

**PRELIMINARY MINUTES**  
**SUBJECT TO NEXT BOARD MEETING APPROVAL**

*Date:* October 15<sup>th</sup>, 2020

*Place:* **ZOOM VIDEO CONFERENCE**

*Attendees:* President –Joe Derdul– Present  
Vice President– Debbie Miller – Present  
Treasurer – Lowell Willock – Present  
Secretary – Pat Ross – Present  
Member – Rebecca MacLean - Present  
Community Manager – Laura Williams –Present

**Minutes of Town and Country Village Homeowners Association, Inc.**

**1. Call to Order.**

Meeting called to order at 6.20 PM by Joe Derdul went straight into executive session  
To discuss a collections matter. Closed executive session at 6:59.  
Open Session called to order at 7:00 pm.

**2. Approval of Minutes -**

The minutes from the August 20, 2020 were approved with changes by the Board members.

**3. Vendor Reports -**

- Colorado Asphalt Works Inc. Voted on by the board as our vendor contracted to complete the VW drain pan replacement.
- Integrity Home Improvement was awarded the contract to replace the damaged retaining FW wall.
- Matt's Maintenance Tree Service bid was approved by the board to remove or trim 5 dead trees. This was not a unanimous vote by the board  
4 votes for and 1 vote against.

**4. Financial.**

Lowell Willock went over the monthly financial report for September 2020.

- Outstanding A/R amount to date was corrected from \$0.00 to \$10,114.19.  
Correction was an admin error – no financial changes made.
- 4 Units sold/Transferred – Currently, if a unit is put up for sale, it is under contract within 5-7 days.
- We no longer collect or keep any monies at the Community Managers Office.
- Expenditures from the Reserve Fund in September were \$10,762.76. The funds were used for paint touch up and for the new walls throughout Town & Country Village.

## **5. Homeowners Communication.**

- BF Homeowner deck removal - Contesting Violation sent 8/2020 stating deck was removed and steps were added without permission of Town & Country. Contesting shed pulling away from building because of deck and support being removed. This is still ongoing and requires further investigation.
- Foxwood Homeowner asked if an employee had his late HOA fees waived as a condition of his employment at Town & Country Village. The board advised No, that was not a condition of his employment.
- Homeowner stated she thought the Board was doing "Great Work"
- SL Window Replacement. Homeowner requested additional time to get correct window installed. Additional time was granted by the board. Windows will need to be replaced by December 15, 2020.

## **6. Manager Report**

- A.** Met with Engineer regarding concerns with Sheds.
- B.** BF Sidewalk has been replaced – project complete.
- C.** Pool closed and winterized.
- D.** We have a new lockbox vendor Citywide Banks.
- E.** Worked with CPA on new budget form/new system.
- F.** Tree Removal Bid – Bid presented to board and decision made.
- G.** FW Wall - Retaining wall is damaged. Bid for replacement presented to board for vote.
- H.** Utility Stanchions (Century Link, Comcast, IREA) - On going
- I.** Warranty Work on Paint – CertaPro will be completing touch up painting
- J.** BW Walls – On going
- K.** VW Drainage ditch – Additional bid presented; decision made.
- M.** Driveway Replacement List – Based on condition – \$20,000 dollars available
- N.** RW19724 Window – Permission Given but contractor installed incorrect Windows – Correct windows have finally been installed.
- O.** Change in lockbox address via Citywide - Outside vendor paying postage for mailing. Mailing by end of October2020, effective November 15, 2020.

## **7. Old Business. None**

## **8. New Business.**

### **A. Rules & Regulations.**

Four New Rules & Regulations have been voted on and approved. Laura will send the updates out to all Homeowners -

### **B. Snow Removal. Mechanical versus Snow shovelers.**

Discussions on mechanical devices versus Shovelers -ongoing

### **C. New Insurance Quotes.**

Looking at other vendors to requote the Master Insurance Policy. Updates will be provided during the November Monthly Board Meeting.

**D. New Collection Policy** - Citywide Banks has a new lockbox vendor. A letter from the HOA along FAQs will be mailed to all homeowners by the end of the month to be effective November 15, 2020.

**Suggestions for Future Business.**

- Installing Cameras around Town & Country Village.
- Walk through prior to Sale of New Home
- Statements/Invoices
- Dog DNA Research
- Pool Gate Lock
- Mass Texting Program

Meeting adjourned at 8:25 P.M.

The next Board Meeting will be November, 19 2020 at 6pm with the open session beginning at 7pm.

**Due to the Corona Virus Concerns and the safety of everyone the monthly meetings are currently being held via ZOOM video Conferencing.**