

Paradise Hills Homeowner's Association

Regular Board Meeting Minutes

Meeting & Date: 10/28/2020
Zoom Meeting

Board Members Present:

Shawn Meyer, President
Dennis Whitmer, Vice President
Steve Swain, Secretary
Craig Southorn, Treasurer
Al Summerford, Voting Director
Donna Carr, Voting Director

Guests Present:

Mark & Linda Tighe
Gary Crooks
Alan Olson
Craig & Karen Rutherford
Tera Koentges
David English
Dean Snyder
Janet Tyrell-Ead
Britt Gaskell

Call To Order: 6:35 PM

Agenda Items:

Approval of Past Meeting Minutes

Minutes from the 7/22/2020 were distributed by the secretary before the meeting. Dennis moved to approve the minutes as written and Craig seconded. Minutes were approved by a unanimous vote.

Approval of Financial Statements

Financial statements prepared by the bookkeeper were distributed by the treasurer prior to the meeting. It was pointed out that separate budgets for operating funds and water related funds were approved by the membership at the last annual meeting and they should be tracked that way. Additionally, the fund balances should be segregated in the same manner. Dennis moved that the approval of the financials be postponed until the appropriate modifications could be made. Al seconded this motion and it was unanimously passed.

PHHOA Member topics from attendees

Craig and Karen Rutherford advised the board that they have contacted Jefferson County and CDOT concerning ways to mitigate traffic issues they have been experiencing lately. These include the volume of traffic, speeding, racing vehicles and related noise. Some actions suggested to address these problems include additional signage, added police patrols and online reporting of incidents to the county. A lengthy discussion ensued with the board supporting their efforts and thanking them for taking the initiative to address this matter to the benefit of the entire neighborhood.

Mark Tighe advised the board that the fence along Charros and Paradise road was in disrepair and needed some attention. He stated that he would like to fix the fence around his property and asked if the HOA would provide the necessary materials. A discussion of past efforts and suggestions occurred with Shawn indicating the he would like to organize a volunteer team to work on these repairs next spring.

ARC Committee Report

Britt provided a spreadsheet to board members showing the various requests they have decided on this year. The board thanked her for this information and Donna requested that it be provided on a monthly basis as previously agreed.

David English indicated that he would be submitting plans for a new house to be built on his lot on Strada Rosa and was concerned that they would be reviewed and approved in a timely manner. Britt explained the approval process to him and assured him that his plans would be processed in a reasonable time, once they were presented to the ARC.

ARC Committee Member Approval

Britt recommended that the board approve Bruce Murdock as a third member of the ARC committee. Bruce is a licensed architect and previously served on the committee. Steve moved that Bruce be approved and Craig seconded. The vote was 5 yeas and one undecided.

Water line repairs/ fire hydrant testing/ PRV update

Craig provided the following updates:

- The fire hydrant testing is complete
- One hydrant is still in need of repair due to damage caused during the valve repair. This repair is dependent on being able to locate the necessary parts.
- The three 6 inch pressure reducing valves (PRV) have been rebuilt and three 1 ½ inch PRV's have been replaced. The system is currently back to normal pressures.
- There were numerous breaks on the lower Sunrise Drive line while the PRV's were not operating properly.

LMWD Lateral Update

It was announced that Steve has been selected to serve on the LMWD Board of Directors and will be leaving the HOA board at the end of his current term. The Lateral Coop continues to meet on a monthly basis and is gathering information on the system infrastructure and financing options. The COOP now has mapping of the entire system available to them. In that Steve will be leaving the HOA, it was suggested that Craig might want to become involved with the COOP and he agreed to do this.

Fall Cleanup – Completed

Don D'Antuono coordinated the fall cleanup on October 10, as previous approved by the board.

Fence Maintenance

This was discussed earlier in the meeting.

Covenant Issues and Committee Discussion

Prior to the meeting, Craig distributed the following proposed process for addressing covenant violation complaints:

Proposed Process for Addressing Homeowner Complaints of Covenant Violations

1. Develop a simple form with instructions for homeowner submission of covenant violation complaints, and post to PHHOA website. Form to include the following –
 - a. Instructions for electronic submittal to paradisehillsboard@gmail.com
 - b. Location / address of perceived violation
 - c. Description of perceived violation, and reference to relevant CC&R provision (if possible).
 - d. Contact info for clarification and/or other follow-up by Board.
2. Any Board member who receives a verbal complaint, should request that it be submitted in writing via the form noted above.
3. Board President to designate a member to review such initial notifications and track their resolution. [No need for a separate “covenant committee”].
4. ARC to be instructed to redirect any such complaints submitted to them to the designated Board member.
5. Designated Board member will determine which CC&R’s apply to the subject property, review the complaint and respond to complainant in a timely manner, in one of two ways. Such communication will be in the form of an e-mail from paradisehillsboard@gmail.com (not from an individual’s e-mail account) and bcc’d to all Board members.
 - a. Advise complainant that there does not appear to be a violation, citing specific provisions (or lack thereof) in the applicable CC&Rs. Also advise the complainant that if they disagree, they can request that the issue be added to the agenda for the next regular Board meeting.
 - b. Advise complainant that there does appear to be a potential violation, and that the Board will contact the subject property owner and take appropriate action as defined in the by-laws and CC&Rs if the violation is not corrected in a reasonable time.
6. If it is determined a potential violation exists, a simple written reminder is to be sent to the property owner, including specific reference to applicable CC&R provisions and a request to correct in a reasonable, specific time frame. Such communication will be in the form of an e-mail from paradisehillsboard@gmail.com (not from an individual’s e-mail account) and bcc’d to all Board members.
7. Designated Board member to provide a monthly summary of such activity to the rest of the Board (similar to ARC reporting expectations).
8. Any further enforcement action is to be in accordance with CC&Rs and is subject to Board vote and approval at a regularly scheduled meeting.

After a discussion on how to handle anonymous complaints, Steve moved to accept to proposed process

and it was seconded Al. The board voted unanimously to adopt these procedures.

CARE (Canyon Area Residents for the Environment)

Shawn initiated a discussion concerning the value the HOA receives from CARE and whether we should continue our \$100/yr. contribution to them. This also included a conversation about what type of communications should come from the board. Nothing was decided at this time.

Community Directory

It was pointed out that Michele is continuing to work on an update of the Paradise Hills HOA Member Directory.

Added Topics

Preliminary discussions on the annual meeting included how hold it (zoom vs. traditional) and how to take a vote, given the rise in coronavirus. These issues will need to be finalized and a budget approved at the next meeting scheduled for December 9.

Meeting Adjourned: 9:36 PM

Acronyms

ARC	Architectural Review Committee to
CARE	Canyon Area Residents for the Environment
LOC	Line of Credit
LMWD	Lookout Mountain Water District
PHHOA or HOA	Paradise Hills Homeowners Association

Respectfully submitted,

Steve Swain