

Board of Directors Meeting Minutes

Meeting Date: 9am, Saturday 22FEB2014

Meeting at the Berthoud Community Center

(Draft until approved at the next Board Meeting)

Board Members in attendance: Tye Riley, Julia Stapp, Julie Rogers, Jamie Johnson, Mark McGee

Board Members absent: Gary Klug

Homeowners in attendance: John Prock, David Steffen, Craig Sheard, Scott Canby

Reports:

Treasurer's Report:

Two homeowners have delinquent accounts in a total amount of \$601.32. One homeowner is delinquent in an amount of \$318.99 and one homeowner is delinquent in the amount of \$282.33.

Treasurer's account summary is attached.

Irrigation Committee Report: no report

Architectural Control Committee Report: One building request received for a barn addition 1904 Riverview Dr.

Waste Water Treatment Operations Committee Report: no written report.

Discussion: Craig Sheard provided information about various options for repair of the collection pipes, particularly with respect to the issue of damaged connections/joints between the main pipe and home service pipe. Grouting of joints is an option. Craig will seek out cost estimates from Aries Industries. Scott Canby to review the "plan for repair" of the collection system. This plan was prepared by several homeowners (Mike Dower, Tom Smith and Bob Towry) that reviewed the pipe camera inspection.

New Sanitation System Committee Report: no written report.

Discussion: JVA visited the sewer plant site with an electrical engineer and a representative of Poudre Valley REA. The visit was to determine the availability and location of 3 phase power for the new system. The topic of retaining one of the sewer ponds for emergency use was raised with JVA. JVA responded by email and confirmed that one pond will be retained for emergency use.

Old Business:

1. Review and approve minutes of prior meeting. Minutes of the 15 January 2014 board meeting were approved by unanimous vote of the board members in attendance.

2. Ad Hoc Covenant and Bylaws Revision Committee:

Draft covenants and Bylaws are circulating to the members of the committee. A committee meeting is scheduled for 7pm, March 6th 2014 at the Berthoud Community Center.

3. Review and vote on updated collection policy.

Revised Collection Policy was approved by unanimous vote of the board members in attendance. Attached to the minutes.

The board voted unanimously to suspend the voting rights of a HOA member that is currently delinquent with assessments per the covenants and the approved collection policy. Letter to be sent to homeowner.

The board voted unanimously to apply the \$25 per month fee, as per the approved collection policy for homeowners that are currently delinquent with assessments. Invoice will reflect the fee in addition to the 8% per year. A copy of the Collection Policy and delinquent invoice will be sent to the homeowner by US Mail.

4. ACC/Covenant issues:

- Metal shed roof at 1220 Wagon Wheel – open.

5. Electronic copies of insurance policy and JVA report

- Electronic copy of JVA report received and posted on the HOA website: www.riverglenberthoud.org
- Julia Stapp will contact our insurance carrier for hazard insurance to determine if an electronic copy of the policy is available.

6. Discuss the need for charters for all committees (per CCIOA).

Tye Riley will work on a draft charter for the Architecture committee as well as ACC procedures.

7. Hearing process for BOD. Review and vote on updated Hearing Policy.

Hearing Policy was approved by unanimous vote of the board members in attendance. Attached to the minutes.

8. Need to outline enforcement process for covenants – (CCIOA calls out items and HindmanSanchez has a document checklist)

Tye Riley to draft process.

9. Denise Vigil has volunteered to host a block party and organize a neighborhood garage sale. Dates TBD. No update at this time.

10. Issues with Sewer Pump.

Currently operating on one of the original pumps and a temporary submersible which was purchased for approximately \$1150. Search for a used pump that fits properly in the housing continues. Scott Canby to have a welder look at the existing cracked pump, to see if it can be welded/repaired.

11. Review Treasurer's invoice formats produced using QuickBooks.

Julie Rogers provided a draft of the invoice for review. Minor changes recommended.

12. Riverside Farms status.

Riverside Farms is current with all bills.

New Business:

1. Discussion on the Little Thompson River Restoration Project – Julie Stapp.

Julie Stapp has attended various meetings of the Little Thompson River Restoration Committee. Julie Stapp will register River Glen HOA with Larimer County for any assistance that may be available for dealing with debris, and other restoration that may be necessary.

Julie Stapp stated that there will be teams/volunteers working on the Little Thompson. There is also a plan to bring in a large chipper to grind tree branches. The sites for the chipper are TBD.

2. Amendment to the BOD meeting minutes of May 16th 2013. The minutes failed to reflect that the agreements with the Town of Berthoud for sewage process were approved at the Board of Directors Meeting held on May 16th, 2013. An amendment to the minutes of May 16th 2013 was approved by the unanimous vote of the board members in attendance. The amendment to the minutes is attached. The agreements with Town of Berthoud, signed by Tye Riley as President of the River Glen HOA Board of Directors, may be found on the HOA website: www.riverglenberthoud.org.

3. Postage rate for non-profit organizations. The question was raised to determine if River Glen HOA qualifies for the lower, non-profit rate for postage. A copy of a form to request the non-profit rates was obtained from the Berthoud post office. After reviewing the form and information on the USPS website it was determined that the HOA does not qualify. The post office only grants the non-profit rate to very specific non-profit organizations such as political organizations and labor unions. If your organization type is not specifically listed, it does not qualify.

Open Discussion:

1. Dick Gutshall of Riverside Farms indicated that the contractor they used for repairing recent sewer pipe damage was very good and recommended them to Julie Stapp. Julie Stapp will encourage the contractor to bid on the upcoming sewer improvement project.
2. Add item to future agenda: need to review reserves and how to reflect them clearly in the budget documents/accounting system.

Correspondence: none

Minutes prepared by Mark McGee, Secretary RGHOA BOD

Attachments:

Treasurer's Report of Accounts.

Collection Policy approved February 22nd 2014.

Hearing Panel Policy approved February 22nd 2014.

Amendment to minutes approved February 22nd 2014.