

**Painters Ridge Owners Association
Minutes – Board of Directors Meeting**

March 28, 2017

Philip S. Miller Library – Bank Room East
100 South Wilcox Street
Castle Rock, CO 80104

Painters Ridge Owners Association Board of Directors, Community Manager, and Master Delegate

<p>Charles Hackard President 3955 Lions Paw St 303-393-1246 (Home) charleshackard@centurylink.net</p> <p>Liaison to residents on Gentry Pl, Hardrock Pl, and Inwood Pl</p>	<p>Dan Hampton Vice President 4295 Lions Paw St 214-914-6549 (Mobile) 6daniel@earthlink.net</p> <p>Liaison to residents on Dewfrost Pl, Elm Fork Pl, and 4207–4425 Lions Paw St</p>	<p>John Topolnicki Secretary 1360 Chalk Hill Pl 720-733-9355 (Home) 303-961-3662 (Mobile) noblemoki@msn.com</p> <p>Liaison to residents on Bellgreen Pl, Chalk Hill Pl, and 4079–4135 Lions Paw St</p>
<p>Amy Chouinard Treasurer 1462 Fox Hollow Pl 303-565-0500 (Mobile) abishop3@comcast.net</p> <p>Liaison to residents on Fox Hollow Pl, and 4469–4801 Lions Paw St</p>	<p>Shaun Martin Member-At-Large & Chairman Design Review Committee 1335 Ash Hollow Pl 303-993-3755 (Home) 505-328-0199 (Mobile) 828sgm@gmail.com</p> <p>Liaison to residents on Ash Hollow Pl, and 3921–4045 Lions Paw St</p>	<p>Donald Wilden, CMCA Community Association Manager Action Management, LLC 7200 E Dry Creek Rd - Suite F-101 Centennial CO 80112 720-974-0247 (Work) 303-779-5242 (Fax) don@actionmanagementco.com</p>
<p>Painters Ridge Delegate to the Master Association</p>	<p>Arlin Shepard 1438 Hardrock Pl</p>	<p>303-773-1334 (Home) 720-351-1356 (Mobile) ashep1@comcast.net</p>

As used in this document, “PR” means Painters Ridge; “PROA” and “Association” both mean Painters Ridge Owners Association; “Member” and “Owner” both mean a person owning property within PROA boundaries; Resident means a person living within PROA boundaries; “Board” means Painters Ridge Board of Directors; Director means a person elected to the Board; “PR-DRC” means the PROA Design Review Committee; “CVR” means Crystal Valley Ranch; “Master” and “CVRMA” both mean the Crystal Valley Ranch Master Association; M-DRC means the Master Design Review Committee. Agendas may be revised during meetings. Director votes will be upon motion without seconds and will be recorded as yes-no-abstained (example 3-1-1). The Board encourages orderly input from all persons attending meetings subject to time constraints. Members and their agents will have opportunity to address the Board before Directors vote on a matter being considered. When there are opposing views, the Board can impose time constraints on a reasonable number of persons to speak on each side of the subject. Persons wishing to speak should raise their hand and wait to be recognized by the Board President.

- 1. Call meeting to order. (President Hackard)**

The meeting started 6:34 p.m.

2. Certification of notice of Board Meeting. (Secretary Topolnicki)

On March 22, 2017 notice of the rescheduling of the March 21st meeting until Tuesday March 28, 2017 with this agenda attached was emailed to Members and Residents that have agreed to receive Association communications by email. Notice of the rescheduling of the meeting and this agenda were posted on the Association website on March 22, 2017.

3. Recording of persons attending the meeting. (Secretary Topolnicki)

<i>Chuck Hackard</i>	<i>Director</i>	<i>Shaun Martin</i>	<i>Director</i>
<i>Dan Hampton</i>	<i>Director</i>	<i>Don Wilden</i>	<i>Manager</i>
<i>John Topolnicki</i>	<i>Director</i>	<i>Dick Brust</i>	<i>Member</i>
<i>Amy Chouinard</i>	<i>Director</i>		

4. Ratification of quorum. (Secretary Topolnicki)
(Three Directors must be present before official business and voting can occur.)

Director Topolnicki confirmed that five of the five Directors were present at the meeting; therefore the quorum requirement of three Directors was satisfied.

5. Ratification and approval of minutes: (Secretary Topolnicki & Directors)

a. Board ratification of the January 17, 2017 Member 2017 Budget Approval Meeting minutes.

Minutes have been approved by email votes from the Members attending the meeting as follow:

<i>Chuck Hackard</i>	<i>Member voted</i>	YES	<i>on 02-13-2017</i>
<i>Dan Hampton</i>	<i>Member voted</i>	YES	<i>on 02-17-2017</i>
<i>John Topolnicki</i>	<i>Member voted</i>	YES	<i>on 02-13-2017</i>
<i>Amy Chouinard</i>	<i>Member voted</i>	YES	<i>on 02-17-2017</i>
<i>Richard (Dick) Brust</i>	<i>Member voted</i>	YES	<i>on 02-13-2017</i>
<i>Brian & Gina Bates</i>	<i>Member(s) voted</i>	YES	<i>on 02-13-2017</i>
<i>Bryann & Dennis Finn</i>	<i>Member(s) voted</i>	YES	<i>on 02-12-2017</i>
<i>Frank Beck</i>	<i>Member voted</i>	YES	<i>on 02-13-2017</i>

After review the Directors ratified the email approval of the minutes 4-0-1. Director Martin abstained because he was not present at the January 17, 2017 Member 2017 Budget Approval Meeting.

b. Board review & approval of the January 17, 2017 Board Meeting minutes.

After review the Directors approved the minutes 4-0-1. Director Martin abstained because he was not present at the January 17, 2017 Board meeting.

6. Review & approval of financial reports, bank statements, and invoices: (Treasurer Chouinard & Directors) (Note: Income/Expense and Balance Sheets will be posted on the PR Association website after approval.)

a. January 2017.

After review by the Directors and Manager, and with an approval recommendation from Director/Treasurer Chouinard, the Directors approved the financial reports 5-0-0.

b. February 2017.

After review by the Directors and Manager, and with an approval recommendation from Director/Treasurer Chouinard, the Directors approved the financial reports 5-0-0.

7. Ratification of Board actions since last scheduled meeting of the Board: (Directors)

a. Publication of financial records.

Motion: Only Income/Expense and Balance Sheets that do not contain account numbers shall be posted on the Painters Ridge Owners Association website under the designated heading "Financial Reports". No financial or bank records will be attachments to meeting minutes, but reference will be made in minutes directing Members/Residents to the financial records posted on the website.

Note: there were no financial records posted on the Association's website that contained sensitive financial or bank data under the current Board's tenure. This motion is a future safeguard measure.

Email vote of the Directors:

<i>Chuck Hackard</i>	<i>voted</i>	YES	<i>by email on 01-26-2017</i>
<i>Dan Hampton</i>	<i>voted</i>	YES	<i>by email on 01-25-2017</i>
<i>John Topolnicki</i>	<i>voted</i>	YES	<i>by email on 01-25-2017</i>
<i>Amy Chouinard</i>	<i>voted</i>	YES	<i>by email on 01-25-2017</i>
<i>Shaun Martin</i>	<i>voted</i>	YES	<i>by email on 01-25-2017</i>

After review the Directors ratified 5-0-0 the email vote.

Director Topolnicki will draft a Policy in accordance with the motions to be reviewed by the Directors for suggested edits and decision re converting the above motions into a Policy at the next Board meeting. If the Directors decide to convert to a Policy, the edited draft will be signed and dated by the Board President and become an official record of the Association and posted on the Association's website. (See Draft - Attachment #1)

b. Snow plowing.

Policy - Motion #1 -

Painters Ridge streets, cul-de-sacs, and sidewalks are owned and maintained by the Town of Castle Rock. Because of liability issues and to preserve financial reserves of the Association, Painters Ridge Owners Association funds shall not be spent for the private plowing of Painters Ridge streets, cul-de-sacs, or sidewalks. The Board will continue to monitor the level of service received by the Town of Castle Rock, and will maintaining communications with the Street Operations Superintendent regarding the level, manner, and quality of service received.

Motion #2 -

Periodic email communications will be sent to Painters Ridge Members and Residents, and requests made in the Association's newsletter, seeking volunteers to assist Residents with snow removal in cases of emergency, potential emergency, or other important need that exceeds inconvenience. Volunteers will be asked to give permission for their contact information to be disseminated to Painters Ridge Members and Residents by blast email and by posting on the Association's website.

Motion #3 - *Director Dan Hampton will attempt to persuade William Mast (Castle Rock Town Street Operations Superintendent) to arrange for priority 1 plowing of the entire length of Lions Paw and not just the bus route to the intersection of Lions Paw and Desert Rose.*

Email vote of the Directors as to all three motions above:

<i>Chuck Hackard</i>	<i>voted</i>	YES	<i>on 01-28-2017</i>
<i>Dan Hampton</i>	<i>voted</i>	YES	<i>on 01-28-2017</i>
<i>John Topolnicki</i>	<i>voted</i>	YES	<i>on 01-28-2017</i>
<i>Amy Chouinard</i>	<i>voted</i>	YES	<i>on 01-29-2017</i>
<i>Shaun Martin</i>	<i>voted</i>	YES	<i>on 02-01-2017</i>

After review the Directors ratified 5-0-0 the email vote as to all three motions

*Director Topolnicki will draft a Policy in accordance with the motions to be reviewed by the Directors for suggested edits and decision re converting the above motions into a Policy at the next Board meeting. If the Directors decide to convert to a Policy, the edited draft will be signed and dated by the Board President and become an official record of the Association and posted on the Association's website. (See **Draft - Attachment #2**)*

c. **Engagement approval re bid from N. F. Foss, CPA, PC to do the P.R. Association's 2016 taxes and the annual "compilation" which is the lesser form of audit, required by the by-laws.**

Fees are estimated to range from \$300 to \$350 for the compilation services and financial statement preparation, and \$300 for the tax return preparation. Out-of-pocket costs and expenses such as report production, word processing, postage, travel, etc. will be billed and are estimated to be \$0 to \$100.

Email vote of the Directors:

<i>Chuck Hackard</i>	<i>voted</i>	YES	<i>on 02-01-2017</i>
<i>Dan Hampton</i>	<i>voted</i>	YES	<i>on 02-01-2017</i>
<i>John Topolnicki</i>	<i>voted</i>	YES	<i>on 02-01-2017</i>
<i>Amy Chouinard</i>	<i>voted</i>	YES	<i>on 02-02-2017</i>
<i>Shaun Martin</i>	<i>did not vote</i>		

After review the Directors ratified 5-0-0 the email vote.

8. **Open communication & inquiry session - Directors' responses. (Members, Residents, Directors, Manager, and other Attendees)**

None

9. **Follow-up relating to communications received after the last Board meeting. (Directors)**

a. **Inquiry re curb parking within Painters Ridge.**

I would appreciate that if you have a driveway (most have a three car) can you please use it. The street is narrow enough. Especially when it snows, it hinders the cleaning and plowing of Lions Paw. With the slope of Lions Paw it is dangerous to have unnecessary vehicles taking up half of a lane. I completely understand about parties and gatherings, but just to do it because it makes the neighborhood look cluttered. Then people visiting are weaving in and out of the lane to avoid the cars taking up half a lane. Have respect, and use your driveway or garages for that purpose! Thank you

After discussion the Directors authorized Director Topolnicki to draft a response for Board review and editing that can be used in a blast email to Member/Residents and in the next Newsletter. (See attachment #3)

10. **President's report: (President Hackard)**

a. **Status of locating missing Board Meeting minutes.**

Updated spreadsheet was given to Manager Wilden for him to use in searching Association records in his possession in an attempt to locate additional missing minutes and agendas.

b. Review, scanning, and disposal of Association documents and records.

This is an ongoing project.

c. Organization of the Annual Membership meeting to be held on April 18, 2017 at the Pinnacle beginning at 6:30 p.m.

Meeting notice, agenda, and proxy were reviewed and approved by the Directors. Manager will ensure snail mail and delivery of all three by email on March 30, 2017. Director Chouinard will post all three on Association's website on March 30, 2017.

Minutes from the April 19, 2016 Annual Member Meeting have already been approved by email vote of the Members attending the April 19, 2016 meeting. These minutes will be emailed to Members for their review prior to the April 18, 2017 meeting. A ratification vote will be taken by Members attending the April 18, 2017 meeting re accepting, or not, the prior Member Attendee email vote.

Director Topolnicki volunteered to prepare a report of activities and accomplishments of the Painters Ridge Owners Association April 19, 2016 through April 17, 2017, to be emailed to Members/Residents for review prior to the meeting. Attendees will be asked in the email to read the report for themselves prior to the meeting, and to ask questions that will be addressed by the Directors at the meeting, rather than taking time at the meeting to go over the entire report.

d. Setting of Board meeting immediately following Annual meeting.

The Directors agreed that a Board meeting should be held immediately following the Annual Member Meeting. The Directors present at the March 28, 2017 Board meeting will vote re adoption of the March 28, 2017 minutes prior to installation of the two newly elected (or re-elected) Directors. The installed Board will then elect officers and appoint the Chairperson of the PR Design Review Committee.

11. Vice President's report: (Director/Vice President Hampton)

a. Meeting with Castle Rock Postmaster re mail theft and late delivery of mail.

*Director Hampton briefly discussed **attachments #4-a and #4-b**. Mail delivery is now occurring earlier and mail found scattered on Lyons Paw during theft of mail from mailboxes is being returned by the post office to PR Residents.*

b. Meeting with Castle Rock Staff re private snow plowing within Painters Ridge.

*Director Hampton briefly discussed **attachment #5**. Directors will continue to monitor the quality of plowing.*

12. Secretary's report: (*Secretary Topolnicki*)

- a. Report re Colorado Department of Transportation (CDOT) meeting on Thursday January 26, 2016 from 5:00 p.m. till 7:00 p.m. in Kirk Hall at the Douglas County Fairgrounds for public input concerning plans to improve highway I-25 from Lone Tree to Monument Colorado.**

Director Topolnicki briefly discussed attachment #6.

- b. Report re new fire station (to be located just east and north of the Crystal Valley Pkwy bridge) meeting on February 1, 2017 from 6:00 to 8:00 p.m. at Plum Creek Country Club, 331 Players Club Dr.**

Director Topolnicki briefly discussed attachment #7.

- c. Board review, discussion, and possible adoption of Director Topolnicki's suggested revisions to Records Retention Policy suggested by Action Management.**

Director Topolnicki discussed statutory law provided to him by Manager Wilden. Statutes list what records must be retained by the Association. Director Topolnicki requested the other Directors and Manager to review the mandatory list in the statutes, and to email him suggesting additional records to be maintained even if not mandatory. After receiving the suggestions, Director Topolnicki will draft a records policy for the Directors and Manager to review for additional edits. When editing is completed a final draft will be presented to the Directors for vote on adoption.

- d. Status of Member/Resident contact information - Use and dissemination.**

A final draft was presented to the Directors for review. No additional edits were suggested. The Directors approved the Policy 5-0-0. President Hackard signed the Policy with an adoption date of March 28, 2017. The Policy is an official record of the Association and will be posted on the Associations website. (See attachment #8)

13. Treasurer's report: (*Treasurer Chouinard & Manager Wilden*)

- a. Status of bank accounts.**

As of 3/28/17:

Citywide Checking - \$7,290.00

1st Bank Checking - \$10.00*

1st Bank Savings \$27,366.45

Total - \$27,666.45

*minimum amount needed to keep the account open at no cost in the event it is needed in the future

b. Association website.

The HOA website Maintenance & Hosting Agreements with Online Marketing Media, LLC have been finalized.

Director Chouinard explained the organizational changes she has made to the Association's website.

c. Association newsletter.

The next newsletter will be published in May.

14. Design Review Committee report: (Director/Chairman Martin)

a. Status of home construction at the property located at 1363 Hardrock Place.

Framing approximately 65% complete. Structure appears to be in compliance with plans as submitted and approved.

b. Update re Design Review Committee activities since last meeting of the PR Board.

1283 Ash Hollow Pl: Hot tub installation on west side patio. Approved by PR-DRC. Approved by Town of Castle Rock. Pending approval from CVR Master.

4759 Lions Paw: Painting of trim, field, and front door. Adding storm doors, replacing front door. Submitted field color virtual taupe. As of 3/18/17 Owners are considering changing the field color or deleting the field paint completely. PR-DRC approval pending revised color selection and storm door color / design submittal. Pending approval from CVR Master. 3/27/17 Owners elected to withdraw their request for painting of the exterior walls. PROA DRC approved the balance of the application for paint trim and front door.

4617 Lions Paw: Painting / staining wood columns, fascia, and soffit. PROA DRC approved their application. Pending approval from CVR Master.

1359 Fox Hollow: Landscape modifications at the north, west and east sides of house. PROA DRC approved the application on 3/27/17. Pending approval from CVR Master.

15. Manager's report: (Manager Wilden)

a. The following email blast was sent to Residents/Members on January 30, 2017.

A new fire station will be located on the northwest corner of Plum Creek Boulevard and Crystal Valley Parkway. Design is underway and opening is expected with 12 new staff members in early 2018. The public is invited to view preliminary designs, talk with firefighters, and give feedback re design on

February 1, 2017 from 6:00 to 8:00 p.m. at Plum Creek Country Club, 331 Players Club Dr., Castle Rock CO 80104.

16. Matters re Crystal Valley Ranch Master Association. (Directors)

a. February 21, 2017 Master Board meeting.

Director Topolnicki attended and reported that the Master Directors approved of him having their proposed revisions to Master Guidelines for Director Topolnicki to review and suggest conformations to Painters Ridge Guidelines.

b. March 21, 2017 Master Board meeting.

Director Topolnicki attended and reported that the Master Directors were very receptive to the conformations to Painters Ridge Guidelines that Director Topolnicki submitted to the Master Board, its Management Company, and its attorney. It appears that a cooperative working relationship now exists between the Master Directors and the Painters Ridge Owners Association.

Director Topolnicki discussed his draft of "Exterior Colors" revisions to PR Guidelines and asked the PR Directors to review and suggest edits. The Master Directors are considering allowing the PR DRC and Board of Directors to handle all matters related to exterior colors of paint, stain, stucco, brick, stone, roofing, and any other material upon the exterior of homes and any other structures located within the boundaries of the Painters Ridge Owners Association, without requiring involvement of the Master DRC or Board of Directors.

c. Update re pending Master and developer projects within Crystal Valley Ranch.

*Director Topolnicki briefly discussed **attachments #9 and #10** re entryway signs and landscaping, completion of Crystal Valley Parkway, completion of remodeling o Pinnacle, and additions to Pinnacle Park.*

17. Old business.

a. Update re T-Mobile cell tower location near water tank located within Crystal Valley. (Director Martin)

There is nothing new to report since Director Martin's report in the January 17, 2017 minutes. The Directors will continue to monitor.

b. Follow-up re suggested PR Board revisions to Crystal Valley Ranch Master Guidelines that were submitted to the Master Association September 19, 2016. (Director Topolnicki)

See Section 16 above for update.

c. Update on progress of Town Council's review of Town ordinances relating to group homes. (Director Topolnicki)

Director Topolnicki forgot to do status check with Town Staff. He will do so ASAP and get back to the Directors by email.

**d. Status of remodeling of PR entry monument. (Director Topolnicki)
(See attachments #9 and #10.)**

New sign installed but additional monument completion and landscaping is expected late spring 2017. Directors will continue to monitor.

**e. Status of completion of Pinnacle remodeling. (Director Topolnicki)
(See attachments #9 and #10.)**

Completion of remodeling is expected March 31, 2017.

**f. Status of expansion of Pinnacle Park. (Director Topolnicki)
(See attachments #9 and #10.)**

No noticeable progress re development of Pinnacle Park. Crystal Valley Ranch Investors (Raintree) is paying costs. Directors will continue to monitor.

g. Status of completion of four lanes on Crystal Valley Parkway. (Director Topolnicki) (See attachments #9 and #10.)

Asphalt has been laid. Completion expected late spring 2017.

h. Status of revision of PROA Design Standards & Guidelines for New Homes & Home Additions. (Director Topolnicki)

See Section 16 above.

Director Chouinard suggested considering publishing a new revision of the Guidelines incorporating any recent updates to-date that were not currently included (trash, paint form, DRC application, potentially the exterior colors) and to continue to work on the remaining sections over time. The Board should prioritize the project to finish the review/revision of the entire Guidelines with an established deadline with all BOD members assisting. The goal should be to eliminate the need to have separate documents on the website amending the Guidelines; a single document is a clearer, concise way to communicate expectations and requirements.

Director Topolnicki was encouraged to prioritize piece meal updating PR Guidelines in a new organizational format to make Member/Resident and DRC use of Guidelines more "user friendly". Directors (especially those who are members of the DRC) agreed to email Director Topolnicki their suggestions re sections of the Guidelines that are most immediate in need for revision.

18. New business.

None

19. Notice of future meetings.

a. Crystal Valley Ranch Master Association Board of Directors Meetings.

Meetings are held at 6:00 p.m. at the Pinnacle Community Center, 2160 Fox Haven Drive, on the second Tuesday of every month (except for December).

b. Painters Ridge Owners Association Board of Directors Meetings.

Meetings are presently held at 6:30 p.m. at the Pinnacle Community Center, 2160 Fox Haven Drive. Below are the dates, times, and locations for meetings of the Board of Directors for the remainder of 2017 and Annual meeting of the Member Owners.

Annual Member Meeting	April 18, 2017	6:30 p.m.	Pinnacle
Board of Directors Meeting	April 18, 2017	7:30 p.m.	Pinnacle
Board of Directors Meeting	May 16, 2017	6:30 p.m.	Pinnacle
Board of Directors Meeting	July 18, 2017	6:30 p.m.	Pinnacle
Board of Directors Meeting	September 19, 2017	6:30 p.m.	Pinnacle
Board of Directors Meeting	November 21, 2017	6:30 p.m.	Pinnacle
Special Director Meetings will be scheduled as needed			

20. Adjourn.

The meeting was adjourned at 7:52 p.m.

PREPARATION & CERTIFICATION OF APPROVED MINUTES

On April 18, 2017 at a public meeting of the PROA Board of Directors, these minutes were reviewed by and officially approved by a 5-0-0 vote of the Directors who were present at the March 28, 2017 meeting. These minutes and attachments thereto are official records of the PROA and will be posted on the Association's website.

John Topolnicki

(authorized electronic signature)

**By: John Topolnicki, Director/Secretary
Board of Directors
Painters Ridge Owners Association**

Attachments to these minutes are posted as separate documents in direct association with these minutes on the Association website. (Income/Expense and Balance Sheets are posted on the PR Association website under a separate category from these minutes.)

- #2 *Draft Policy - Snow Plowing - No Use of Association Funds re Section 7-b*
- #3 *Report – Parking on Painters Ridge streets re Section re Section 9-a*
- #4-a *Postmaster meeting report re Section 11-a*
- #4-b *Postmaster’s response to meeting re Section 11-a*
- #5 *Private snowplowing report re Section 11-b*
- #6 *I-25 improvement meeting report re Section 12-a*
- #7 *First station report re Section 12-b*
- #8 *Policy - Permitted Use of Owner & Resident Contact Information re Section 12-d*
- #9 *Raintree development update re Sections 16-c and 17-d thru g*
- #10 *Raintree project update re Section 16-c and 17-d thru g*