

# **CASOLAR DEL NORTE HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING**

**January 4<sup>th</sup>, 2009**

A regular meeting of the Board of Directors of Casolar del Norte Homeowners Association was duly held January 4<sup>th</sup>, 2009 at 4PM MST. The following directors, constituting a quorum, participated in the meeting: Nancy Bigsby, John Uhley and Tracey Allan . Brendan McCarthy called in to say that he'd be about 30 minutes late but to begin the meeting without him. Mike was not present but Tracey called his home to try and track him down, but was told that he was out skiing by Margret. Margret said she would try and get a hold of Mike .

Nancy called the meeting to order at 4:11pm. With three board members present quorum was established. All present confirmed that they had received proper notice of the meeting.

Nancy presented the minutes of the last Board meeting (December 11th, 2009) and made a Motion that the minutes be approved. Tracey seconded the Motion. Motion passed.

4:13pm – Margret called to say that she could not get hold of Mike, but told us to go ahead and start the meeting without him.

### **Old business- Treasurer report.**

**Unpaid dues.**

John reported that while he was still waiting for the financial information to be transferred from Rebecca Flick that based on his email communications with her that everyone but the following three owners had made payment of annual dues. The following have not yet paid according to Rebecca:

Arnie & Jane Gregory, Mike Chojnowski, Kenneth Friedman

Nancy made a Motion that John mail each of these three and request payment of \$1900 + Any Applicable late fees. John suggested that he also call them first, but follow-up with written notice as may be required. John pointed out that some homeowners that he'd called to get payment from had indicated that they'd not gotten a dues bill and that if this was the case and they paid once noticed that he would waive the late fee. Motion seconded by Tracey. The Motion passed.

## **Financials and Taxes**

John reviewed that based on his communications with Rebecca that he expected a package containing the financials and related information early next week.

Tracey asked about taxes and tax filings. John said that they (Rebecca) had indicated earlier in the month that she and her folks had agreed to take care of the filing that was due in December since they were still in possession/control of the finances. He indicated that he expected to see whatever filing that Rebecca had indicated was due in late December 2008 to be included in the materials being sent his way this next week.

Nancy indicated that past state & federal returns were typically just filings and not amounts due (as we are a non-profit). John agreed that he would follow up at the next Board meeting once he'd had a chance to receive and digest the materials being sent.

## **PO Box and Bank Account**

John reviewed that he had opened a new PO Box (PO Box 2966 in the main Vail Post Office) as well as a bank account (5155505771 at the West Vail location of First Bank of Vail) for the Association. Some discussion of checks and dual signatures – not policed by the bank for this type of account occurred. John said that the bank won't police multi-signatures, but that we as a Board can make up a rule/guideline. The checks ordered can also have dual signature lines. Nancy made a Motion that any check over \$100 require dual signatures. Tracey seconded the Motion. Motion passed.

John made a Motion that he be reimbursed \$72 for the annual PO Box free that he paid out of pocket to open PO Box 2966 in Vail. Tracey seconded the Motion. Motion passed.

## **Web Site for HOA Communications**

John discussed his work on a Web site for the HOA. The current idea is to start with a very basic web site that can be used as a source of information for homeowners. The main page would be available to "the world" (even non home owners), but subpages under that would require a password to get to the information stored there. Current sub pages being considered include "Dues & Assessments", "Casolar Homeowner Roster" (online version of the phone book we've all be sent with names and contact info), "Casolar Board" (contact info for the Board), "Calendar / Notice of Meetings" (listing this years meetings as they are or have been scheduled), "Documents" ( articles of incorporation, bylaws, , declaration of covenants & restrictions, two different amendments to covenants and restrictions, rules and regulations). Documents will also contain Board meeting agendas and approved minutes.

Tracey asked about setting up a "parking space page". The idea is to provide an interactive place for all homeowners to check/update when they'd be around so that anyone needing an extra parking space beyond the two they have (inside garage and in front of their own garage) would be able to somehow coordinate with other homeowners for use of those spaces.. John pointed out that the basic web site didn't currently have

the database backend to support this type of functionality, but that a “round two” of the web site could expand to include this type of thing. Idea shelved for first round, but on table for inclusion in future web site expansion.

John indicated that this timetable was to try and have the first version up and running by the end of January. John also shared that he will need to spend around \$400 to \$500 annually to get a domain name and hosting facility to host the web site. John reiterated that his time in development is not being charged to the HOA and that he is not hosting this on his own company hardware to avoid any possible conflict of interest. Tracey made a Motion that John can spend up to \$500 on the third party costs associated with getting a domain name and web site hosting space for the year. Nancy seconded the Motion. Motion passed.

### **Old Business – Issue of hiring a management company for the HOA**

Nancy brought up the past Board’s desire to hire a management company for the HOA. Nancy’s contention is that we don’t need a management company because the new Board is mostly local and we do not at this time have a need to make such an expense. John agreed that he felt that since he was working on providing a better or alternative communication mechanism to the homeowners (web site) and since Brendan was already emailing the homeowners that he also didn’t feel the need for a management company. Nancy pointed out that since John would be dealing with financials and could, with Board approval, ask to use an accountant on an as-needed basis that the bulk of the reasons given for a management company were really already being handled. Tracey agreed and indicated that she felt that no further discussion was needed on this issue at this time. Tracey made a Motion that we do not need the services of management company. Motion was seconded by Nancy. Motion passed unanimously.

4:36pm Brendan joined the meeting. John reviewed the above meeting minutes to bring him up to speed.

### **Old Business - Communication with Homeowners**

Nancy stressed we want to communicate with owners. We want to give all Casolar homeowners the ability to easily access the issues and information that we as a Board are working on and to provide us with input or comment. Nancy suggested that since Brendan had already emailed out to the homeowners an intro letter from the Board that he follow it up this coming week with another letter stressing this point and letting them know that later this month we expected to have an operational web site for them to more easily access this information. Nancy also suggested that we resend the intro letter and this follow-up letter via hardcopy mail and indicate that future communications would be primarily through the web/email unless a specific homeowner requested hardcopy communication via US Postal. John said that as soon as he was able to get a soft copy of the Casolar phone book from Rebecca that he would forward it to Brendan.

### **Old Business – Budget Review**

Discussion transpired about budget. Nancy had wanted to review the line items for the budget but suggested that we postpone the review until a future meeting once we have financials . Nancy also suggested that any “found money” be moved into Reserve funds for the Association. Everyone present agreed this was a good idea and that we’d bring this up again at a future Board meeting.

### **Old Business – Pierce**

Review of Pierce project and our granting of approval. Brendan said he put it in minutes but didn’t generate a separate cover letter for Meg H. Tracey said she’d take the document from the last approved minutes and send a signature line version to Meg.

4:53pm – Margeret called again to say that she was able to get a hold of Mike but he would not be attending the meeting.

### **Old Business- Unresolved issues from previous board.**

Nancy hasn’t been able to touch base with Diane due to holidays. Nancy is going to request in writing from all of the old board members a written summary of any active issues or outstanding items to try and provide the new Board with continuity of issues/work. Nancy will follow-up with this.

In addition Nancy indicated that she was not comfortable approving the old Minutes of the Meeting from October as none of the current Board (except Mike who had not been in attendance to the December or January current Board meetings) were present for the meeting. Nancy made a Motion that we also request that members of the old Board review and let us know if the minutes were accurate and, pending their agreement to this fact, then we (the new Board) approve the meeting minutes. John seconded the Motion. Motion passed.

## **Old Business – Legal**

The Board discussed the role of Kathleen Eck as our legal council. Given the restructuring of the new Board it was agreed that while the past Board had used Kathleen to take minutes of the meeting and the like that the current Board feels that we'd prefer to utilize Kathleen in an 'as-needed' outside council role where her time and skills would be most useful to the Board. John brought up that it would be useful to get soft copies of any minutes from last year from Kathleen to put into the new web site for historical purposes. John expressed that he wanted approval from the Board to pay Kathleen for any outstanding invoices for services she may have rendered to the last Board. It was agreed that John would contact Kathleen to request this info and also to make sure that she had submitted any invoices for past work done for the Board to get her paid for all past services.

## **Old Business – Casolar Platt & Topo**

Some discussion of the whole easement/platt map/topo map problem ensued. From verbal communication with the previous Board it is the current Board's understanding that many of our homes recorded legal locations (Plat map) may be off from where our homes actually got built. In addition a topo map defining height/slope/elevation was apparently never done. The Town of Vail would like both done.

Nancy suggested that she would contact former Board Members and request that they summarize in writing their understanding and the work they've already done and work they had not had time to complete during their tenure on this issue.

Tracey is going to spearhead the job of trying to get a total cost on the work that might have to be done (probably by a surveyor company) to get an accurate Plat and Topo done as well as the costs associated with filing/updating with the county and town (and/or title companies?). The current Board's understanding is that no written estimates were acquired (just a few 'word of mouth' numbers that might not be all encompassing).

Everyone agreed that it would be a good idea to try and get this total cost number down for future meetings. Tracey is going to check with Inter Mountain Engineering and possible other surveyors. In addition she is also going to call TOV to see if we can setup a meeting with planners at Town of Vail to see if we do this what the Town might be willing to do for us in terms of zoning, future okay's on expansion requests and the like (e.g.: increase in density restriction).

Brendan expressed concern that he didn't think a density increase was a good thing (didn't want Casolar to be as wall-to-wall as the Town of Vail itself is). It was pointed out by Tracey that a Density restriction loosening may not increase number of units, just how large a unit can be.

### **Old Business – Hole at bottom of hill**

Brendan updated us on his looking into filling the hole at the bottom of the hill. Because of the snow/ice the hole is currently filled and we need to wait until it thaws in Spring to address the issue. He will work on this issue once the weather changes in Spring.

### **New Business – Parking**

Suggestion was made by Nancy to communicate possible future parking issues (at peak times to the homeowners). Nancy suggested that Brendan include this in his second letter from the Board. This letter should remind homeowners that every unit has two allotted spaces (one in garage, one outside garage). The idea is to say that if you are going to have more than this number of cars please try and talk to your neighbor to see if they are okay with your using the space in front of their Garage. It was also suggested that people be reminded that while in the summer there may be several “open spaces” that are not attached to a particular garage/unit that in the winter our snowplow service needs these areas to move/store snow. To avoid extra snowplow and backhaul fees that we might have to incur if there isn’t anywhere to store snow it’s really important that these areas not be blocked by cars.

### **New Business – Bear Proof garbage containers and timing.**

The Board has been told by the Town of Vail that they (TOV) are going to get a lot more aggressive about ticketing and fines for people who have not upgraded to bear-proof garbage containers. Nancy suggested that the Board also include another friendly reminder to all homeowners about this. John pointed out that the Town of Vail will fine/ticket on both the lack of bear proof container as well as containers left out in the street outside of the dawn-to-dusk Tuesday pickup date. Brendan said he’d try and draft a letter and include it in the email he will send out.

### **New Business – Legal representation and Registered Agent**

Motion was made by John to change the registered agent (currently Kathleen Eck) to one of the Board Members. Brendan seconded Motion and agreed that he’d take care of changing the Registered Agent to himself.

### **New Business – Next meeting / adjournment**

Nancy suggested that we hold the next Board meeting on Sunday, January 25<sup>th</sup> 2009 at 5:00pm. Tracey said it was okay to hold it at her house again. Nancy asked if there was any other business to discuss. No other business came up. Motion made by Nancy to adjourn meeting. John seconded the Motion. Meeting adjourned at 5:47pm.

