

**STANTON FARMS TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
June 7, 2021**

A Regular Meeting of the Board of Directors for The Stanton Farms Townhomes Association was held on Monday June 7, 2021 via Zoom teleconference due to COVID-19.

- I. **Roll Call, Call to Order** –President Garfield called the meeting to order at 7:03 PM. Members present: Gerald (Jerry) Garfield, Pat Fenton and Victoria Getzen. Others present: Forty-five residents in attendance and Kathy Christensen, CMCA, AMS, PCAM, KC & Associates, LLC community association manager.
- President Garfield noted that a quorum was present necessary to conduct the business of the Board and the Association, thanking all for attending.
- II. **State of Stanton Farms Townhomes community & Homeowner Education 10 Minutes** – Update on the re-roofing project. Three buildings still need to be completed 10389, 10500, and 10501. The pandemic has slowed the project down due to lack of production of the shingles needed. We had hoped to have this done by now. As soon as the roofs are completed, other items will be addressed like the downspouts, gutters, and painting of the gutters. Funds are being collected on the special assessment. Any questions, please let us know. After the three buildings are complete, we can put the numbers together to bill Travelers their final bill. There has been a report of some dead branches on the Russian Olives by the creek and the contractors will get this completed as time allows. The Board thanked the Survey Committee for its work and their final report will be made available to the homeowners.
- III. **Review of Minutes** – Following review, upon motion duly made by Director Garfield and seconded by Director Fenton to approve the Regular Board Meeting Minutes of May 10, 2021, as presented. Motion passed without objection, unanimously.
- IV. **Financials** – The Board next reviewed the unaudited final financial report of the Association setting forth the cash deposits, investments and budget analysis through the period ending May 31, 2021. The Board reviews and approves account payable invoices via the online invoice process. Following review and discussion, a motion was made by Director Garfield and seconded by Director Fenton to approve the unaudited May 2021 financials as written. Motion passed without objection, unanimously. A motion was made to move \$1,227.50 from the reserve checking account to the operating checking account. The motion passed without objection.
- V. **Committee Reports**
1. Newsletter – Nothing new to report.
 2. Landscape Committee – Kathy Hyland stated the sprinklers have been turned on. The ash trees are going to have a spray treatment.
- VI. **Unfinished Business**
1. Continue to request homeowners to install new window wells high enough so proper backfilling can be done near the foundations. The new window wells need to comply with Jefferson County code requirements. Also raise air conditioning units, if necessary, to do backfill near the foundations with negative grades. The original window wells are at the end of their life cycle.
 2. Skylights are the homeowner's responsibility.
 3. Create long term policy to deal with noxious weeds in our community including budget requirements. Jefferson County officials have notified the Association that it needs to establish a Policy for noxious weeds, especially the teasel and Canadian Thistle. Vikki is working on this policy and is going to follow Jefferson County's guidelines. She will present this policy and the budget for the policy at the July 12th Board Meeting.
- VII. **New Business**
1. Approve concrete & asphalt work for 2021 --The contract for the concrete work was awarded to Western Maintenance at a cost of approximately \$41,000 (within budget). A motion was made by Director Garfield and seconded by Director Fenton. Motion passed without objection unanimously.

2. The deadline for applications for the two new Board Member seats is June 30, 2021.

VIII. Architectural Requests

1. 10510-B Request to install awning over back patio – Denied. It cannot attach to neighbor's wall.
2. 10527 -F Plant flowers – Approved by Landscape Committee
3. 10527-F Plant bushes – Approved by Landscape Committee

IX. Homeowner Correspondence – None

X. Homeowners Hearings – None

XI. Open Forum –The following topics were discussed 1) Janet Gradowski, 10329-B – wanted the application for the new Board members be in a workable format like a word document. 2) Vikki Getzen 10239 D - is going to start collecting aluminum cans and stated the money she raises will be donated to a charity of the Board's choice. 3) Rudy Avila 10269 B -supported the establishment of a Welcoming Committee. 4) Julie Snyder 10587 F- received a smaller recycle bin but needs the bigger one picked up. 5) Doug Stephens 10259 A – wants the rocks replaced that were removed in the rear of the house and requested a metal strip by the side of the garden to help with the water. Also would like a copy of the Survey Committee report.

XII. Executive Session – The Board entered into Executive Session at 8:15 to discuss collection issues. Reconvened the regular meeting at 8:26. There are six residents not on a payment plan and four regular assessments ready to send to collections. The Board requested management follow the Collection Policy.

XIII. Adjournment – There being no further business to come before the Board, upon motion duly made, seconded and passed unanimously, the meeting was adjourned at 8:28 PM.

The next Regular Board meeting will be held on Monday, July 12, 2021, beginning at 7 PM via Zoom.

Submitted by,
Kathy L. Christensen, CMCA, AMS, PCAM
Community Association Manager

THE FOREGOING ARE THE TRUE AND CORRECT MINUTES OF THE MEETING HELD ON THE DATE STATED ABOVE AND WERE APPROVED BY THE BOARD OF DIRECTORS ON THIS 12th DAY OF JULY 2021.

ATTEST:

_____, Secretary