

MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: February 21, 2013
Place: Parker Senior Center
Attendees: President – Dave McKnab – Not Present
Vice President – Larry Poffenberger – Present
Treasurer – Jim Whitis – Present
Secretary – Sue Leonard -- Present
Member at Large – Britain Weise – Not Present
Property Manager – Laura Williams – Present

Minutes of Town and Country Village Homeowners Association, Inc.

1. Call to Order

Meeting called to order at 7:00 PM by Larry Poffenberger

2. Approval of Minutes

The minutes from the January 2013 Board Meeting were approved as presented.

3. Financial

Larry reported that the current financial reports were available at the front table.

4. Homeowner Communication

- A.** A homeowner said she had been reading the minutes and asked “Who is Ed?” Ed Dlugockecki answered that he is the Project Supervisor and Quality Control Officer of the current wood repair, paint and roofing projects.
- B.** She also wondered where she could find the Board Meeting Minutes from July. Sue Leonard replied that July is always the Annual Meeting month and therefore, the minutes can be found on the HOA website under Annual Minutes.
- C.** She also wanted to know if there had been a bidding process for the wood repairs and which company is doing the repairs. Laura Williams stated the Western Ventures is doing the wood repair because their employees are so familiar with working on the property. Western Ventures is only being paid for the labor it takes to make the repairs. The HOA is buying all the required material.
- D.** She also stated that she did not think the roof shingles are of high quality. She wondered if there had been a bidding process for the roofing project? Laura Williams stated that the bidding process was done two years ago. Tennant Roofing was awarded the bid and the HOA has been very satisfied with the quality of the work.

5. Old Business

A. Paint 2012 Project

- 1.** Town & Country Village HOA consists of 83 residential and 7 non-residential structures. Currently, 54 residential structures consisting of 355 units and 6 non-residential structures have been painted. The Paint 2012 Project is approximately **70.8%** completed. Carpentry and painting project work delays due to weather events this year so far amount to 5 workdays in addition to 46 workdays in 2012.
- 2.** CertaPro Painting recognizes some entryway door painting is needed on recently completed buildings. Workers will post affected units so homeowners can be informed and allow doors to be open during painting. Door painting typically is done on Fridays & Saturdays, weather permitting. Work notification postings will be provided to inform HOA residents when both carpentry and painting will be performed on all affected residences.

B. Roof 2012 Project

- 1.** Roofing operations have also restarted after having delays attributable to weather & rooftop conditions. To date, 41 residential structures had roof replacement or repairs. This is approximately **49.3%** completion of Town & Country Village HOA’s residential structures with the exception of some gutter/downspout work. Roof work postings will

be provided to all homeowners & residents explaining when work is scheduled and will include parking limitations, if any, due to needed construction access. **It is important to note Town of Parker Building Department permits are required to remain affixed when attached to units by ordinance. The information reflected on these permits is on public record. Permits are only to be removed after Town of Parker Building Department final inspections have been completed.**

2. Mentioned previously at the last HOA board meeting, all contractors involved with carpentry, painting & roofing are using industry approved safety measures and exercising precautions during all work actions. We ask all homeowners and residents to help these contractors prevent damage to your exterior personal property by removing items such as but not limited to: patio lounge chairs, tables, planters or any item that could be damaged in the event of accidental falling construction materials or painting operations. **Access to your units' exterior surfaces is needed by these contractors to perform their work and include: entryway doors, backyards and sheds exterior surfaces. Please remove all items to include: BBQ's, trash containers, planters or other obstacles away from these exterior surfaces. CertaPro Painting, Western Venture, Tennant Roofing and the Town & Country Village HOA will not be responsible for damage to any personal or private property not properly secured and/or covered during the time of work performance. Please ensure your backyard is clear of hazards such as debris and dog excrement if present. The HOA is also concerned about unsupervised children playing around construction areas and asks all parents to supervise and limit their children's exposure in those areas for the sake of safety.**
3. Again, Town & Country Village HOA board members, Laura Williams, Ed Dlugokecki and all contractors realize the temporary inconveniences these projects may cause and wish to thank all homeowners and residents for their cooperation, help and understanding. These necessary actions will not only improve our community but also our property values.

B. Landscaping Project

There is no current update for this project.

C. Rental Procedures

After a brief discussion of the Leasing, Rental and Tenant Screening Rules and Regulations for T&C HOA which is recommended by the CCAI, Colorado Community Association Institute, the HOA Board voted to accept the document.

D. New Policy & Procedure—Inspection and Copying of Assn Records

Another document which the CCAI recommended for HOAs to adopt is Policy and Procedure Inspection and Copying of Association Records. Myra Lansky, HOA attorney, wrote the policy and procedure for Town and Country Village HOA. After a brief discussion, the Board voted to accept the document.

6. New Business

Laura Williams stated that she had been investigating the design of new HOA property signs. Since the HOA has four property signs, she stated she is looking to replace them with a new design. She stated that she had been working with a designer who had designed 6 signs. She asked the Board to pick 2 designs so the designer can give a price for the signs. She stated that new signs would cost approximately \$10,000. The Board did select 2 designs to be priced. The Board will discuss signs at the next meeting.

7. Open Forum

None

Meeting adjourned at 7:16 PM. The next Board meeting will be March 21, 2013 at 7 PM at the Parker Senior Center.