

STANTON FARMS TOWNHOMES ASSOCIATION

Board of Director's Meeting

January 11, 2021

7:00 PM

Agenda

- I. Call to Order
- II. Results of the Board member election
- III. Board members sign Code of Conduct – Please see the attached
- IV. Election of Officers
- V. State of Stanton Farms Townhomes community, Homeowner & Board Member Education 10 minutes
Board Member Fiduciary Responsibility
- VI. Approval of December 14, 2020 Board Meeting Minutes
- VII. Acceptance of December 2020 Unaudited Financial Statements – Motion to move \$_____ from Reserves to Operating
- VIII. Committee Reports
 - A. Newsletter
 - B. Landscape Committee
- IX. Old or Unfinished Business
 - A. Continue to request homeowners to install new window wells high enough so proper backfilling can be done near the foundations. The new wells need to comply with Jefferson County egress code requirements.
Also raise air conditioning units if necessary.
 - B. Skylights are the homeowner's responsibility
- X. New Business:
 - A. Motion to pursue possible long-term payment plans that could be legally upheld
 - B. Reminder to update your monthly assessments to \$328/month
 - C. Vandalism
- XI. Architectural Requests:
 - A. 10299-D ACC to replace windows & doors with like kind
- XII. Homeowner Hearings:
 - A. 10440-D Loss Assessment
- XIII. Homeowner Forum: **Audience participation is limited to non-agenda items. Comments may not exceed 3 minutes in length per person or 30 minutes total open forum.**
- XIV. Homeowner Correspondence:
- XV. Executive Session:

The Board will adjourn into Executive Session to discuss attorney privileged information.

The Board reconvened from Executive Session at PM and adjourned at PM. The Board meetings are held on the second Monday of every month beginning at 7:00PM.

**RESOLUTION
OF THE
STANTON FARMS TOWNHOMES ASSOCIATION, INC.
CODE OF CONDUCT FOR BOARD MEMBERS**

SUBJECT: Adoption of a code of conduct for board members of the Association.

PURPOSES: To facilitate governance, communications and relationships within the members of the Board of Directors.

AUTHORITY: The Declaration, Articles of Incorporation, and Bylaws of the Association and Colorado law.

EFFECTIVE

DATE: 01-11-2021

RESOLUTION: The Association hereby adopts the following code of conduct for Directors. Each Director and the Board as a whole shall adhere to the following:

1. Directors acknowledge their “Duty of Care” and will strive to satisfy that duty at all times in a manner they reasonably believe to be in the best interests of the community.
2. Exercise sound business judgment and follow established management practices.
3. Balance the needs and obligations of the community as a whole with those of individual homeowners and residents.
4. Understand the Association’s governing documents and become educated with respect to applicable state and local laws, and manage the community association accordingly.
5. Establish committees or use other methods to obtain input from owners and non-owner residents.
6. Conduct open, fair and well-publicized elections.
7. Welcome and educate new members of the community—owners and non-owner residents alike.
8. Encourage input from residents on issues affecting them personally and the community as a whole.
9. Encourage events that foster neighborliness and a sense of community.
10. Conduct business in a transparent manner when feasible and appropriate.
11. Allow homeowners access to appropriate community records, when requested.
12. Collect all monies due from owners and non-owner residents.
13. Devise appropriate and reasonable arrangements, when needed and as feasible, to facilitate the ability of individual homeowners to meet their financial obligations to the community.

14. Provide a process which residents can use to appeal decisions affecting their non-routine financial responsibilities or property rights—where permitted by law and the Association’s governing documents.

15. Initiate foreclosure proceedings only as a measure of last resort.

16. Make covenants, conditions and restrictions as understandable as possible, adding clarifying “lay” language or supplementary materials when drafting or revising the documents.

17. Provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders, e.g., officers, the board and committees.

18. No Director shall use his/her position for private gain, including for the purpose of enhancement of his/her financial status through the use of certain contractors or suppliers.

19. No Director shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan or any other thing of monetary value from a person who is seeking to obtain contractual or other business or financial relations with the Association.

20. No Director shall accept a gift or favor made with intent of influencing decision or action on any official matter.

21. No Director shall receive any compensation from the Association for acting as a volunteer.

22. All board members will treat other board members, owners and residents with courtesy and respect.

23. Language and decorum at Board meetings will be kept professional.

24. Personal attacks against owners, residents, managers, service providers and Directors are prohibited and are not consistent with the best interest of the community.

25. No Director shall willingly misrepresent facts to the members of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on the Board to advance a personal cause.

26. No promise of anything not approved by the Board as a whole can be made by any Director to any subcontractor, supplier, or contractor during negotiations.

27. No Director shall interfere with a contractor engaged by the Association while a contract is in progress.

28. All communications with Association contractors shall go through the Manager, or, when appropriate, the Board President, or be in accordance with policy.

29. No Director shall harass, threaten, or attempt through any means to control or instill fear in any member, Director or agent of the Association.

30. Any Director convicted of a felony while in office shall voluntarily resign from his/her position.

31. No Director shall knowingly misrepresent any facts to anyone involved in anything with the community which would benefit himself/herself in any way.

32. Directors acknowledge that homeowners have the right to:

- a. A responsive and competent community association.
- b. Honest, fair and respectful treatment by community leaders and managers.
- c. Participate in governing the community association by attending meetings, serving on committees and standing for election.
- d. Access appropriate association books and records.
- e. Prudent expenditure of fees and other assessments.
- f. Live in a community where the property is maintained according to established standards.
- g. Fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association before foreclosure is initiated.
- h. Receive all documents that address rules and regulations governing the community association—if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community.
- i. Appeal to appropriate community leaders those decisions affecting non-routine financial responsibilities or property rights.

PRESIDENT'S CERTIFICATION:

The undersigned, being the President of the Association, certifies that the foregoing Resolution was adopted by the Board of Directors of the Association, at a duly called and held meeting of the Board of Directors on 01-11-2021 and in witness thereof, the undersigned has subscribed his/her name.

**STANTON FARMS TOWNHOMES
ASSOCIATION, INC.**

By: _____
President of the Board

**STANTON FARMS TOWNHOMES
ASSOCIATION, INC.**

By: _____
Vice President of the Board

**STANTON FARMS TOWNHOMES
ASSOCIATION, INC.**

By: _____
Secretary/Treasurer of the Board