

# HIGHLAND RANCH HOMEOWNERS ASSOCIATION

## BOARD MEETING MINUTES

MARCH 18, 2010

### Membership Comments, Public Comments/Non-action Items.

Judy Jensen would like to see double sided copies made to save paper.

Miles Hampton and Cameron Clark, attorneys from Hampton & Hampton, were guest speakers. They specialize in collections and presented a proposal that would relieve Gayle Kern from some of the collection work. Hampton & Hampton have recovered over \$50 million for homeowner's association. There are no fees, no cost and they do not charge any percentage. All fees are billed to the homeowner. The association will have the ability to check on line, the status of any account that Hampton & Hampton are processing for us.

### Call to Order

The meeting was called to order at 6:34 p.m. by President Bob Kemp. Present was Bob Kemp, President; Diane Nielsen, Treasurer and Charles Woodland, Secretary. Penne Henry, CAM, was also present. Su Kemp, non-board member, took the minutes.

### Minutes

The minutes of February 18, 2010 were reviewed for approval. Charles motioned to approve minutes with correction, seconded by Diane, all in favor.

### Treasurer's Report

Diane reported that the audit was completed onsite, but the taxes still need to be completed. Checking account is in good shape. A Georgia CD in the amount of \$6,000 has matured, but will be left in the money market account. Another \$50,000 CD is due to mature in April. Diane will call Steve before then. The financial report has not yet been corrected to reflect the results of the audit.

Diane has written a letter to the Ombudsman asking to define what the money collected from the various homeowner associations is being used for. It will be transferred to HRHOA letterhead before mailing.

Charles motioned to approve the financial statements as recorded, Bob seconded, all in favor.

### Manager's Report

Credit cards are under the HRHOA; one is for maintenance use and one for office use.

Penne reported that her report should have read "two submittals and two approvals", not 23 approvals.

### Board Items

#### A. Old Business

1. The HRHOA paint pallet booklets, made by Kelly Moore, are completed and brought to the attention of the Board. No action taken.
2. Update on New Maintenance Building. Roger took the plans for the new maintenance building to the Building Department. They need a general contractor to sign off on the plans. There is a general contractor where Roger purchases the cement, who said he would sign off as GC at no charge. Construction of the maintenance building will begin building after the pre-emergent has been applied.

Charles suggested that Roger take a general contractor's class. Bob said the class would not be justifiable.

3. Update on New Computer. Bob has not yet made the purchase and would like to keep on the agenda.
4. Better Reserve Study Specialists (Mary Jo Betterley). Bob would like to give her an opportunity to do the full five year update when due. Bob asked that this be put on next month's agenda for obtaining a fee for intermediate years.

#### B. New Business

1. Hampton & Hampton. Their proposal was already discussed. Bob motioned that he would like to enter into a contract with them to do collections. Charles seconded; all in favor. Gayle Kern is to complete any old business.
2. Audit Completion. Should be done by end of April, but keep on agenda.

### Executive Issues

1. Classes for Kathleen. Kathleen requested approval to take Word and Excel classes. Bob agreed. Auditors want her to start doing spreadsheets. Diane motioned to approve Kathleen's request to take Word and Excel classes through Office Productivity; Charles seconded, all in favor.
2. Maintenance Employee Raise. It was previously discussed to recommend a 3% increase in pay for Charlie Washburn. Diane motioned to increase pay by 3% retroactive to anniversary date; Charles seconded, all in favor.

Non-Action Items - None

With no further issues to discuss, Charles motioned to adjourn the meeting. Diane seconded, all in favor. Meeting was adjourned at 7:57 p.m.



Charles S. Woodland  
Secretary

By Su Kemp