

**CANYON VIEW HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of September 12, 2019**

PRESENT:	Jo Darnall	President
	Joe Hawkins	Vice President
	John Shepherd	Secretary Treasurer
	Beth Bascom	Director
	David Streeter	Director
ALSO PRESENT:	Keith Lammey	Association Manager
ABSENT:	None	

Owners Open Forum

There were no open forum Member comments.

Board of Director's Meeting

The meeting was called to order at 6:32 PM by Jo Darnall

New Business

Approval of Minutes

A **motion** was duly made by David Streeter and seconded by Joe Hawkins to defer the approval of the May 16, 2019 Board meeting minutes to the November 14, 2019 meeting because they were mistakenly not included in the September 12, 2019 board packet. **Passed.**

Association Manager Report

The Association Manager's report was distributed and discussed. The report included the August 2019 financial reports. The most significant expense variations were discussed and the number and amount of past due receivables noted. The Association Manager explained what was being done regarding the past due receivables. A **motion** was duly made by John Shepherd and seconded by Beth Bascom that the financial reports through August 2019 be approved as presented, subject to audit. **Passed.**

Review/Approve Water Line Replacement Bids

The Association Manager handed out copies of the two water line replacement bids from Peterson Plumbing, Heating, Cooling and Drains for the emergency water line repairs that were needed at 35 Aster Court and 128 Limberpine, then proceeded to explain that the work was already completed based on oral "okays" from each of the individual board members prior to authorizing the contractor to proceed with the emergency repairs. Following a brief discussion regarding the water line replacement process and the likelihood that more breaks could occur in the future, a **motion** was duly made by David Streeter and seconded by Joe Hawkins to formally approve the two repair bids with Peterson's. **Passed.**

Review/Approve Snow Plowing Contracts

The Association Manager presented two draft contracts. The first contract with JC Excavating, Inc. was for the street snow plowing. The second contract was for the driveway and sidewalk snow removal with Baker and Associates. Rates, terms and conditions were identical to the prior year, except for the dates. The driveway and sidewalk snow removal contract was identical to last year's contract except for the effective dates. Following a brief discussion of the contracts, a **motion** was duly made by John Shepherd and seconded by David Streeter to approve the bid from JC Excavating, Inc. for the street snow plowing.

Passed. A **motion** was duly made by John Shepherd and seconded by David Streeter to approve the bid from Baker and Associates for the driveway and sidewalk snow removal services. **Passed.**

Authorize Western Law Group to Write a Personal Identifying Information “PII” Policy

The Association Manager explained that the Colorado Legislature passed HB 18-1128 which requires business entities and HOA’s that maintains, owns, or licenses “personal identifying information” to include social security numbers, personal identification numbers, passwords, passcodes, official state or government-issued driver’s licenses or identification card number, passport numbers, biometric data, employer, student or military identification numbers or financial transaction devices (such as credit or debit card numbers) or bank account information to adopt a Personal Identifying Information policy to assure that reasonable security procedures and practices which are appropriate for the nature of the personal identifying information and the size of the business and operation.

All agreed that the Association obtains and maintains minimal, if any, “PII” data; however all agreed that the Association should be proactive on this matter, thus a **motion** was duly made by John Shepherd and seconded by Beth Bascom to retain Western Law Group, LLC to draft a Personal Identifying Information Policy at a cost not to exceed \$200.00. **Passed.**

Review/Approve Architectural Request, Refrigerated Air – 203 Limberpine

The owner of 203 Limberpine Circle had requested approval to replace the evaporative cooler with a refrigerated air system as part of a significant remodel that was being completed. The Association Manager had included the completed Architectural Application in the board packet. After reviewing the application, a **motion** was duly made by John Shepherd and seconded by David Streeter to approve the Architectural Request to replace the evaporative cooler with a refrigerated air system with a condition of approval stating that IF the board received substantial noise complaints regarding the AC compressor from nearby neighbors, the Association could require the owner to install a small fence to control the compressor noise. **Passed.**

Review/Approve Request to Retain Fencing at 24 Larkspur

The owner of 24 Larkspur had emailed a request to retain the recently installed, but unapproved temporary fencing after being notified by the Association Manager that the temporary pet fencing was not in compliance with the association’s regulations. A copy of the email and related information had been included in the board packet. Following a discussion regarding the request, a **motion** was duly made by John Shepherd and seconded by Beth Bascom to reject the owners request to retain the temporary fencing due to the fact that it did not comply with the Association’s architectural standards. **Passed.** Following the vote, the Association Manager was directed to notify the owner by mail of the denial and to inform the owner that she has the right to submit a formal architectural request to install a patio enclosure but that the enclosure must be permanent, must be constructed of wood, cannot exceed 42” in height, must be painted or stained, as appropriate, to match the home and that it must be entirely within the actual 40’ by 70’ 24 Larkspur Place lot.

Jeremy Fister Assistance

The board discussed the recent fire at Jeremy Fister’s home and acknowledged that he is a key member of the landscape contractor that provides services to Canyon View. In fact, he normally supervises the crews while they are working in Canyon View. After noting that the house fire completely destroyed the home, a **motion** was duly made by Beth Bascom and seconded by John Shepherd to contribute \$1,675 to Jeremy Fister to assist in his effort to recover from the unexpected and tragic fire. **Passed.**

Additional Pet Waste Stations

The Association Manager explained that, as directed by the board, he had purchased two pet waste stations but needed direction from the board regarding where to install them. Following a lively discussion on the matter, a **motion** was duly made by Dave Streeter and seconded by Beth Bascom to install one of the stations near the Hidden Driveway sign on Northstar and the other at the intersection of Northstar and Monument Trail. **Passed.**

Old / Other Business

Update on Moving Reserve Funds

The Association Manager explained that, as directed, he contacted Edward Jones in Rifle and FirstBank of Colorado regarding moving some of the Association's reserve funds to the two firms. He further explained that the Edward Jones office in Rifle told him that "they were not accepting new clients/investments at this time" and that the rates had dropped at FirstBank's Premier Deposit account before the Association could act on the movement of funds, thus none of the reserve funds had been moved. Following a brief discussion regarding the need to move some of the reserve funds, the board directed the Association Manager to look for higher yield investment opportunities.

Update on Xeriscape Conversion Concept

The Association Manager explained that, as directed by the board, he had arranged for Bookcliff Survey to determine the elevation of the turf grass areas in the "targeted" xeriscape conversion area and once he has confirmed that the area will drain properly, Baker and Associates will proceed with the work which could be late fall or even early 2020.

One to Three Inch Snow Removal Program

The Association Manager explained that the one to three inch snow removal program letters were mailed with the cooler winterization schedules. The board reminded the manager that the board approved reducing the three inch requirement for driveway and sidewalk snow removal to two inches. The Association Manager agreed that he would abide by the new policy of removing driveway and sidewalk snow at two inches or more.

BMSA Delegate Report

John Shepherd, BMSA Delegate gave a very brief report regarding recent Battlement Mesa Service Association activities explaining that:

- The BMSA expected to receive another \$250,000 payment from Ursa in April 2019; however, to date the money has not been received and the board is considering its options in the matter.
- The BMSA has discussed the possibility of installing an electronic sign in the Turkey Trail Park.
- The BMSA financial condition continues to be sound.

Adjournment

With no further business to come before the Board, a **motion** was duly made by Beth Bascom and seconded by Dave Streeter to adjourn the meeting at 9:05 PM.