

**RANCH MEADOW CONDOMINIUMS ASSOCIATION**  
**Board of Directors Meeting**  
**March 30, 2006 – Estes Park Fire Department Meeting Room**  
**7:00 p.m.**

**BOARD MEMBERS PRESENT:** Bob Addleman, Suzy Blackhurst, Chuck Coffey, Marcia Logan, Marlan Nelson, Gordon Slack, and Eric Waples.

**EXCUSED:** Bob Butler and Bob Nagle.

**For Faith Property Management:** Anthony Nuccio.

**For Association Management of Estes Valley:** Susan Albern and Gene Whannel.

**Owners Present:** 11 representing 8 Units.

**WORK SESSION:**

A work session was held from 6:30 to 7 p.m. that covered a review of the revision of Governance Standards, Policies and Rules of the Association that was completed. The revision (1) brings together all of the “rules and regulations” of the Association into a Systematized format complete with an index and cross-reference to the original source of the “policy,” and (2) Addition of sections to the documents to bring the Association into compliance with the requirements of Senate Bill 100 passed by the Colorado Legislature in 2005.

A general discussion of parking in the Ranch Meadow Subdivision ensued with the addition that the matter would be taken up later in the regular meeting of the Board with the prospect that it will be necessary to appoint a committee to analyze parking at Ranch Meadow.

**REGULAR MEETING:**

The meeting was called to order at 7 p.m. by Gordon Slack, president. In the Open Forum, the following presentations were made:

1. John and Maureen Gribben, 1500-A Raven Circle, who had previously been given approval for installation of an air conditioning system in their condo, told the Board that they had received bids from several firms in Estes Park, and that all of them recommended that the condensing unit for their system be placed on the west side of the unit for greatest efficiency. The earlier approval had been given for placement of the unit on the south side of the condo. A motion was made by Marlan Nelson that the Board approve the change in location with the provision that the owners provide a shrub or other planting to hide the condenser since it will be located in a very visible spot at the entrance to the subdivision. The motion was seconded by Chuck Coffey, and the motion was approved by a unanimous vote.

2. Fred and Nancy Nemacheck, 1400 Raven Circle, and Milt Garrett, 1480 Raven Circle, asked the Board about the restriction on parking in the “turn-around” areas in the community. They pointed out that they are the only ones who use the “turn-around” adjacent to their units and that parking at most duplex units is different from that in the multiplex units. After a short discussion, the president of the Board suggested that the subject needed to be reviewed. At that point Milt Garrett and Fred Nemacheck volunteered to work with a Board member(s) to develop a clarification of policies on the issue. Marlan Nelson volunteered to work with the two owners, and the group set a meeting for 10 a.m., Friday, March 31. The committee will report back to the Board with its recommendation. Slack closed the discussion on parking and said the matter would be placed on the agenda for the next Board meeting.

Insofar as parking regulation enforcement for the present, it was decided that the management company would continue to enforce parking regulations only in response to complaints filed with the management company by local owners.

**PRESENTATION OF MINUTES OF FEBRUARY 2, 2006 MEETING:** The secretary presented the February meeting minutes which had been circulated to all Board members in February, and asked if there were additions, corrections, etc. Hearing none the president called for a motion for approval of the minutes as presented; Chuck Coffey made the motion for approval, and Marcia Logan seconded the motion. The vote was unanimous for approval.

**TREASURER'S REPORT:** Bob Addleman, treasurer, handed out copies of Profit and Loss statements showing comparisons for "Budgeted" and "Actual" income and expenditures for the Association. He pointed out that the Association is running under "budget" for the year, and that he did not foresee changes in the situation for the remainder of the year. Addleman suggested that the new management company work to "re-segregate" the Reserve funds into "Duplex" and "Multiplex" categories to provide for a more definitive picture of the reserves.

Requests for reimbursements were presented to the Board as follows: (1) Gordon Slack, \$9.14 cost of the shovel presented at the February meeting to Bart Schmidt as a token of appreciation for his landscape work over the years. Schmidt has sold his condo and moved to a home in Estes Park. (2) Marlan Nelson, \$39.42 for cost of printing the March issue of *The Bugler* newsletter and the letter of notification of the Board's contract with Association Management of Estes Valley, for postage for the newsletter and the notices, and for cost of copying for regular Board business. Suzy Blackhurst moved that the Board approve the reimbursements as presented, and Chuck Coffey seconded the motion. It was approved unanimously by the Board.

**PRESIDENT'S UPDATE:** The Board president said he had nothing to report except that there had been minor maintenance problems in the past month, and that the management company was working to repair the address sign that had been broken at 1602/1610 Raven Circle. No visible signs of vehicles having been involved in the sign's destruction, it seemed to be consensus that the elk had trampled the sign.

**MANAGER'S REPORT:** Anthony Nuccio reported to the Board that:

(1) Work Orders: Work continues on the deck railing repairs at 1555 Raven Circle. Work has been completed on 1555-F, and Bob Obele will be working to complete the project in the next few weeks as the weather permits. He said that minor gutter repair had been made at 1520-H, and that the Atlas Roofing Company is working on roofing problems (blown off shingles, etc.) for 1455, Units A-I. He reported that work on the front door problem identified several months ago at 1437-I and 1455-B is still on the docket for repairs.

Nuccio reported that he had received a request for reimbursement from John and Amy Bryant, 1555-E, for repair work done at the unit after a water leak occurred as a result of a nail having been driven into a water pipe during construction of the unit. The total cost for the repair was \$230, and the payment has been made.

The management company representative reported that he had contacted Arkins Park Stone, Masonville, for an estimate for rock needed to replace the Address Sign at 1602/1610 Raven Circle. The estimate for the stone was \$103.95 plus tax. He said that Bob Obele indicated he could drill the holes to mount the numbers on the new stone. Estimated time for making the repair is 3 to 6 weeks. Members of the Board raised the question about what happened to the extra address signs that the Association had purchased several years ago. Anthony reported that Crystal Wille told him that all of the stone was used in completing the address signs for the subdivision. Eric Waples, chair of the Landscape Committee, said he believes that the extra stones are now a part of the landscape design in the circle on Raven Court. President Slack asked Eric Waples to work with Gene Whannel, local contact for the new management

company, to inquire and recommend to the Board on the advisability of purchasing “extra” stones to have on hand in case of destruction of other address signs.

Anthony reported that all files relating to Ranch Meadow had been brought to the March 30 meeting and they were transferred to Association Management of Estes Valley. He expressed “thanks” to the Board for allowing him to manage the community for the past 9 months and said it had been a pleasure. The Board noted that Faith Property Management had performed satisfactorily for the Association.

**LANDSCAPE COMMITTEE:** Eric Waples, Landscape chair, reported that 3 proposals for summer mowing had been received, and that the committee expects to receive one more proposal. He said that the Committee had decided that mowing and sprinkler/drip irrigation system work needed to be divided for greatest efficiency. He said that a contractor from Drake had submitted a bid to perform all work on turning on the sprinkler/drip system, repairing the system, and in general monitoring it throughout the summer. He indicated the bid was a “reasonable” one. He said that when the Committee begins work on replacing plantings in the subdivision, that separate bids would then be solicited for the work.

Marlan Nelson made a motion that the Board authorize the Landscape Committee to review the mowing bids and award the contract provided the costs for mowing do not exceed \$1,950 per mowing. Suzy Blackhurst seconded the motion, and it was approved by the Board. When the contract is completed, Eric Waples will advise the Board members by e-mail, and Gene Whannel of Association Management of Estes Valley, will sign the contract.

**1500-A:** The owners of the unit reported to the Board that one of the metal stakes located near the entrance to their unit poses a safety hazard. It appears to be a stake that was used to support a tree that apparently died. The Board asked Eric Waples to check on this problem.

The owners at 1500-A also asked what they should do about a dead tree on the south side of their unit. The Board told the owners that Rich Wille Construction gives a 1-year warranty on those plantings, and since they had purchased the unit last year, they should present a request in writing to the builder for him to have the tree replaced.

**OLD BUSINESS:** Nelson presented a proposal that the Board adopt 23 new Governance Standards, Policies, and Rules for the Association to bring the Association documents into conformity with Senate Bill 100, and that the Board adopt a 23-page document that systematizes all of the Governance Standards, Policies, and Rules of the Association into one document. The systematized document will replace and supercede all other listing of “Policies, Rules, etc., that the Association published in the past.

After a short discussion of the documents, Chuck Coffey moved that the Board adopt the documents; Marcia Logan seconded the motion, and the Board approved the adoption of the documents as presented. **(A copy of the documents will be placed in the Archives as a part of the minutes for March 30, 2006, Board meeting).**

**WELCOMING COMMITTEE:** Marcia Logan, chair of the Welcoming Committee, circulated a copy of a draft of a Guidebook for new (and old) owners in Ranch Meadow. She reviewed the Guidebook pointing out that it is a compilation of information that owners need concerning Governance Standards, Policies, and Rules of the Association, Frequently Asked Questions, a compilation of “Who to Call” to sign up for telephone service, gas service, town utilities, etc., and a list of “Household Hints” related to turning off the water in a unit, care of hardwood floors, etc. The book would be given to new owners and tenants and delivered by one of the members of the Welcoming Committee. Included with the materials will be a copy of the most recent *Bugler* newsletter. The committee will now work on a final draft of the Guidebook and have copies printed with the eventual aim of providing a copy to all owners.

**PARKING REGULATIONS:** Work will continue on the development of parking regulations for Ranch Meadow Subdivision, and further discussion of the issue will be on the agenda for the next Board

meeting. Again, it was reiterated that enforcement of regulations relating to parking will be as in the past: the management company should deal with parking violations only as complaints are filed by owners in the subdivision.

**RANCH MEADOW WEBSITE:** The website is continuously being developed. Marcia Logan, vice president and a member of the committee that works with the website, expressed concern to the Board that currently no master “backup” for the website was being made. It was suggested that regular “backups” of the website to a CD or DVD should be standard policy. It was further pointed out that the website needs to be carefully “cleaned” to eliminate materials that are out of date and/or not relevant to current-day situations.

**MAJOR MAINTENANCE HISTORY:** The president of the Board expressed a desire for the website committee to take steps to ensure that a document recording the Major Maintenance History of the Association be included on the website. Currently, the website has documents that show the maintenance history of building painting and parking area seal-coating. Needed is a documentation of the major maintenance of the roofs of subdivision buildings.

**NEW BUSINESS:** The Board will return to a discussion and formulation of a “concrete” policy on maintenance responsibilities of owners and of the Association in the coming weeks. This topic will be a major item on the agenda for the May meeting of the Board. It was pointed out that the Association needs to adopt a detailed “statement of procedures” to clarify maintenance points in the Declaration.

The Board instructed Association Management of Estes Valley to proceed with plans to secure bids for painting of buildings for the 2006 season. As of the end of 2005, the following buildings had not been re-painted: DUPLEXES – 1610, 1612, 1620, 1622; MULTIPLEXES: 1360-A-I; 1535-A-I; 1555-A-I; and 1590-A-K. The management company will bring bids to the next meeting of the Board.

The management company was also requested to contact seal-coating companies to get an evaluation as to which areas are in need of seal coating, and to secure bids for the seal-coating and bring them to the next Board meeting.

**BUDGET PLANNING:** Bob Addleman and Gordon Slack will prepare a spreadsheet for a proposed budget for the calendar year 2007, circulate copies of it to Board members, and present the budget for discussion and adoption at the next Board meeting.

**ASSOCIATION MANAGEMENT OF ESTES VALLEY:** Susan Albern and Gene Whannel, co-owners, were in attendance and were invited to give a brief presentation on their operation. It was pointed out that Gene Whannel will be the local contact person on day-to-day operations, and that Susan Albern will work directly with the Board on management operations. Ms. Albern said that she would work out a Reserve Projection for the Association to be used as a tool by the Board in planning for long-term maintenance in the subdivision. She said that she would recommend that the Reserve Funds be deposited into investment accounts using a “ladder” effect so that the investments have a series of maturing dates to ensure an adequate cash-flow to handle projected and day-so-day operation expenses. The partners pointed out that Gene Whannel would be the primary contact person for residents in Ranch Meadow.

A motion was made by Suzy Blackhurst that the Board authorize the new management company to move Ranch Meadow Condominiums Association funds to Advantage Bank and open accounts that will generate the best possible return on the investments. Susan Albern, Bob Addleman, Chuck Coffey, and Gordon Slack will have signature authority over the Ranch Meadow Funds. The motion was seconded by Chuck Coffey, and approved by a unanimous vote of the Board. Other resolutions necessary for the transition of operations from Faith Property Management to Association Management of Estes Valley will be handled at the next Board meeting.

**ADDRESS NUMBERS:** The president raised a question as to what could be done by the Association to make address numbers more visible, especially at night. It was suggested that some sort of

reflective numbers were needed, and Marcia Logan reported to the Board on a special outside light bulb that was available from the Town Utility Department to help in locating a unit. The bulb works as a regular bulb, but by double-clicking the switch controlling the bulb, it is possible to turn it into a flashing red bulb. Further discussion will follow at the next Board meeting.

**NEXT BOARD MEETING:** The next Board meeting will be on May 25, 2006. The exact time and place will be announced later.

**ANNUAL MEETING:** The Board voted unanimously to set the date for the Annual Meeting of the Ranch Meadow Condominiums Association for July 8, 2006. The time and place will be worked out and will be available for printing in the next issue of *The Bugler*.

**ADJOURNMENT:** There being no further business to come before the Board, a motion was made, seconded and approved for adjournment at 8:50 p.m.

Respectfully submitted:

Marlan Nelson, Secretary

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