

minutes

Riva Chase HOA Meeting

August 22, 2018

6:00pm

MVCC

Meeting called by Joe Maslowski

Meeting Attendees

Board Members

- Jessica Black
- Yvett Green
- Danny Lavergne
- Joe Maslowski
- Barbara Oakley

Homeowner Attendees

- Michael Oakley
- Steve Barnes
- Mahesh & Subhadra Jha
- Pam Lavergne
- Tony Vodicka
- Charlene Polino
- Beth & Dave Moraveck
- Ann Nutt
- Steve Iskalis
- Kent & Jane Oehm
- Brad Birkelo

Agenda Topic 1 – Administrative Matters

- Approval of July 19th Meeting Minutes
- Approval of June 13th Meeting Minutes
- The website administrator needs a pdf of approved minutes to add to the website. It was recommended that we post minutes from the past 7 years due to pertinent issues and approvals.

Agenda Topic 2 – Old Business

- A. Eastwood Gate Status
- Jeffco county owns the property and right of way, but doesn't want to approve changes
 - They ask FHMD to purchase the land for \$1,200
 - It is recommended to postpone any enhancements or updates
 - Joe will contact Julie, the president of FHMD, to inform them of the

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	options
B.	<p>Records from ACC and Board</p> <ul style="list-style-type: none">➤ The Board is working on collecting all records➤ Once the records have been collected, we will then look at how much it will cost to scan and store➤ Joe to follow up with former Board Members
C.	<p>Covenants Survey</p> <ul style="list-style-type: none">➤ A rough draft has been created<ul style="list-style-type: none">○ Add a preamble as to why the we are sending a survey<ul style="list-style-type: none">▪ Developers issues▪ What we want to change▪ Update in line with current laws○ The survey will allow the Board to collect homeowner feedback on the importance of the revision to the CC&Rs○ Add the 11 hot topics for order of importance○ Do you want to vote on the package or individual covenants○ Fees on covenant revisions will be included in the survey (what is the percentage of the board budget/reserves)➤ This draft will be sent to the Board next week for review➤ A letter was sent to the Board on rules and legal issues from other HOAs. We need to consider what the Board can/cannot enforce and clean up what our community is already doing, such as fire pits, renting of homes. One document would help streamline ownership clarity and purchasing and selling of homes in the community.➤ The Board can make a rule, not an adjustment the covenants, as the previous Boards have done
D.	<p>Review of Insurance Policy</p> <ul style="list-style-type: none">➤ State Farm is our policy holder➤ General liability of \$2million➤ The agent will look at the two policies (FHMD & HOA) to see if there are gaps and if we can merge, but it's not likely
E.	<p>Inventory of Guard House</p> <ul style="list-style-type: none">➤ Inventory has been taken of the Guard House<ul style="list-style-type: none">○ There is a file of each lot – FHMD has a digital file of all the plans, they don't have the ACC rulings which need to be digitized○ Some don't have plans○ 5 tubes of Christmas décor○ 4 tubes of picnic supplies○ 4 coolers○ Line painter○ Speed sign parts➤ It is recommended that we work with Ronda and go through the plans from FHMD and integrate plans and put comprehensive plans in the file cabinet of the guard house and each Board will have a key➤ There will be at least 3 entities (FHMD, HOA and ACC) that will have

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	digital copies in case of fire or water damage to the guard house
F.	Security Camera at Gates <ul style="list-style-type: none">➤ Liability of the Board and safety of the community is why the Board is looking into cameras➤ We have one quote<ul style="list-style-type: none">○ 3 cameras for the front gate – traffic coming in, traffic going out and one of licenses plates○ 1 camera on Eastwood of traffic coming in○ 1 camera on playground and gazebo○ \$5,500 for all the cameras, connected to DVRs on a 30 day loop○ We should ask for more specificity of the quote and a breakdown of each cost➤ We will be obtaining an additional quote➤ It was recommended that an additional camera gets out at the Eastwood gate for cars coming through the exit because the gate gets broken often or explore if one camera can capture both gates➤ We have a mounted camera at the front gate, but it is old and outdated
G.	ACC Records & Digitize <ul style="list-style-type: none">➤ Covered in section B
H.	Chili Cook-off and/or Oktoberfest <ul style="list-style-type: none">➤ We do not have the Chili Cook-off on the calendar<ul style="list-style-type: none">○ The funds raised have come from a small few in the community○ Only three pots of chili were in the cook-off➤ The Oktoberfest idea was raised to rejuvenate community involvement and rebrand the event with music➤ Suggestion to have the firefighters at the entrance with their boots to collect donations➤ Costumes suggested➤ Party Committee – Pam has volunteered➤ Date to considered is October 6th
Agenda Topic 3 – Financial Report	
A.	HOA Dues <ul style="list-style-type: none">➤ All past due HOA dues have been collected➤ The Board can raise annual HOA due by 10% a year<ul style="list-style-type: none">○ It was suggested we raise it to cover additional costs and annual increases in expenses
B.	CPA Firm Expense <ul style="list-style-type: none">➤ There is a \$50 a month charge from Quickbooks and it covers the annual filing of documents and help to the Treasurer
C.	Budget <ul style="list-style-type: none">➤ We need to review a budget once the Survey Monkey is completed to prioritized

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	<ul style="list-style-type: none">➤ Need to attach financials to meeting minutes
Agenda Topic 4 – ACC Report	
A.	See Attached ACC Report
B.	House on Sleepy Hollow <ul style="list-style-type: none">➤ The Board will send an email to the ACC with the address to reach out to the owners➤ The ACC needs to request what the plan is for the roof
Agenda Topic 5 – New Business	
A.	Speed Signs <ul style="list-style-type: none">➤ The Board is looking into a speed sign that will track how actual speed, a camera that tracks who/car that is speeding, when people are speeding, etc➤ We can move the current sign, but does not have enhanced functionality➤ We will look into if our current signs can be upgraded➤ Additional quotes will be requested for expanded functionality of signs
B.	Community Comments <ul style="list-style-type: none">➤ Thank you to the new board for serving➤ Thank you for the path that was redone➤ Antenna at the front gate not working, will be taken to the FHMD➤ A new homeowner expressed concerned about a neighbors dog barking endlessly on the deck and what can be done<ul style="list-style-type: none">○ You need to call Animal Control as this isn't a Board or FHMD issue○ We do have neighbors that would volunteer to talk to neighbors for issues like this

ACC REPORT

ACC Report Time Period: June 29, 2018 thru August 15, 2018 *

* Including Reported items since new ACC inception.

For HOA Board Meeting: August 22, 2018

Date	Address	Topic	Residence Request/Neighbor Issue	ACC Response
6/30/18	22583 Anasazi Way	Garden Fence	Neighbor requested ACC request discussion with Resident regarding plastic fencing.	ACC sent notice to Residence. Approval had been granted for fencing by prior ACC.
7/6/18	874 Elk Park Drive	Seal Coating	Seal coating driveway leaving cars on road for 48 hours.	Approved
7/8/18	803 Willobe Way	Tall Grass	Neighbor requested notice be sent regarding tall grass on lot.	ACC reached out to Resident and grass was cut.
7/25/18	23004 Whispering Woods	Interior Upgrades	Special permission for dumpster, and obtaining Gate Code for workers.	Sent HOA documents with highlighted pages on construction and Info for FHMD contacts.
8/4/18	22303 Anasazi Way	Paint	Painting front door to match trim on home.	Approved
8/5/18	961 Mt. Rose Way	Windows	Replace windows damaged by hailstorm. PDF provided.	Approved
8/13/18	840 Kachina Circle	Exterior Upgrades	Repainting & resurfacing decks, front door, scones and trim.	Approved

Riva Chase Homeowner's Association

PROFIT AND LOSS

January 1 - August 22, 2018

	TOTAL
Income	
HOA Dues	15,093.00
Other Types of Income	
Miscellaneous Revenue	210.00
Total Other Types of Income	210.00
Savings Interest	1.50
Total Income	\$15,304.50
GROSS PROFIT	\$15,304.50
Expenses	
Annual Meeting	888.80
Bank Service Charge	105.50
Christmas Party	1,599.37
Cleanup Day	3,032.78
Contract Services	
Accounting Fees	400.00
Total Contract Services	400.00
Landscaping & Improvement Materials Expense	955.41
Legal Fees	324.50
New Homeowner Gift Basket Expense	31.79
Office/General Administrative Expenses	408.95
Other Business Expenses	223.65
Post Office Box	82.00
Website	1,713.99
Total Expenses	\$9,766.74
NET OPERATING INCOME	\$5,537.76
NET INCOME	\$5,537.76

Riva Chase Homeowner's Association

BALANCE SHEET As of August 22, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of the West	28,420.92
Bank of the West Savings	26,083.01
U.S. Bank	0.00
Total Bank Accounts	\$54,503.93
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$54,503.93
TOTAL ASSETS	
\$54,503.93	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Builder Deposit	500.00
HOA Dues-Deposits	200.00
Total Other Current Liabilities	\$700.00
Total Current Liabilities	\$700.00
Total Liabilities	\$700.00
Equity	
Opening Bal Equity	0.00
Unrestricted Net Assets	48,266.17
Net Income	5,537.76
Total Equity	\$53,803.93
TOTAL LIABILITIES AND EQUITY	\$54,503.93