

**Arrowhead Filing #1 Homeowners Association  
Board of Directors Meeting  
August 18, 2015**

**CALL TO ORDER**

The meeting was called to order at 5:00 pm. Board members in attendance were David Alquist, Mark Barkmeier, Bobbie Van Dore, Baille Barbour and Dominic Ruscic. Dawn Bates was in attendance for Vista Management Associates, Inc.

**APPROVAL OF MINUTES**

Bobbie Van Dore motioned to approve the Board meeting minutes for July 21, 2015. Baille Barbour made a motion to approve the minutes as written. Dominic Ruscio seconded the motion and the motion passed unanimously.

**OPEN FORUM & HEARINGS**

Appeal to Board for ARC Request – There was homeowners present to appeal a decision that was made to deny their request to add a third car garage addition on their property. After a new drawing of the plan and all information was presented and a discussed, the Board requested the homeowners to find out what the city of Westminster has to say about this addition. Once the information is received the Board will discuss further before making a decision. There were no further questions at this time and the homeowners were thanked for coming.

There was no further discussion under open forum.

**FINANCIAL REPORTS**

Monthly Financials – The financials ending July 31, 2015 were reviewed and the following questions and answers were discussed:

- Income - \$100 fine, this was a fine that should not have been assessed by the manager and was waived. No further question on this item.
- Management/Admin – Charges for copies and faxes in the amount of \$105.26 was discussed. The manager explained this was for billing in June and discontinuation trash letters sent out.
- Management/Admin – Insurance refund of \$226.00. The manager explained this was for over payment and was refunded to the HOA.
- Management/Admin – Postage in the amount of \$237.70 with an even larger bill coming from mailings in August payables. The manager explained this was also for billings and trash letters sent out. The Board asked the manager to provide a detailed list of all billings and mailings for the amount billed.
- Ground Maintenance Invoices – Why isn't this paid on a regular basis due to it being a contract amount? The manager explained that the invoice had not been received by the

contractor.

- Utilities – Why is electric not being paid on a regular basis? The Manager explained that this is supposed to be paid when the invoices are received.
- Utilities – Why was the incorrect amount billed by the trash company paid? The manager explained the correct invoice is included in August payables showing a credit and moving forward the correct amount will be invoiced by contractor.

The Board voiced concern that the invoices are stamped with the correct months date but not being paid in that month and stated they expect Vista Management to cover any late fees assessed due to this.

There were no further questions and Bobbie Van Dore motioned to approve the financials ending July 31, 2015. David Alquist seconded the motion and the motion passed.

Delinquency Update – The delinquent accounts were discussed and all questions are being looked into and the Manager will email the Board the information.

## **REPORTS**

Architectural Review Report – The ARC log was presented and there was a discussion on inspecting the work after completed. After a discussion, Bailie offered to do the inspections of improvements after they are completed. The Board agreed and thanked Bailie.

Inspection Report – The inspection report was reviewed and a Board member stated that during the paint inspection a house in need of painting was missed and should receive a letter. All questions were answered.

## **INTERIM BUSINESS CONDUCTED VIA E-MAIL**

Trash Discontinuation – The updated trash discontinuation list was sent to the trash contractor.

## **OLD BUSINESS**

Common Fence Repairs – The repairs were completed. There were no questions.

Fence Repair Invoice for Damages – The manager stated she sent a letter and invoice in the amount of \$50 to an owner for damages caused by their backyard landscape rock to the common fence. She will let the Board know if the owner does or does not respond.

## **NEW BUSINESS**

Neighborhood Clean Up Day – The Board discussed the upcoming neighborhood clean-up day. After a discussion the Board made the decision to mail out a reminder post card two (2) weeks prior to the scheduled date of September 26, 2015.

**NEXT MEETING**

The next Board meeting will be held on September 15, 2015.

**ADJOURNMENT**

With there being no further business to discuss, the meeting was adjourned at 5:50 p.m.