

Enclave at Broadmoor Glen Board of Director's Meeting July 8, 2015

Regular Meeting Minutes

**Board Members Present**

David Steward, Joan McIntyre and Pam Cartwright Susan O'Hara and Arthur Suckling

Other Persons Present: Kerry Cantrell – Z&R Property Management

Homeowners Present: Nancy Schwanz

The July 8, 2015 meeting of the Enclave at Broadmoor Glen Homeowner's Association was called to order at 10.03 a.m. The meeting was held at 4438 Spiceglen Drive, Colorado Springs, CO 80906.

**Open Forum:**

Nancy Schwanz was present and requested the removal of one tree and some overgrown bushes between her home and the property next door. The price for accomplishing this undertaken by Mountain High Tree company was \$225 for cutting down to the stump. Stump grinding down was another \$80. Overall cost for removal of the tree and replacement of shrubs was between \$ 200 to 300 dollars to be split with home owner and HOA.

Arthur thanked Pam Cartwright for undertaking sectorial duties for two meetings. He was out of the country for compassionate reasons.

Recently a past board member moved away and left with Arthur concrete tiles, down spouts and Masonite planks. These are stored under his deck for future use.

Joan noted that there were palates of tiles stored by a previous contractor and this should be checked to see how many of these remained.

Susan addressed the frequency of small expenses on the financial report. Commentary on the need for homeowners to contribute to the up-care of the areas they were responsible for on their property and make sure their call in requests were HOA responsibility. Arthur volunteered to write a letter to all encouraging attention to this area of responsibility.

Joan noted individuals ought to be sure what insurance covers their home and personal property in the home. The Point being what was covered by the HOA and what was personal.

Arthur posed the question of future financial planning noting that the reserve funds declining rather than increasing. The other direction was particularly needed in the light of the concerns regarding potential roof replacement in the future as the buildings grow in age.

General discussion on the past two months expenses ensued covering small repairs that seemed quite small such as caulking windows and gutter / down spout leaks. After discussion, it was decided to get a bid from Robinson's to check the entire complex for caulking once a year for caulking from building to window area. Windows were the responsibility of the owners.

Additionally, Joan recommended the problems with the size of gutters and down spouts was surveyed for the complex by a professional to estimate how many down spouts were needed to adequately carry downpours of rain. This will be looked into.

Arthur commented that there was quite a few new members moving into the area. Kerry does send them a welcome package. However, a list of Frequently Asked Questions (FAQ's) would be good to let people know the basics such as garbage recycle schedules etc. The board was asked to submit their ideas for a list to Susan to collate.

### **Approval of the March 11, 2015 Minutes**

The minutes were approved by Susan O'Hara and Joan McIntyre.

### **Managers Report**

Further discussion of specific details regarding repairs and how to manage these to save on expenses was discussed.

Joan requested a list of units painted since 2014 and those decks stained in 2015 to be put in the minutes for future reference. A comparison between the seven year and five year cycle is needed for the record.

The iron railings and gates needed to be maintained and painted.

### **Financial Report**

Mr. Kerry Cantrell, Z&R Property Management, presented the finance report and review of the Balance Sheets for period ending April 30th, 2015.

Operating Cash currently Held	\$ 4,470.39
Total Reserve Funds	\$193,192.00
Total Assets	\$213,598.91
Total Liabilities	\$ 23,651.00
Total Net Worth	\$189,947.91
Total Net Worth & Liabilities	\$213,598.91

### **New Business**

Joan has served as Member at Large for one year to fill a vacant seat. She suggested that home owners be encouraged to be invited for a one year term. This may help solve the problem of getting people to volunteer for a short term contribution.

The question of voting in between meetings by email was brought up. Kerry noted that board members must be voted in at the A.G.M. unless someone vacates the office. Big items in between meetings must have a unanimous vote of the board to be passed.

### **Old Business** None

**The next meeting** is scheduled for September 9, 2015, 10:00 a.m. Joan McIntyre home, 4418, Spiceglen Drive.

### **Motion to close the meeting**

Susan O'Hara moved to close the meeting at 11: 05 a.m. This was seconded by Joan McIntyre.

Arthur Suckling

Secretary: Enclave at Broadmoor Glen