

**RINN VALLEY RANCH
HOME OWNERS ASSOCIATION
MEETING MINUTES
11/29/2010**

Location: St. Bridgit Episcopal Church, Frederick CO
Minutes: Meeting begins at 7:15 PM.

Agenda:

1. Roll call

Attendees: Tabitha Butler, Kathy Friedl and Jeff Nieuwsma

Absent: None

2. Approve agenda

Approved Unanimously

3. Proof of meeting notice

Meeting was sent via mail with Annual Dues invoices, was posted on mailbox boards, posted on the website and sent via community email list.

4. Approval of minutes

Past meeting minutes from were not approved. There were no meeting minutes from October Board working session- there was no agenda or roll call – just proposals from Management companies and budget planning. We will need to approve minutes from September meeting at Annual Meeting.

5. Count Ballots

Objection of meeting from Lennar stating that they had not received proper notice, even though annual meeting notice was mailed with dues invoices and well as sent to Lennar contact emails via the community email list. We had a couple neighbors state that they had not received the notice with their dues. There was also an issue with proxy bidding and putting identifying information on the ballot.

Jack Seitz motioned to postpone vote and Annual Meeting until December 17th
Motion Approved.

An election committee has been created (Vikki Bradach, Linda Van Poppel, and Margaret McCaskill) and will be responsible for sending and receiving ballots. Notices will be sent to Lennar and all Bank owners via Delivery Confirmation. Notice and Ballots will be mailed by December 2nd.

Handling of Ballots - Process – Tabitha Butler will stop picking up mail starting December 2nd until the election. Linda Van Poppel received a mail box key from Jeff Nieusma and will collect all mail from the HOA PO BOX and give Tabitha any mail that is not a ballot. Ballots can be mailed, hand delivered to the meeting, or delivered to Vikki B. by 6PM on December 17th.

There was a request by Margaret McCaskill to for budget to show actual expenditures for 2010 with the proposed budget. Linda Van Poppel said she could include that in the new ballot.

6. Election of officers

No vote was held. Since the last official HOA meeting, 2 board members have resigned from the HOA – Linda Van Poppel and Paul Glover. We need to remove Linda and Steve from the Bank accounts.

7. Approval of budget

No vote was held

8. Unfinished Business

PUMPS: Questions were asked around the reserve for the pumps and who was responsible for making sure they are working. Pump committee is chaired by Mike Boroviak. Mike stated that he checks the pumps monthly. That he has worked extensively with the pump company to ensure that the pumps are working. He did state that the reserve does not cover if BOTH pumps were to fail. The neighborhood owns the pumps and the electric company owns the switches but the HOA is responsible for maintaining the switches.

LANDSCAPING: There was a discussion on landscaping cost and mowing frequencies. Dave Papini stated concern over the community lot behind his house and the weeds and the frequency of mowing. There was some discussion around if the HOA/Neighbors should take on some mowing to augment what is being done by Wards if the budget does not allow for more mowing. Request to table this discussion until the next meeting. Will be added to the agenda for January Meeting.

9. Finance

Bills are being received and paid by Tabitha Butler and she is in process of learning Quickbooks. Linda Van Poppel agreed to get with Tabitha and show her how to do some of the things needed. Dues are being received and deposited regularly by Tabitha.

Linda Van Poppel stated that the HOA will start receiving end of year tax statements (1099's etc) and will also help Tabitha with those.

There was discussion on the need to have someone on the Board or a neighbor to be Treasurer that has extensive Accounting knowledge. The current board does not have any accounting background and is currently unable to effectively answer requests for financial statements. It is not required for the Treasurer to be a board member.

Linda V. suggests it would be a good idea to keep P&L updated for title companies. Again, we need someone that has knowledge to produce accurate P& L's.

Phyllis Sjoberg knows a person- Beth Klein -who may be interested in helping with Quick books and being Treasurer. She has extensive accounting background and professionally trains on Quickbooks. She will follow up with Beth to see if she is interested.

10. DRC

Jeff Nieusma stated that the DRC meeting was held November and asked if there were any related questions/issues for DRC. There were no questions or issues raised.

11. Enforcement

Tabitha Butler stated that 2 violation notices were sent in November and both issues were resolved. There were no questions or issues raised for enforcement.

12. Misc

Nothing was raised for miscellaneous issues or questions.

13. Mailbox Lights update

Matt Nunn is handling the Mailbox Lights. He needs invoices for the lights. Tabitha will get with Matt to make sure he gets what he needs.

14. New business

No new business

15. Open floor

Management Company:

Robert Trent asked about restriction on length of contract that the HOA can sign. There was discussion over the management company's requirement for a year contract. Jeff Nieusma stated that he double checked the by-laws and we can sign up to but not longer than 12 months.

Murray Mumford asked for clarification on fees for enforcement and full management. There are no per violation fees under full management. There are only fees when under enforcement only. We took highest number of violations for a past year and estimated the budget based on that higher than average number.

Margaret McCaskill asked if we had decided on a management company. The HOA has decided to go with Real Manage. Real Manage and Hammersmith both had very similar offerings. Real Manage has a web portal for the board to see all activity at any time as opposed to when we receive monthly reports. The board felt this was a significant advantage. Also Real Manage was less expensive than Hammersmith for Full Management if we decided to go to full capability at a later date – we would not want to have to change management companies again. Margaret and Rick McCaskill asked what the total cost for Full Management would be. The budget for full management is \$9000. The proposed budget which includes enforcement only has budget of \$4200 for management. Rick asked if HOA would get two budget options – 1) with enforcement or 2) with no enforcement and lower dues or same dues but additional funds still be sent to

Reserve. Jeff Nieuwsma stated that the budget had already been approved by the board and that the vote was simply yes for \$300 dues or yes for \$325. Discussion around whether the board is able to set budget without approval and Dan Zwart confirmed that the bylaws allow the HOA board to spend the budget as necessary and the option for the community if they are unhappy with the spending to vote out the board at the next election or to request special session to terminate board members.

16. Adjournment

The meeting was adjourned at 9:20PM

Next meeting – Annual Meeting and Election

December 17th @ 7PM

St. Bridget Episcopal Church, Frederick CO 80504