

**STANTON FARMS TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
July 12, 2021**

A Regular Meeting of the Board of Directors for The Stanton Farms Townhomes Association was held on Monday July 12, 2021 via Zoom teleconference due to COVID-19.

- I. **Roll Call, Call to Order** –President Garfield called the meeting to order at 7:01 PM. Members present: Gerald (Jerry) Garfield, Pat Fenton. Others present: Thirty Eight (38) residents in attendance, Kathy Christensen, CMCA, AMS, PCAM, and Jeffann Bullock 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. **Appointment to fill newly created Board Member Positions** – Kathy Hyland was appointed for a three year term to end 12/2024; and Nancy Brown, two year term to end 12/2023. Per the Bylaws, Vikki Getzen's Board position was vacated because of litigation she is bringing against the Association. A replacement will be sought from within the community.
- III. **Assign Board Officer positions** – Jerry Garfield President, Kathy Hyland Vice President, Pat Fenton Secretary, and Nancy Brown Board Member.
- IV. **State of Stanton Farms Townhomes Community & Homeowner Education 10 Minutes** – Update on the re-roofing project. Three buildings (10389, 10500, 10510) are yet to be completed due to unavailability of materials. It is hoped that the remaining buildings will be completed within the next few months once product is available. As soon as the roofs are completed, downspout and gutter replacement as well as painting of these will follow. Concrete work will start next week and should take about two weeks to complete. Then the asphalt work will begin. Repair work for the exterior painting is also starting in the next few weeks. Bush trimming was started last week. Residents were reminded not to interfere with the contractors.
- V. **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 June 7, 2021, as presented. Motion passed without objection, unanimously.
- VI. **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 June 30, 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 Brown to approve the unaudited June 2021 financials as written. Motion passed without objection, unanimously.
- VII. **Committee Reports**
 1. Newsletter – Nothing new to report.
 2. Landscape Committee – Nothing new to report.
- VIII. **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 be able to perform 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 a long term policy to deal with noxious weeds in our community including budget requirements. Follow State and Local County compliance.
 4. Concrete is scheduled to begin Monday July 19th. This should take two weeks, weather permitting.
 5. Asphalt work to follow concrete work.
 6. Repair and exterior paint project to begin soon on Buildings 10537, 10547, 10557, 10567, 10577, and 10587.

IX. New Business

1. Approve asphalt work for 2021 --The contract was awarded to Western Maintenance. The contract came back at \$14,400 which is below budget. A motion was made by Director Garfield and seconded by Director Fenton to approve the Western Maintenance asphalt and concrete proposal. Motion passed without objection unanimously.
2. Remove dying cottonwood trees by the end of the month near buildings 10239, 10329, 10537 and 10547.
3. Plant new trees in appropriate locations to be cared for by the homeowners near the new trees. Four new trees are planned for installation.
4. All Board Members will review the report created by the survey committee.
5. Send ideas/requests for 2022 budget no later than July 31st.

X. Architectural Requests

1. 10339-C Request to install Air Conditioning Unit - Approved
2. 10369-C Request to replace garage door with new style - Approved
3. 10510 -B Request for patio awning – Approved with the requirement that a maintenance covenant be filed.
4. 10517-C Request to replace doors and windows with like kind & color – Approved
5. 10269-C Landscape request – Need additional information like size and materials used.

XI. Homeowner Correspondence – None

XII. Homeowners Hearings – None

XIII. Open Forum —The following topics were discussed 1) Doug Stephens 10259 A – Wants a copy of the gutter contract and wants to know a specific date his gutters were going to be replaced. He also wanted to know when the grass would be mowed behind his house. Doug was told that work orders were taken out for these items and that he should submit a Record Request for the contract. 2) Pam Robinson 10577 D – Wanted to know if her front sidewalk is on the list for concrete replacement this year. When will the 2020 draft of the audit be ready? (Anticipated completion by the next Board Meeting.) Since the County and the State restrictions have been lifted can we go back to in person meetings? Meeting will continue via Zoom due to COVID. 3) Carl Renner 10249 C – Wanted to know if the concrete has rebar or wire mesh. 4) Vikki Getzen 10239 D – Brought up the new regulations regarding flags and signs. The HOA cannot restrict the type of flag but can restrict how many flags and the size of the flags and signs.

XIV. Executive Session – The Board entered Executive Session at 8:10 PM to discuss attorney privileged information pertaining to collection matters. The meeting was reconvened at 8:25 PM. The following accounts will be sent to legal per the collection policy: 37446, 36581, 26829, 36690, 36818, 36743, 36848, and 36871.

XV. Adjournment – There being no further business to come before the Board, upon motion duly made, seconded and passed unanimously, the meeting was adjourned at 8:26 PM.

The next Regular Board meeting will be held on Monday, August 9, 2021, beginning at 7 PM via Zoom due to the COVID-19 pandemic.

Submitted by,
Jeffann Bullock
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 9th DAY OF AUGUST 2021.

ATTEST:

_____, Secretary