

Sunset West Homeowner's Association Board Meeting Minutes

Date: August 23, 2012

Meeting Time: 7:00 pm – 8:40 pm

Attendance: Executive Board members: Curt Behm, Nick Young, Hillery Venturini, Carol Baxter,
ARC Committee members: Vicki Tooley, Lyn Young
Attending Residents: Karen Lest, Jaime Torres, Ron Forbis, Sam Gabriel, Doreen Zapor,
Cindy Gordon, Twana Dryer, Lora Davis, Ardie Taghavi

1. Status Updates on Outstanding Issues from Previous Board Meeting (7-26-2012)

- a. Nick removed and cut up the tree located in the North drainage area
 - i. Ron Forbis mentioned that he has equipment to help around the neighborhood if needed.

2. Draft Policies

- a. Information went out to residents on August 9th. Comments were requested by August 20th (approximately 10 days later)
- b. Comments from residents
 - i. Item #2 – If not enough information is provided, HOA board can not investigate
 - 1. Wording of “Association” should be changed to “Board”
 - ii. The waiver section of the fine schedule needs to be clarified following each notice letter (tier)
 - iii. Add clarification to #4
 - iv. Wording regarding turning over to legal action may change in the near future (undefined time frame) per changes to the 2005 law.
 - 1. Changes will most likely include requirements to go to mediation to resolve disputes
 - a. Indicated by Karen Lest who is a volunteer mediator for Jefferson County.
- c. 9 policies cannot reasonably be completed all at once
 - i. Curt wanted to focus on the most important policy/issues first
 - ii. Some policies may not apply to Sunset West, however this must be stated in the absence of their use.
 - iii. Could take up to 1 year to adequately address all policies
 - iv. Policies will be provided to residents one by one in order to digest information
 - v. Final policies will be reviewed by a lawyer for overall completion and compliance
- d. One of the policies will address conflicts between HOA board members and residents and how to resolve issues (Dispute Resolution Policy)
 - i. Some residents have expressed concern that we have a person serving on the board and the ARC Committee. Rules around this situation would be defined in the Dispute Resolution Policy. For example if an issue arises regarding a home

improvement approval, members that are both on the HOA board and the ARC committee will be excused of involvement and final decision regarding issue.

1. No verbage in current Bylaws which state a HOA board member or officer cannot be an ARC committee member as well.
 - a. Difficult to obtain volunteers for the board/committee when requested.

3. ARC Committee Work on Establishing an Updated House Color Palette for Neighborhood

- a. Paint brochures were collected from local companies (i.e. Lowe's, Home Depot)
- b. Brochure packets will be provided to each current ARC committee member for review
- c. ARC Committee will create a set of several colors with the "Earth Tone" category as stated in the ARC Paint/Stain doc
 - i. The purpose of establishing approved home colors is to update the neighborhood
 1. Improves property values
 2. Gives definition to neighborhood
 3. Avoid resembling surrounding neighborhoods (i.e. Kipling Villas)
 - a. Approved colors will not include less desirable colors such as "hot pink" or "yellow"
 4. No current Architectural Guidelines in existing governing documents
- d. 4 color boards will be created by ARC Committee. Boards will be passed around the neighborhood for approval or disapproval of colors
 - i. Street representatives will be assigned to ensure that boards are distributed in a timely and efficient manner.
 1. Lake Drive (West of Flower) – Sam Gabriel
 2. Lake Drive (East of Flower) – Karen Lest
 3. Capri Avenue (West of Flower) – Anita Gauthier-Stenseth (pending)
 4. Capri Avenue (East of Flower) – Nick/Lyn Young
 5. Estes (East of Flower) – Nick/Lyn Young
 - ii. HOA board and ARC members will compile the results (from resident approved selection). Based on majority resident approval, the colors will be finalized by HOA board and ARC members.
 - iii. Final approved colors will be presented at the October Member Meeting.
- e. Paint approval will be temporarily suspended until colors are reviewed by residents and final colors are presented at October Member Meeting.
 - i. Approval for roof repair will however continue based on recent hail damage.
- f. Resident concern - contractors will only use KWAL and Sherman Williams paint. They will not use Lowe's or Home Depot.
 - i. HOA board response – all colors can be matched by KWAL and/or Sherman Williams.

4. Other ARC Committee Discussions

- a. Carol asked for clarification regarding whether small changes to a previously approved ARC form should go through the ARC Committee
 - i. For continuity and documentation purposes, all changes or modifications should be provided to the ARC committee for approval.
- b. The lawn at 9143 W. Capri has recently been repaired and looks great
 - i. Resident attendee suggested that a thank you letter be sent to resident regarding the new lawn
 - 1. Letters will be sent to all residents who bring property into compliance based on the request of the ARC Committee letter.
 - 2. Potential thank you message on the Sunset West HOA website?

5. Update on North Drainage Area

- a. Previous emails contacts provided have not resulted in responses from the Jefferson County Planning and Zoning Department.
 - i. Tammy Bunn will be emailed regarding update on north drainage area (Emailed 8/23/2012)
- b. HOA board has had previous issues regarding staff changes at Planning/Zoning and difficulty keeping in contact with the same individual assigned to the issue.

6. Update on Neighborhood Repair Work

- a. Nick updated that the potholes on Flower St. have been repaired.
- b. Carol indicated that there is an existing pothole in front of her home (East Lake Dr.)
 - i. Road and Bridge says Potholes must be 6-inches deep before repair can be made

7. Update on Removing Property Liens Related to Unpaid HOA dues

- a. 2 outstanding liens
 - i. 1 lien has been paid in full and should be removed
 - ii. 1 resident is inquiring what needs to be done for lien to be removed
 - 1. Nick motioned that lien amount should be paid in full before released
 - a. Curt seconded motion
- b. Lyn has offered to help with lien removal process
- c. Hillery will put together letter based on information provided by Carol, with official letterhead for Carol to take to County office.

8. Return of Monthly Newsletters

- a. Newsletter would keep residents information more frequently regarding neighborhood activities including updates from the HOA board
- b. Purpose of newsletter will include:
 - i. Welcoming for new neighbors

- ii. Welcoming for new babies
- iii. Tragedy (i.e. death in a family or hospitalization)
- iv. Comment snippet from Sheriff Liaison
- v. Provide volunteer section for residents needing or willing to help (i.e. home repair, babysitting, etc.)
- vi. Provide additional income for the neighborhood by means of advertising
 - 1. Details could not be provided due to Anita's absence.

9. Issues regarding Signs Posted in Neighborhood

- a. According to Tammy Bunn (Jefferson County Planning and Zoning Department) sign removal is not enforced by the county.
- b. Signs are used for advertisement
- c. HOA should enforce the removal of signs
 - i. Only one sign is allowed
 - ii. Signs should be removed after work is complete
- d. Political signs are allowed as per Section 38-33.3-106.5 of the Colorado Common Interest Ownership Act
- e. Signs can be used to utilize meeting announcements (i.e. In order to inform those without email or computer access)
- f. Per Postman and his supervisor, signs can be placed on mailboxes unless a complaint is made to the post office, then sign will be removed.
 - i. In order to avoid future issues regarding how the HOA is representing the law, signs will not be posted on mailboxes.

10. Miscellaneous Discussions (Open Floor)

- a. Residents do feel supported by the current HOA board
- b. Concern from residents about the home color approval process being decided only by a few.
 - i. Paint approval process was discussed by the HOA board and residents during meeting and an agreement was established to create color boards and distribute to residents for approval. Final color selection will be decided on by the HOA board and ARC members.
 - ii. ARC form has recently been updated to require 3 signatures (2 ARC and 1 board) for approval as a way to decrease the possibility of arbitrary approvals.
- c. Previous Sunset West HOA boards made decisions without resident approval (resident comment)
 - i. Residents are concerned that this will happen again
 - 1. The current HOA board has the best of intentions for both the residents and the neighborhood.
 - 2. The current goal is to stay as transparent to the residents as possible.
 - 3. Board is here to help the neighborhood

- d. Issues that affect the neighborhood should have precedence over trying to appease everyone (resident comment)
- e. Current board is being productive. To stop this productivity in order to appease everyone would not be productive (resident comment)
- f. Recent incidents on Capri Ave (East of Flower) – August 11th
 - i. Teens accumulated at a home prior to renter occupying the residence. Teens were both inside the home and in the backyard
 - ii. Renters were scheduled to officially move in August 18th
 - iii. Use of Flash Mob
 - 1. **A flash mob (or flashmob)** is a group of people who assemble suddenly in a place, perform an unusual and seemingly pointless act for a brief time, then disperse, often for the purposes of entertainment, satire, and artistic expression. Flash mobs are organized via telecommunications, [social media](#), or [viral emails](#) (Wikipedia)
 - iv. Once several teens were seen on the property the police were called. Police arrested and charged teens with trespassing.
 - v. An estimated 50 teens were at the home. Source of initiation was likely the new renter's daughter.
- g. Some residents thought notification of meeting change was too short notice.
 - i. According to the CCIOA, an HOA board meeting is open to resident attendance but does not require a 10 day notification
 - ii. Member meetings, typically held in April and October do require a 10 day notice to residents.

New Action Item:

- 1) Work will continue on drafting the remaining 8 Responsible Governance policies as well as the rest of the SB100 policies
- 2) ARC committee (Nick, Lyn Vicki and Eloy) will compile into one set of colors. 4 review boards will be created and distributed to residents for approval/disapproval/vote. Final results will be presented at October Member Meeting.
- 3) Hillery will continue to contact Urban Drainage regarding ongoing issue of North drainage area in order to obtain remediation information.
- 4) ARC committee will send out Thank You letters to residents who have brought their property up to compliance.
- 5) Hillery will scan and send Patti MacLennan's letter to all HOA board members for review

Incomplete Action Items from Last Meeting (7/26/2012):

- 1) Nick, Lyn and Carol will follow up on opening a P.O. Box (~\$40/year)
 - a. Mail will be forwarded to Carol based on criticality of mail (i.e. bills)

Meeting was adjourned at 8:40 pm