

**April 27, 2017**

**Lilley Gulch Recreation Center, Platte Room**

**6:30pm – 8:30pm**

**Sunset West HOA Full Residence Meeting Minutes**

Kiley calls meeting to order 4/27/17 6:33pm

**1. Introductions**

Please provide email addresses if you haven't already and indicate your preferred one.

**a. Board Members**

Kiley Taylor – Interim President

Sue Tyler – Interim Treasurer

Elizabeth Niere – Interim Secretary/Elizabeth resigning – see voting section below

**b. ARC Members**

Caroline – in attendance

Alan – in attendance

Twana – in attendance

Matt – unable to make it/Sue Tyler is here

**2. Expectations of Conduct for the Meeting**

Kiley will follow the agenda with board comments. Resident comments/questions will be limited to 2 minutes per person to continue on task; Resident will be called on in order of hand raised.

**3. Board Member Voting**

- We do have regulations/by secret ballot/one vote per house
- Resident asked for brief explanation of duties for open positions
  - Vice President will act on behalf of HOA if President is unavailable
  - Secretary assists everyone is getting the communication out/minutes/place phone calls/answer emails/reach out to contractors to help signs get repaired/ditch maintenance/potholes/help governance of HOA
  - Treasurer – keep financial records/pay bills/financial responsibilities/books balanced
  - ARC committee members look at community a couple times a year/violations/send letters/who has dead trees/approve the ARC forms as they come into the residents committees to ensure correct paint schemes and those kinds of items and be a face of the Board to help answer questions/direct you to the right person to ask if you have questions
- If positions not filled – they will continue to be open until filled
- Secret Ballot counted after the meeting and the results were as follows:
  - 8 votes for Kiley to remain President
  - 8 votes for Sue to remain Treasurer
  - 2 votes for Mike Zapor to be Vice President
  - 1 vote for Teresa Williams to be Secretary

**4. Budget**

**a. 2016-7 Results**

- These numbers did not include maintenance of front signs as that will be incurred next fiscal year
- What is presented is our total that we are not spending on trash/weed control/etc
- Resident asked if we have insurance that covers the signs
  - Kiley responded that we do if someone ran into them but not for natural wear and

tear; minimum deductible cheaper to pay for letters than pay for the increase in claim

- Resident asked if we entertained the notion of metal letters for vandalism of painting the stucco instead of – see front sign section below
- b. 2017-8 Proposed Budget
  - i. Discuss reserves
  - There is currently \$8K in reserves of which a portion will be going to the sign repair and landscaping (\$1,800 committed May 11<sup>th</sup> to landscaping; in process to determine best fix for the signs – see section below for further discussion)
    - ii. Discuss \$40/annual increase
  - Resident asked what the \$40 increase for four years pertained to
    - This was put into play last year and was voted on under the premise of needing a full year of reserves
    - We received a lot of questions on reserves and Senate Bill 100 has been reviewed and it does not give a specific dollar amount as it's up to the community/board to discuss what is a good amount to carry forward and we're open to suggestions in order to define our reserves policy
    - The \$40 increase does allow us to pay for the signs and other unexpected costs to improve the community
    - We could keep it for another year or we can vote not to do it again; it's up to the resident majority to decide those choices; senate bill says determine what you're going to do with those reserves
    - Kiley opened a checking and savings account after the previous Board closed other bank accounts; the majority of money stays in the savings account to garner interest throughout the year and money is transferred throughout the year to pay for the expenditures while the rest stays in savings
    - Trash is 89% that leaves little above those kinds of things so the extra \$40 over a couple of years or whatever we decide would be maintenance for signs; the rest would be deductibles or insurance claims
      - We've had previous problems with the trash company adding fuel charges so it helps with that cushion
      - Current Board unaware of any additional fuel charges this past year and will look into it
  - There is a Senate Bill 48 which is addendum to Senate Bill 100 where they recommend a year in reserves
    - Kiley will read this
    - Resident stated they've sent this to HOA account
    - The Board will meet based on neighbors to determine what to do with reserve policy
  - Kiley stated we had a lien on a home for not paying dues and collected \$3K when the home is sold so we can put that excess along with excess from the increase in dues towards the front signs
    - iii. Discuss insurance
  - We do pay insurance every year – general liability if someone is inside our community and they fell off the curb etc; we currently have traveler's insurance \$1,172/year and we've checked other liabilities and this is a good rate
  - Parking
    - We're glad Red Rock church has put out do not park signs because of potential of injury to HOA because of additional church parking

- Red Rocks church people are still parking in our neighborhood. Police will be periodically monitoring the neighborhood. Red Rocks will try to have a shuttle service to the mall. Resident recommends talking to the pastor about this issue.
- In our neighborhood we park on both sides and that's why they have don't park on both sides;
  - Kiley has reached out to the county and consider no parking on the other side and even with parking on one and not the other you have to cross double yellow line without crashing mirrors
  - HOA residents have been told to back up and accommodate the church parking
  - We want to mitigate people parking our community with a no parking on that side and keep stacking one on the end and hope in the near future this will be resolved and will keep everyone up to date
  - Parking is getting worse near the gates; contact Kiley with any concerns as he continues to work on that relationship and monitor it; It's also dangerous for the kids when they've opened the door into the street
  - It's up to ARC to put that up even though its on that; there's not a stop sign discuss that

iv. Compensation clause

- Kiley's been asked a couple of times and we reassure you this is a volunteer position and will print off every bank statement and you're welcome to see where it is spent and the only compensation is actual expenses
- Resident researched and we are allowed to
  - No current Board member has ever requested this and Kiley is against going forward as well

v. Front Signs

- May 11 we have a contractor to do the rocks/landscaping ; we reached out to 8 contractors and got 3 responses; it will be \$1,800; Kiley to look at what is cemented and removing any bushes in front of signs and replacing with rocks or cement
  - We've talked about natural wood and painting or doing something else
  - We had discussed do we really need to continue to work on two signs and just take it to one sign or no signs; because of ARC and how it's lit up you can see our signs better
  - The signs are nice to distinguish us from the neighborhood behind us because we're grouped with them; Kiley personally likes the signs and we've talked about this before of disbanding all/one of the signs
  - Kiley would like one year of repair and discuss if we need to further this; signage is a presentation of us and welcome to our development
  - The trees being removed helps present us as well
  - Resident suggested reaching out to deputies go through some community policing courses and address problems and if there's something you can change architecturally we might be able to do something like that to not make people want to mess with the signs; reach out to the Sheriff's
  - Resident stated since county owns signs they should maintain them
    - Kiley responded we own from fence line in and Urban Drainage owns the east side ditch and all of that drainage (right hand side as you're exiting); the church has purchased all of the left hand ditch so we would need to reach out to them about it

- The church reached out to the owner in arrears and paid off his back taxes in January/February 2017 so we would need to work with church
    - Urban Drainage is pulling the trees out and mitigation for drainage flow, etc; drainage is responsible by county even if church owns that land
      - Resident asked if the church said about keeping that one mode and looking presentable
      - Kiley has not reached out to them about it; that's something he can do
      - Let us know if you know of any other vendors to help fix front signs
  - c. Vote (on budget and dues)
  - Kiley asked for a show of hands (one per household) and a motion and second from the floor unless other questions
    - Motion from Alan to continue with budget as presented; Drew Parker and Patti MacLennan seconded
    - 13 hands for – 0 hands against
  - **Kiley states budget passes**
  - d. Vote (on June dumpster)
  - For the last two years we've had a dumpster at the cul de sac and keep getting complaints that other communities are dumping; one of our suggestions is in lieu of a dumpster declare two days they will make an extra day pickup regardless of what it is; trash/limbs and they charge hourly \$200/hour the dumpster is \$500
    - Resident states ARC has a metal bin that if you have metal; if you have an old couch they will throw couches away
    - Kiley asked for a show of hands to keep dumpster (14 hands)
    - Kiley asked for a show of hands for extra trash day(s) (0 hands)
    - Resident stated if we said 89% of what we pay goes towards trash pick up then consider the neighborhood being responsible individually for dumping their own excess trash
    - Resident stated we always had in our lump sum that we pay for trash included one free dumpster per year and then if we had other dumpsters was when we were charged (because community we got one free a year)
      - Resident stated with new company that's not necessarily the case
      - **Board will reach out and ask that questions since we used it – Board has reached out and we do not have a dumpster included with our agreement, only trash and recycling for each residence**
  - The weekly trash will not pick up large items like furniture and appliances anything they can't squish down; as long as the one guy is there; if that's the case we should consider having the dumpster for appliances/sofas
  - Resident asked if a bin is damaged, do we contact them?
    - Yes, individual resident to contact trash company for damaged bins or recycling bin requests (Waste Connections – 303-288-2100)
  - Resident asked if trash company could can they send out calendar
    - Board will reach out for this
  - **Kiley is proposing is to table discussion on trash until we can do a little more research and we can send out emails to everyone to get feedback to determine whether dumpster or trash days**
5. Front Signs
- a. Missing 'S' and 'e', and cracked stucco
    - We will send communication in upcoming weeks so if anyone you know is upset about

the signs please know we are working on it and have a sheet of four vendors we reached out to and the least expensive is repairing the brick/mortar, stucco and fabricating the letters so the least expensive option is \$2,800; brand new plaque without removal of existing sign is \$4K+ and just fixing the sign is \$1,500 but does not include brick maintenance which is causing the problems

b. Weed control

**Company has been hired May 11<sup>th</sup> to redo landscaping and to look into cement or rocks around front of signs rather than bushes based on resident feedback of bushes not surviving there**

c. Vote

**This has been tabled and is pending further communication related to front signs**

6. Neighborhood Update

a. Open Fires

- Kiley has West Metro and Jefferson county documents that he will send on to residents
  - What's not allowed to be burnt: in an open fire or a fire pit these are not allowed to be burnt:
    - We will use the Spring newsletter to reiterate that garbage of any kind, treated/painted/coated woods/construction debris or scrap lumber; animal carcasses/plastic rubber products, asphalt, railroad ties, landscape waste those things are strictly prohibited
    - Just do clean dry burning wood
  - Resident states covenants say no open fires and there's information from Colorado air pollution that defines open fires as having to go through a chimney or stack
    - Kiley responds West Metro also outlines that these are county ordinances on where we live; your fire cannot be more than 3ft wide / 2ft high which is different from covenants and open fire is allowed as long as away from wood structures footage differences
    - This information will be passed along in newsletters
    - Portable fire places and the like whether hearth or not are allowed and they may be covered with the screen to keep the embers from blowing or a stack may be allowed/ the same wood that the county provided is not allowed to be burnt
    - Our covenants say no open fires/ fire pit and we can look at a definition; just don't light us on fire, be responsible and maintain it it's a requirement also if you don't have hose or bucket of water; you have to have fire extinguisher
  - Resident states people have to be aware of fire bans and warnings; we've been in Phase 1 the last seven months and Phase 2 we just got out of means you can't even smoke outside
    - If anyone is breaking the rules – it's up to the county to enforce this
    - Kiley's first thought is if you have a neighbor just go talk to your neighbor and we all live/work play in the area; if that is not an option for you please contact Kiley and he will be happy to be the mediator

b. ARC forms

- We keep an updated arc form on the website; if you need one please reach out to someone or ARC members has access through website or print them
- We will update a helpful hints for ARC forms to clarify some of the confusion about what you need an ARC form for
- The original form was 18 months and it is now **6 months but that doesn't mean your project**

**can't go past 6 months just ask for an extension or another arc form; it's about communication with the board**

c. Website

- Please go to the website for updates of meeting minutes, schedules, and our community newsletter
- We urge you to use this if you're not already and to provide your email for communication

d. Letters/Emails

- We would prefer to do emails but we will send letters; we hand deliver to those without emails

e. Parking around stop signs and corners

We've been asked to call the Sheriff with church parking to get those removed but we've been warned they will look at everybody's parking not just the church so if we call them and come to the community anyone illegally parked is subject to ticket/fine we are hesitant to do that because we won't want to give anyone else tickets

Parking around stop signs; there's a clarification and you have to be parked so many feet back from the corner (25ft from the apex) so we can pass this around in the newsletter that Karen is putting together

**Driveways, corner, stop sign parking info will be in next newsletter**

f. Trash Companies

We did reach out in the Fall and asked about trash/best rate/best company and people didn't like Tuesday to Friday that based on who we talked to we're getting a great rate and cheapest amongst who we talked to (maybe two, three or four)

Trash is based on schedule they run and other communities – no changes

g. Trash Cans

You can call and they will give you trash cans; recycling too

**Just a reminder that trash cans have to behind fence or in garage after the trash is picked out; it shouldn't be out front and not on the curb more than 24 hours in advance  
Please contact us if you have any issues**

When we get new people we give copies of covenants, bylaws, copies of arc forms, articles incorporation and try to obtain email addresses.

h. Open to Resident questions/comments/feedback

- Resident states it's more powerful to put faces to names (especially President or Board member)
- Homeless and Transient Camping behind Estes cul de sac
  - Resident stated they worked with previous Board last summer and now that spring is here there have already been two cases of camping in the gulley behind cul de sac
  - Resident stated trees cut down may help but want everyone to be aware
  - Sheriff's are constantly being called and sleeping in cars in the cul de sac near the gym
    - Resident to provide owner of gym's contact for Kiley to reach out to:  
The Colorado Group, 3434 47<sup>th</sup> St #220, Boulder, CO 80301 contact is  
Niel Littman 303-449-2131
  - We have to keep our eye out because word will get out as you have one
- Resident provided Kiley information on pot holes in the entry way and the only way to get attention from the county is to go online and report it to the road and bridge division and the more people that do that
- Resident inquired of the gate between the two neighborhoods

**SUNSET WEST**  
**HOMEOWNER'S ASSOCIATION**  
[www.neighborhoodlink.com/littleton/sunsetwest](http://www.neighborhoodlink.com/littleton/sunsetwest)  
email: [sunsetwestHOA@yahoo.com](mailto:sunsetwestHOA@yahoo.com)

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- As long as we remain Sunset west covenant controlled than that gate stays if that ever gets absolved and no longer covenant controlled that's subject to county opening it up
- Resident stated being an HOA covenant-controlled we have to maintain this by having board members and having people step up; you could lose the HOA
- Resident inquired of who has the key
  - Sheriff's may or may not, West Metro
  - Previous HOA Board member has a key and Kiley needs to get that
- Residents inquired of who the dues should be going to
  - **Email/hand deliver what the dues are and when they are due – June 1<sup>st</sup>**
- Resident walkthroughs
  - When we did our walkthroughs – we gave a general community awareness and say hey don't forget these are important and we got great response as a follow up and had people already taking care of things
  - After all, we all make mistakes (ie. no one is perfect), the last thing is to have neighbor against neighbor
- Announcement for Davies tournament – very fun and neat and sports bar afterwards
- Resident mentions social media presence on facebook; majority disagreed but if you'd like to lead this movement, contact [sunsetwesthoa@yahoo.com](mailto:sunsetwesthoa@yahoo.com)

**Key Take Aways:**

1. Secret Ballot results included Kiley remaining as President, Sue as Treasurer, Mike Zapor as nominated Vice President and Teresa Williams as nominated Secretary; there will be a vote to confirm these nominations and we will continue to accept applications or interest in board and arc positions until all are filled!
2. Senate Bill 48 will be made available to the community; reserves policy is in process and as noted in the meeting we will be spending \$1,800 on landscaping and hoping to spend \$2,800 on the front signs but are entertaining other front sign options over the next couple months to determine the best option for our community; we know they need to be fixed!
3. Dues will continue to be \$240/year for fiscal year May 2017 – April 2018 per motion and seconded and majority approval at meeting; notices to be hand delivered as to the amount, when it's due (June 1<sup>st</sup>), and who to give those to or mail to.
4. Dumpster vs additional trash days vs no additional trash options to continue to be discussed among community; please send us your feedback if not provided already.
5. Be on the look out for the Spring newsletter which will include more information about the no open fires covenant, covenants regarding trash cans (cannot be in your front yard except for pick up), and additional information about parking in the neighborhood including stop signs.
6. See [neighborhoodlink.com/sunset](http://neighborhoodlink.com/sunset) website under ARC Forms there is a How to Submit an ARC form document with frequent questions that we will continue to update to better clarify when ARC forms need to be submitted. The timeframe to complete the project is 6 months and please communicate with the Board if the project is greater than 6 months.