

MINUTES SUBJECT TO NEXT BOARD MEETING APPROVAL

Date: March 15, 2012
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 –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 February 2012 Board Meetings were approved as presented.

3. Financial

Larry reported that the current financial reports were available at the front table. Jim Whitis reported although the water bill is up, the HOA budget has been able to withstand the increases and remain in the black! Jim also reported that the HOA Tax return has been reviewed by the state and federal authorities who concluded that the HOA does not owe any additional taxes!

4. Homeowner Communication

- A. Longs Way Homeowner stated that her driveway is rising creating a tripping hazard and the homeowner feels the driveway needs to be re-poured. She brought pictures on her phone of the driveway. Laura Williams stated that typically when moisture from snow or rain is absorbed, concrete in the HOA heaves because of the bentonite in the clay soil. She stated she and Ed are planning a walking tour next week and will examine the problem then.
- B. Briarwood Court Homeowner suggested the dirt left after the snow melted should be cleaned up to improve the first-impression views of potential homebuyers. Laura stated that the cleanup will be done next week.
- C. Longs Way Homeowner stated that she had observed some suspicious behavior in the driveway close to her unit. Laura stated she would contact that unit's owner regarding the incident.

5. Old Business

A. Painting Project

Ed Dlugokecki, HOA Agent, explained the nuances of the painting project. Ed presented the finalized copy of the painting project specs and the Request For Proposal, "RFP" to the Board. The Board voted to accept the specs and RFP and proceed with the project.

1. Town and Country Village HOA board members approved the Paint 2012 Project RFP and after additional review by the HOA's attorney, the HOA gave authorization to publish and distribute.
2. The RFP was distributed to thirteen potential paint-contracting companies. Companies invited to participate have varying project experience with multi-family communities and/or are affiliated with the Rocky Mountain Chapter of the Community Associations Institute. Seven companies responded by sending the Town and Country Village HOA bids, one company withdrew from project participation and the remaining five companies did not respond.

3. Project pricing for paint materials was negotiated with a manufacturer able to provide Town & Country Village HOA with a 10-year paint warranty. Quality Control checks will be performed throughout the entire painting project to assure proper paint thickness is achieved and application process is used to obtain manufacturer warranty.
4. The bid packets received will be analyzed and examined by Town and Country Village HOA Board members. All information provided will be checked to include references supplied. Information will be organized and collated for side-by-side comparisons. Additionally, "Due Diligence" checks will be performed on the responding candidates so the HOA board members will be able to select the company who is capable of meeting project expectations include but are not limited to: product durability, maximum warranty on both materials and workmanship, minimum resident impact and ability to perform within project budget.
5. The board voted to request that Ed review the bids and make recommendations which company best meets our qualifications. The Board will meet on Tuesday, March 30, 2012 at the HOA office to discuss Ed's recommendations and to decide which company the Board will authorize to begin the Painting Project. Letters will be sent to the companies with the Board's decision.

B. Landscaping Project

The Board voted to proceed with the Landscaping Project for the xeriscaping and zeroscaping of the two test areas this spring/summer. This project will be performed secondary to the painting project.

6. New Business

Laura stated that she will be on vacation March 23rd through April 2nd. Jennifer Miller will be working in the office at times and Ed will have the emergency pager during her absence.

7. Open Forum

None

Meeting adjourned at 7: 34 PM. The next Board meeting will be April 19, 2012 at 7 PM at the Parker Senior Center.