

**RANCH MEADOW CONDOMINIUMS ASSOCIATION**  
**Board of Directors Meeting**  
**February 2, 2006 – Hix Community Room, West Star Bank**  
**7:15 p.m.**

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

EXCUSED: Bob Butler.

For Faith Property Management: Anthony Nuccio. Six owners also attended.

**WORK SESSION:**

A work session was held from 6:45 to 7:10 p.m. that covered an introduction of Ann Dinsmoor and Shellie Doggett from Insurance Associates, who delivered a copy of the master insurance policy from Travelers Insurance Company for the Ranch Meadow Association. Insurance Associates and State Farm Insurance of Estes Park had submitted bids for the Association policy for the coming year. The two agents answered questions from Board members about their bid.

As requested by the Board president, Marlan Nelson, secretary, presented a brief report on the survey owner survey conducted in July 2005. He reported that in general the owners at Ranch Meadow indicated they wanted to see changes in maintenance of the grounds, review of the insurance coverage, and stricter policy enforcement on parking. The majority of the respondents indicated they appreciated the good work of the Board.

**REGULAR SESSION:**

The meeting of the Board of Directors was **called to order** at 7:15 p.m. by the president. No presentations were made during the open forum.

The **minutes for the December 8, 2005**, Board meeting were presented by the secretary. Suzy Blackhurst made a motion to approve the minutes as presented; it was seconded by Bob Nagle with a unanimous vote of approval.

Bob Addleman, treasurer, presented a detailed financial summary for the year 2005. He told the Board that there were no “glaring” issues, but he pointed out that some “adjusting” needs to be made to ensure accurate recording of the income report for the Duplex and Multiplex units. More accurate reporting in the separation of the income for the two groups will now occur; the error in recording had occurred in 2005 because some of the duplexes were coded with A and B units rather than individual numbers. This coding with the letters caused the computer program automatically to mark these duplexes as “multiplexes.” All duplexes are now coded without letters.

The treasurer reported income of \$10,000 over budget for the year. He pointed out that legal expenses for the Duplexes were over budget, which was attributable to the costs incurred in handling the water damage claim at 1502 Raven Circle. Building repairs were also over the budget because of costs incurred with roof repairs.

Addleman said \$80,000 had been deposited into the Reserve Fund.

The treasurer suggested that the Board consider establishing an Insurance Reserve Fund, since the deductible for insurance has been raised to \$2,500. He said he recommended that the Board transfer \$10,000 from the operating account to an Insurance Reserve Fund. Addleman made a motion to create the **Insurance Reserve Fund** with a \$10,000 deposit which would be deposited into a money market account. Bob Nagle seconded the motion, and the Board approved the motion unanimously.

The treasurer also suggested that the Board may wish to segregate the Reserve Funds into two accounts: Duplex and Multiplex for ease in keeping better tracking of long-term maintenance for the two groups of units.

A **request for reimbursement** was presented to the treasurer by Marlan Nelson in the amount of \$70.59 -- \$53.04 for printing and \$17.35 for postage for the January issue of *The Bugler*. Suzy Blackhurst moved that the reimbursement request be approved; Bob Nagle seconded the motion, and it was approved unanimously by the Board.

President's Update: The president reported that the subcommittee on insurance had worked during the past two months in securing bid quotes for the Association master policy for the coming year. Bids were received from State Farm Insurance and from Insurance Associates representing Travelers Insurance. American Family Insurance did not return a bid because of the "loss history" of the Association. State Farm Insurance's bid was \$57,000 with a \$5,000 deductible, and Travelers Insurance bid was \$37,000 with a \$2,500 deductible.

A motion was made by Suzy Blackhurst and seconded by Bob Addleman that the Board sign **a contract with Insurance Associates of Estes Park** for the Travelers Insurance policy. The Board approved the motion unanimously.

### **MANAGER'S REPORT:**

Anthony Nuccio reported that work is continuing on the deck supports for units at 1555 Raven Circle and that Bob Obele who is doing the work is waiting for weather conditions to improve before further work is done because painting is involved. He said that the maintenance workers are waiting for improved weather to do the work at 1515-F and also for the front door/window repair at 1455-B. He reported that the cracked skylight at 1550-J Raven Circle had been repaired, and that the roofer, Apex of Estes Park, estimates the total cost for the repair will be \$550. The most recent maintenance request was for gutter repair from the owner at 1455-B Raven Circle. Work on this repair should be completed shortly.

Nuccio reported that he had followed up on the treasurer's request to check into the apparent discrepancy in income reports for the duplexes and multiplexes, that it was caused by a coding error and that the problem had been resolved.

The management company representative reported that as requested at the December Board meeting he had reviewed the invoices from J&S for the sprinkler blowout charges and that J&S had charged the Association the exact amount that that he had paid for the sprinkler work. He reported that he had received bids from McCrary and from Alpine for landscape work for the coming season. He said he would recommend Alpine as a reliable firm. The Board asked Eric Waples to review the bids and report back to the Board members on the landscape bids. Nuccio said he has worked with Atlas Roofing to obtain invoices for roofing work done at Ranch Meadow, and that he is in the process of preparing **a roofing maintenance history**.

### **LANDSCAPE COMMITTEE:**

Eric Waples, chair of the committee, reported that the group will begin planning for spring plantings, mowing and pruning that needs to be done in the community.

### **OLD BUSINESS:**

**Ranch Meadow Website:** Bob Nagle, Marcia Logan and Marlan Nelson reported that they had met with the webmaster for Ranchmeadow.com to update themselves on inputting data to the website and that they were regularly adding items to the site. They cautioned, however, that there is still work to be done to bring the site up to date. The president said that it appeared that the site was sufficiently updated for the Board to push forward to publicize the site as a tool for owners and realtors. Marlan Nelson volunteered to contact the Board of Realtors in Estes Park to work with them in developing a promotional piece for realtors in the area.

**COMMITTEE REPORTS:**

a. **Declaration and Bylaws** – Marlan Nelson reported that the committee (Bob Addleman, Chuck Coffey and Nelson) had worked through the requirements mandated by Senate Bill 100 and prepared documentation for development of policies and procedures to update the Declaration and for amendments to the Bylaws to meet the SB 100 requirements.

Nelson made a motion that the Board approve amendments to Article III, Section 2 – Voting Rights; Article III, Section 6 – Notice of Meetings; and Article VIII – Amendments to Bylaws (copies of the proposed amendments are attached to this set of minutes). The motion was seconded by Chuck Coffey, and after a short discussion, the Board approved the Amendments by a unanimous vote.

b. **Welcoming Committee**: Marcia Logan is chairing this committee, and the members working with her are Bob Addleman and Marlan Nelson. Marcia reported that she is developing a format for the materials to be used as Welcoming documents and that the committee is waiting for adoption of the Policies and Procedures before completing its work. In response to a question from the president, Marcia said she would look into developing a set of materials that could be called “Essentials for the New Resident.”

c. **Parking Committee**: no report; report deferred to later meeting of the Board.

d. **Management Committee**: Chuck Coffey has been working with Suzy Blackhurst and Gordon Slack in reviewing management needs for the Association. The committee reported that it had reviewed presentations from area property management companies and Coffey made a motion that the Association cancel its contract with Faith Property Management, effective April 1, 2006, and that a contract be signed with Rocky Mountain Property Management of Loveland. The motion was seconded by Marlan Nelson, and the Board approved the recommendation unanimously.

The **owners at 1555-E made repairs after a water leak** occurred in the unit. It was discovered that the leak occurred as a result of a nail being driven into the water pipe at the time the unit was constructed. The Association has requested that the owners submit information so the Board can review the expenses and determine if reimbursement should be made for the repairs. Anthony Nuccio reported that as requested by the Board in December he had contacted the owners and asked for the documentation, but that he had not received a response.

**NEW BUSINESS:**

The President appointed Chuck Coffey, Suzy Blackhurst and himself as members of a subcommittee of the Board to review the **Association Maintenance Policies**. The group will review the Declaration and other governance documents to arrive at recommendations on maintenance for the community.

**Date for Next Meeting**: The next meeting of the Board will be March 30, 2006. The meeting will be held at the Estes Park Fire Department beginning at 6 p.m.

A motion to adjourn was made by Suzy Blackhurst, seconded by Marcia Logan, and the meeting ended at 9:10 p.m.

Respectfully submitted by Marlan Nelson, Secretary.