvalleyranch.org](http://www.rinnvalleyranch.org)
  - Community email sent out to notify of meeting time and location
  - Notice posted at west mail boxes
3. Approval of minutes
  - Some discussion to amend minutes from January 2010 contact had been made with the home owner (Jenne), according to Tabitha.  
Minutes remain unchanged

**President's Report**

The following is a recapitulation of facts, as asserted by Robert Trent:

Robert Trent and Will Butler worked together to move the Rinn Valley HOA website to Google apps. Administrative access was to be locked down for the website for security reasons. Robert's access was temporarily blocked when Tabitha Butler disagreed with Robert's assertion that that administrative access was to be limited to a few, instead of the whole board. Shortly after Robert's access had been blocked, cooler heads prevailed and Robert's access was restored, in full. Additionally, it was determined that access would be limited to two individuals: Jeff Nieuwsma and Robert Trent. Initially, Robert had wanted to air this at a board meeting, but was persuaded by Steve Carlson that it was not in the best interest of the HOA to air dirty laundry at meetings. Ultimately, the website has been maintained properly and requests to post information have been handled in a timely fashion.

There has been an ongoing disagreement between Tabitha Butler and Robert Trent that had become a war of words via email. Basically, Robert became mad that Tabitha did not mail warning notices (regarding enforcement) to persons who had been named at previous HOA board meetings. The assertion is that persons who volunteer for positions must also execute the prescribed duties of the position. As opposed to one person making interpretations of whether or not to enforce covenants and by-laws, violations should be addressed and discretion in handling is to be left to the board. However during the course of correspondence, Robert used language that Tabitha found both insulting and degrading in his email requests to have the notices sent. By appearances, this caused

resistance to having the notices sent in any timely manner. Ultimately, Robert acknowledged that he may have gone too far and apologized for his language and behavior and has expressed a continued desire to work with Tabitha to continue with HOA enforcement efforts. Tabitha has sent all notices to the appropriate parties and has also renewed her commitment to continuing her efforts in heading the HOA's Enforcement Committee. The board may also look in to emailing violation notices first, then mailing notices after 7 days if the violators have not responded.

Discussion occurred regarding whether or not guidelines are being followed properly by the board. No conclusions drawn, but it is incumbent on the board to execute the by-laws and covenants as prescribed.

## **Unfinished Business**

### **Finance**

Bank Balance is \$64037.68

Mark Archuleta of American Family Insurance reminded Linda that our liability insurance was due for payment in March. Additionally he advised Linda that our HOA has no Error and Omissions coverage.

- Errors and Omissions insurance is to be obtained by the board as soon as possible.
- Sept. '08 – Sept. '09 expenses were \$40,000.00

### **HOA Dues / Invoices**

Four home owners have not paid there 2010 dues:

Lecocq, Didier & Nancy	3560 Rinn Valley drive
Ortiz, Carlos & Monica	3495 Cottonwood Circle
Papini, Jared & Sarah	3485 Cottonwood Circle
Pate, Robert & Michelle	3530 Cottonwood Circle

The board needs to seek legal counsel in determining further action regarding fines and/ or liens in matters regarding delinquent dues, as well as fine assessments.

Home State Bank has closed on 7 Feature Homes lots. Mr. Steve Skaar has stated the 2010 HOA dues will be paid.

All letters used in an attempt to collect unpaid HOA dues are to be sent certified, to remain traceable and verifiable.

### **Wards Invoices**

Vikki B finished Ward's audit

Sending proposal to potential landscapers. All bids will need to be based on the guidelines set forth by Vikki.. Requirements include insurance, workers comp, billing guidelines, as well as measures to notify of any additional charges prior to execution. All invoices must be paid w/ a Purchase Order, as well as be accompanied by a monthly statement.

### **Attorney retainer**

Per hour rate was raised from \$150.00 to \$165.00. Also, Hindeman and Sanchez have not had the courtesy to return inquiry calls made by Robert. Need to shop around for an attorney

## **DRC**

Status of need for performance bonds for builders

Dan Z. - they pertain to the owner of the lots and the General contractor. This is a matter that needs to be referred to legal. The liability to complete construction properly and timely already remains with the home owners and is there burden.

Robert will check into this.

Status of updates to Design Review Guidelines approved at the 11-23-09 meeting

- DRC is currently updating Section 3, which pertains to the updates needed based upon the revisions approved last Nov.

## **Enforcement**

Status of Possible Management Candidates

- Ed Weimer spoke with 38 management companies, 4 may be interested in piece meal, and the majority would prefer to manage the whole thing or nothing.  
Meeting to be set up vet the potential candidates.

Status of dog cage at 9350 Cottonwood Circle

- warning letter to sent by next Thursday, 3/11

Status of meeting to discuss completing Landscaping for Papini's and Lacocq's

- No response by either party. Both letters were received and signed for.

## **New business**

### **Board**

Working together toward a common goal

- Goals are to work in accordance with our guidelines.  
Will Butler explained the process that was used to create the platform to utilize the Google Apps for email and hosting the website.  
Robert expresses his gratitude toward Will

Review of meeting minutes from Nov. 2009 and need to follow HOA guidelines to conduct HOA business

Authority to override guidelines

- Guidelines must be followed

Committee chairs must respond to emails within 2 business days. To be added to website with an auto responder. All committee chairs now have the responsibility to execute this new procedure.

## **Enforcement**

Combining DRC and EC meetings

- These meetings can be combined at the discretion of the committee chairs

3500 Cottonwood Circle - need to send a warning letter to homeowner to remove wire mesh that is located under their deck.

Enforcement committee will look to forming a walk around to check on violations  
DRC will look at guidelines to potentially remove violations that are ambiguous.

## **Finance**

Suggestion to hire a full service management company by Matt Nunn

It has been determined that the maximum imposable fine for non-payment of dues is 42% of the value of the dues, as defined by state of Colorado Usury laws

## **Misc**

Lights not functioning at mailboxes

- Matt Nunn to replace – board voted to reimburse

EnCana looking to drill 3 natural gas wells

## **Open floor**

Brad Schneider challenges the design committee to revise design guidelines with better flow and balance of homes to better serve the community's needs.

Discussion – try to amend guidelines to require 2 story homes from this point forward.

**Next Meeting:** April 1, 2010 – 7:00 PM  
3498 Cottonwood Lane (Butler House)  
Meeting adjourned at 10:19 PM