

# Casolar HOA Board Meeting Minutes

October 18, 2022

The meeting was originally scheduled for 6:00 PM Zoom call. At 6:25 the meeting was called to order on the conference line.

Participating on the call:

- Brendan McCarthy left the call at 6:45
- Seanna Mulligan
- Mike Bailey
- Jon Gurka

## Minutes

August minutes have not been approved and Annual meeting minutes will be approved at the next annual meeting.

## New Business

- Elect Officers – delayed till all attendees are present.
- Treasurers report – HOA statements sent
- Motion to adopt Collection Policy and Conduct of Meeting Policy as advised by our attorney Candyce Cavanaugh of Orten Cavanaugh Holmes & Hunt, (see below) by Brendan and seconded by Mike

Adoption: **Casolar Del Norte Home Owners Association** Client ID: 1705.0001

## **Collection Policy and Covenant Enforcement Policy (prepared at the same time)**

(\$725 non-retainer/\$650 retainer)

This new law significantly changes procedures on collecting assessments and enforcing covenants. Changes to the collection process include notice that must be provided, a cap on interest rates for delinquent amounts, extended payment plans, and the Board action needed to refer collection accounts. Changes to the enforcement procedure include the following: notice and extended cure opportunities that must be provided; inspections to be conducted; fines that may be assessed; and timelines for hearings.

## **Conduct of Meeting Policy Update**

(\$395 non-retainer/\$365 retainer)

As mentioned above, this policy may require an update depending on its current language.

Discussion:

We believe our agreement with our legal firm allows us to do this at the retainer rate.

Seanna to respond to Candyce so we can maintain updates automatically ongoing.

Notice from Holmes & Hunt 6/9/2022

As you are likely already aware, HB 22-1137 (Homeowners' Association Board Accountability and Transparency) was signed by Governor Polis on June 3, 2022 and will become effective August 10, 2022. With this new law comes significant amendments to certain provisions in CCIOA. We recommend that all homeowner associations adopt new collection and covenant enforcement policies as soon as possible to ensure that the association is in compliance with the new mandates. Additionally, we recommend every association review its current conduct of meeting policy. If the conduct of meeting policy specifies reasons for going into an executive session, has detailed hearing information, or has detailed voting information, it may also need to be updated based on the new law.

Approved unanimously

## Old Business

- Wallner Project
  - Henke invoice that finalizes Wallner bond of \$4000 held by the HOA for landscaping restoration.
  - Email from Brendan:
    - I spoke to Jack about this and he is good with the HOA deducting the \$2,703 from his performance bond to pay that amount towards this bill from Henkes Landscape. That leaves \$1,297 of Jack's money in the HOA account which I said we could deduct from his 22-23 dues of \$2,520 so he'll owe \$1,223 in dues to the HOA which he'll pay. The \$195 for weeding in the area the HOA will pay on its own. And that leaves \$8648 for Jack to pay Henkes.
    - Henke invoice for \$11546.00 – due 10/4/2022 was sent to Brendan for review and discussion
  - Discussion:
    - HOA needs email from Jack Wallner confirming his agreement.
    - Brendan assured that the irrigation and other issues are covered by this invoice.
  - HOA agrees to this arrangement to resolve the bond allocation – unanimously.
- Email regarding election after 10/6 Annual meeting has not been sent. Mike will contact Reid and start the email.
- Discussion about purchasing an email program such as Constant Contact to correspond with the HOA shareholders. Need to find a more consistent way to communicate and make sure all our contacts are current
- Discussion about website and who will maintain the information.
  - Jon asked us to audit the information on website
  - Jon will contact Donna to see if she wants to continue that task or turn it over to him.
  - Value of the information that is on the website
  - After looking through the information we realized the all the budget information was already on the website. We need to direct our homeowners to use the website.
  - Schedule on the website has our conference call on it so interested parties can participate.
- Ongoing Schedule for meetings
  - Proposed that we continue with the second Monday of the month.
  - Move the time to 6:00 PM MST to accommodate winter schedule.
  - Use the conference call number for future meetings.
    - Mike proposed the above listed schedule and Seanna 2<sup>nd</sup>.
    - Agreed to unanimously.
- Discussion about staggered terms
  - Tabled till entire board is present to discuss
- Need to develop volunteer list
  - Need boots on the ground for landscaping but other projects could be done remotely.
- HOA Board would like letter written by past President resent to Bell and Russell. Mike to coordinate
- Develop calendar for 2022-2023.
  - Agreed to nomination period from 8/15 to 8/31 to meet HOA requirement to solicit nominations from the floor. Add this to our calendar
  - Agreed to Annual Meeting the week of 9/25/2023 so invoices can be current and budget numbers more accurate. Allow for time to get materials out to our shareholders 9/14/2023.
  - Date will be on the schedule/calendar
- Get 2022 budget on the website.
- Direct homeowners to website on a regular basis.

Next meeting is 11/14/2022 6:00 PM MST

Respectfully submitted Seanna Mulligan