

THE BRICKYARD AT WELLINGTON HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

Tuesday, September 28, 2021, at 5:30

Virtual Meeting – via zoom

Call to Order—Scott Conner, Interim President, called the meeting to order at 5:36 p.m.

Board Members Present – Scott Conner, Interim President; Joe Nortnik, Secretary/Treasurer; and Christine Sartoris, Community Association Manager.

Scott thanked the members of the community who joined the meeting and reminded everyone of the purpose of the board meeting and the general protocol for member input.

Member Input – Scott opened the floor to the members for any comment or feedback on any agenda item or any general concerns. A member asked if questions from the last meeting will be answered. Scott noted they were answered in board actions as well as communication with members. A question was why Scott is “interim-President.” Scott noted because he was appointed to the board seat and agreed to temporarily fill the position of president vacated by Jim Stone. An additional question concerned the previous meeting minutes and an approval of a policy. The board will look into the issue. Another member expressed concern about people driving onto empty lots apparently to enjoy the view while eating their lunch. Scott noted the Association would notify the builder as it is their responsibility to erect any signage or barrier to protect their lot. Joe reported he will keep a closer eye out on this issue as well. A new member of the community introduced himself and was welcomed by the board and members present.

Approval of Previous Minutes –

Scott asked for a motion to approve the previous meeting minutes. Joe moved and Scott seconded a motion to approve the August 26, 2021, Board Meeting Minutes as presented. With no comments, corrections, or objections, the motion carried.

Reports

Financials. Christine presented the report for period ending August 31, 2021, noting rather than remaining cash basis as anticipated, the reporting as it is now fully under CIC reflects accrual basis for the financial reports. Account Receivables of -\$450 due to pre-paid assessments. Total cash on hand at the end of period \$32,517, \$100 which is in the newly opened Reserve Fund account. The expenses reported year to date are in line with the budget as landscaping reflecting greater expense during season which levels expenses back out as the season ends.

Scott asked the amount the Association should carry in a general fund. Christine noted general funds should be minimally maintained to cover expenses for a year. The reserve funds are to be used exclusively to fund capital improvement and replacement projects. Shortages of operating funds to pay annual operating expenses cannot be pulled out of reserves which is why the Association needs to establish a healthy operating fund. Further, those funds can be put in a savings account designated as operating to earn interest. Christine did note both the reserve and operating accounts through Alpine Bank will be earning interest.

Question from Jim Stone asking where are the Reserve Funds? Christine reported she would look at the past minutes and reach out to Carrie to determine if the previous board initiated any action to move funds from the general operating to a reserve account. Further she noted, reserve funds should not be comingled with operating funds. Without having established a separate reserve account until recently, it is doubtful the board made such action. In any event, the at year’s end the board will determine if any funds should be moved into the reserve account. Finally, the reserve study will more appropriately determine the reserve funding requirements.

Grounds & Common Areas.

- Mud runoff – Christine reached out to the City’s development engineer for additional information on the drainage plans. They will need to retrieve the plans from archives and will send to us when available. They also offered suggestions for mitigation of the mud runoff, including working with CSU-extension to determine if native vegetation can be grown, the continued use of rock riprap along the rest of the north end of the community. However, it would be best to review the drainage plans first. Also, any work on the hill would require working with the owner of the property since it is not HOA property.

Ted also provided additional information regarding the original design for the community as modest income housing which would have abutted the hill. When his company acquired the property, they moved to create an

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upscale community which provided back courtyards for homeowners. He noted too the trench in the hill was created to mitigate the mud runoff. However, when reviewing the property in August the board noticed the trench collapsed vs needing to be cleaned out which caused mud issues. Ted was to check out the trench again.

- **Embankment & Settling Issues.** Scott reported his communication with Eric Olsen. Additional maintenance is required. Eric may move or remove the fence as part of the solution. The irrigation head will be moved and two sinking lawn areas will also be addressed. A member commented the issue on the embankment has more to do with settling and moving the fence or removing does not resolve the main issue. Scott noted the board will continue to do its duty by documenting the conversations with the builder as we afford them the opportunity to solve the matter.
- **Tree and Shrub Replacement.** Christine reported two owners had reached out for replacement requests for the board to consider. After the recent walk-thru, it was noted additional shrubs need to be replaced. In discussions with Dynamic Landscape, they recommended replacing trees and shrubs in the spring as fall without water is not ideal. Additionally, the selection and quality of available plants at the nurseries has been minimal and will only decrease. Christine also noted it is a lot to expect members to water plants after irrigation is shut off. Although members will be disappointed, the best time for replacement will be the spring. Finally, some plants which are currently showing signs of distress may not survive the winter. It will be known if more plants are needed this spring. Doing the project all at the same time will be more cost-effective as well.
- **Glass Breakage.** A front window was chipped by flinging rock from string trimming by the landscape company. The landscaper is paying for the repair. It was reported immediately to the management company and documented. Two other breaks of glass occurred at the patio doors of units on the south side of the community. It was difficult to determine the cause since there were not witnesses to the event and the report to the management company was months after the incident occurred. The builder covered the replacement of the new house and Dynamic Landscape agreed to cover the other door. The Association is requesting any breakage be reported immediately to the management company so it can be promptly investigated to determine the probable cause.

Old Business

- **Reserve Study.** After discussion of the merits of the three bids received from reserve study providers and no additional questions or comments, Joe moved, and Scott seconded a motion to contract with Reserve Advisors to conduct a one-year full reserve study for the Brickyard at Wellington. With no objection, motion carried.
- **Care & Maintenance.** Because of the implications for the reserve study, the assessments, and clarity of responsibility for the homeowners and the association alike, the board made changes to the original policy as well as created a more detailed responsibility chart. The final draft will be posted for member comment prior to the board establishing a Care & Maintenance policy.
- **Covenant Amendment.** Scott reported the board will seek member input before deciding whether or not to pursue the short-term rental amendment to the Covenants.
- **Association Calendar.** The board set the meeting calendar for the year which has been posted to the portal.
- **ACC Appointments.** The board will begin appointing members to serve as members on the Architectural Committee and have some potential candidates who may be willing to serve.

New Business

- **Bylaw Amendments.** Scott reported the board will consider reverting to the original bylaws approved by the membership at the last annual meeting. A comment period will be provided before the board makes a decision.
- **Policy changes.** The board charged CIC Management with the task of reviewing all current policies to determine if there are any gaps and/or to recommend any changes to the Board.

Adjourn. With no further business to discuss, the meeting was adjourned at 6:54 p.m.