

Marston Shores Homeowners Association
Minutes
January 18, 2017

The monthly meeting of the Marston Shores Homeowners' Association meeting was held on January 18, 2017. Board members present were Tom Guetz, Vern Bullard, Jane Oberg, Michele Salisbury, and Sheri Benner. Brian Reid represented Management & Maintenance, Inc. Homeowners Jim Carpenter, Deb Bullard and Pat White were in attendance

The minutes from the December 2016 meeting were reviewed and approved as presented. Salisbury motioned; Oberg seconded; vote was unanimous.

COMMITTEE REPORTS

Architectural Control Committee

Carpenter - #31 – Mr. Carpenter is asking for specs for a new side garage door. The Board felt this was an HOA responsibility, so they authorized the installation of a steel door. The Carpenters will use the same hardware for the new door. The Board will wait until John Phillips gets back to get the door replaced.

Decks

No Report

Maintenance Report

Western Roofing has attempted to repair the roof for unit #41 three times. If they are not successful with the repair this next time, the Board will need to consider replacing the flat roof.

Brian did not find any warranty for the roof, so he has asked Horn Brothers to send him a copy. He has talked to other roofers he works with, and there is not requirement in Denver to have ice and water shield when replacing a roof. Horn Brothers is not in violation with the existing roof they replaced several years back.

Oberg motioned to approve the roof repair for #34 for \$3,240.00 by Horn Brothers Roofing. Benner seconded; vote was unanimous. Oberg motioned to approve the complete flat roof replacement for #41 on the garage if the fourth attempt by Western Roofing is not successful. The roof will be replaced by Schafer Roofing for a total of \$6,575.00 for the complete replacement of the garage roof, including removal of the old roof, new decking over the tapered insulation, new EPDM roofing, perimeter edge flashing, and a two-year warranty. Benner seconded; vote was unanimous.

The painter will be in contact with Hank Gilbert to get the paint from him to do the touch up. The temperatures have been too cold to paint over the past month. If the weather warms, he can get the painting done. Pat White asked the Board to reconsider the painting of the ramp going into her house. She felt it should be done now, not in the spring after the snow has stopped. Brian will talk to the painter to have him evaluate.

The gutter company has been out. He did the caulking of the end cap of the gutter over the front porch at #16, and resloped the gutter along the garage at #16. The downspout and gutter extension will be expanded from a 2 x 3 to a 3 x 4 to double the output. That might reduce the overflow of the gutter over the front of the gutter. They have also repaired the downspout at the base of the dividing wall at #31 and resloped the gutter over the garage.

Landscaping Report

KC Services completed the tree removal and the skirting of the tree at #41. He is working on the rest of the list. Brian will tour the property and summarize the rest of the work that still needs to be done.

Pat White was concerned about stopping the spraying of the crabapple tree in her front yard. The spray was only a few dollars and greatly reduced the crabapples. Brian said that the Association will be in contact with Mountain High Tree to get prices. Pat asked about the trimming of the crabapple. It needs to be trimmed in the off season. Brian will also be in contact with Mountain High to get a bid to trim the trees for this year. Once decisions are made, Brian will provide Ms. White a letter summarizing the work scheduled for 2017.

Sherry Benner asked if KC had gotten the leaves removed from the tree behind her home. Brian said he walked with KC and mentioned the leaves, but it snowed right after that. He thinks the leaves are still under the snow. KC will address it as the snow melts.

Nominating Committee

Michelle Salibury's term is up this April. She is willing to run for another term. The Nominating Committee (Jane Oberg, Jeannette Carpenter and Joann Collins) will get together to see if there is anyone else interested in running for the Board.

FINANCIAL STATEMENTS

Financial statements were discussed. The fund balance is significantly less in December than November 2016. Brian said he has had numerous issues with the bookkeeping system. Brian will be recreating the QuickBooks for the HOA – there have been too many glitches. He will also reconfigure the financial statements, so the operating funds is separate from the reserve funds.

There is an owner that had a check returned in September that was not charged back. The owner has a larger balance than originally estimated. She will have additional charges for checks returned and late fees.

The Board asked Brian to contact Garvins and see if they would offer a reduced rate if they were the recommended contractor for addressing sewer issues in the community.

NEW BUSINESS

Restrictive Covenant Endorsement

No progress from #4 reviewing the RCE for the updated front deck. Nothing can be done with the deck until that document is resolved.

Snow Removal

There are still issues with the snow removal. The street was poorly done, and they some owners were unable to get to the mailboxes. The back-dragging of the driveways was not successful either. Brian Reid will contact KC Services and talk about the outstanding issues.

Neighborhood Issues

There were several issues related to the neighborhood:

- At the end of Stetson to the west, there is a cul-de-sac. In the past, there has been a chain at the end of the cul-de-sac to eliminate the traffic into Miralago. The HOA will contact the city about having it replaced.
- There used to be NO PARKING signs along the east side of Pierce between Quincy and the first entrance to the Water Works. The width of the street is minimized when there is parking on the sides of the street, and the snow is piled along the sides of the street.
- There was a red curb on the curve of Pierce that is no longer in place.
- We need to talk to Denver to see about having streets repaired. There are patches that need attention, and there has not been work on the streets for many years.

The Board will contact Denver, to see what can be done.

Rules modifications were reviewed and approved by the Board as presented.

- Alteration Maintenance – this was revised in February 2016. There is one additional typo that does not need a vote to change.
- Insurance Claims Procedure policy – added notification of management company with Board, and wording and a paragraph about filing claims. Salisbury motioned to approve the modifications for the policy, Oberg seconded; vote was unanimous. The policy will note the modification took place on January 18, 2017.
- Conduct of Owner and Board Meeting policy – in addition to the changes previously suggested, Brian asked that in Section I(D)1 and Section II(D)1 the requirement for the minutes be changed to 10 *business* days, not 10 days. There is also a typo in Section II(B)2(c) – removing the word early. Salisbury motioned to approve the modifications for the policy, Oberg seconded; vote was unanimous. The policy will note the modification took place on January 18, 2017.
- Enforcement Policy and Procedures – only the changes previously presented – no additional changes. Salisbury motioned to approve the modifications for the policy, Benner seconded; vote was unanimous. The policy will note the modification took place on January 18, 2017.
- Retention, Inspection and Copying of Association Records policy – only change to the previously presented changes is a typo in Section II(A)1 – remove “the board”. Salisbury motioned to approve the modifications for the policy, Oberg seconded; vote was unanimous. The policy will note the modification took place on January 18, 2017.
- Buyer’s and Seller’s Responsibilities policy – the only change to the previously presented changes is in Section V – replace Board with management company IN WRITING. Salisbury motioned to approve the modifications for the policy, Benner seconded; vote was unanimous. The policy will note the modification took place on January 18, 2017.

- Disclosure of Buyers Responsibilities to Marston Shores HOA – the Board asked Brian to make sure that this document is provided the seller when the rest of the documents are provided to prospective owners.
- Lease Addendum Requirement policy – only the changes previously presented – no additional changes. Oberg motioned to approve the modifications for the policy, Salisbury seconded; vote was unanimous. The policy will note the modification took place on January 18, 2017.

New policies were reviewed and approved by the Board as presented.

- Underground Sewer Maintenance policy – Vern Bullard suggested the removal of the sentence noting roots of trees or other plantings introduced by owners, and add the phrase “or other items attributed by owners.” Salisbury motioned to approve the new policy, Oberg seconded; vote was unanimous. The policy will note the adoption date as January 18, 2017.
- Definitions Pertaining to Maintenance of Altered Decks. No additional changes were suggested for this new policy. Oberg motioned to approve the new policy, Salisbury seconded; vote was unanimous. The policy will note the adoption date as January 18, 2017.

There was a discussion of the sewer policy. The Board wants to get a contract with a sewer contractor – a contractor that is dependable and can evaluate the problems owners will face with a blocked line. The Board suggested calling Garvin’s to see their options and pricing. This is not a mandated contractor, but someone that the Association is comfortable recommending that can help the owners.

There being no further business, the meeting was adjourned.

Respectfully submitted
Brian Reid, Managing Agent