

Northmoor Acres Homeowners Association  
Board of Directors Meeting  
April 20, 2017

The Meeting was held at Berthoud Community Center

Board Members Present: Directors Gardner, Hersch, MacFarlane, New Director Karen Overlin, Rieke, Ruof, New Director Bonnie Smith, Sprague and new Director Valerie Tams.

Board Members Absent: None.

Past Director Coulson attended

Meeting came to order at 7:11 p.m.

Meeting chaired by Board President Ruof

**Approval of agenda:** The agenda was reviewed and amended. It was moved, seconded and motion carried to approve the agenda as amended.

**Treasurer's Report**

**Financial Report:** The Board discussed and reviewed the March Board report. It was moved, seconded and motion carried to approve the March financial report.

**Homeowner Dues Collection:** Homeowner who lives at 20204 Cactus Drive paid dues/fees from 2014-2015 assessment year. The assessment lien will be released.

**Interest Rate Lock:** President Ruof was notified by the bank that our Business Flexible Savings Account requires an annual rate lock. There was discussion. It was moved, seconded and motion carried to lock the current rate and then research if we can get a better rate. Treasurer Rieke will take care of this.

**Dues Refund Check:** Homeowner who lives at 20448 Nolina Court has not cashed a check issued last year for \$218.90 which was a refund on his 2015-2016 dues. Director Rieke has not been able to reach him. Director Gardner will stop by.

**Bills:**

Barry Zaiger, CPA – Financial and administrative support	\$60.00
Deb Coulson – Office	\$7.97
Hindman Sanche PC – Professional Fees	
Governing Document Rewrite	\$3,212.50
Bunyan Lateral – Ditch	\$324.00

Radical Design - Web page monthly maintenance	\$50.00
Kim Gardner – Annual meeting	\$61.04
Susy Ruof – Annual meeting -	\$140.54
Susy Ruof – Postage -	\$10.50
Susy Ruof – Office -	\$29.05
Susy Ruof – Education -	\$120.00
Susy Ruof (Web Page 3/24/17) -	\$33.33
TOTAL	<u>\$333.42</u> \$4,048.93

It was moved, seconded and motion carried to pay the bills.

**Secretary's Report.** The minutes of the March meeting were sent by email to the Board for review. It was moved, seconded and motion carried to approve the March Minutes. They will be posted to the web site.

**Old Business**

**Deposit Box Inventory.** Director Hersch and Ruof are working on the final inventory list. President Ruof has a copy of the Oil and Gas Lease to be put in the box.

**Covenant Issues:**

**20336 Northmoor Drive.** A letter was passed out and discussed which acknowledged homeowner compliance with Covenant 2 and addressed the need to replace t-post fencing. It was moved, seconded and motion carried to send the letter as revised. Closed.

**5378 Ocotillo Court.** A letter had previously been sent regarding the possible violation of Covenant. 2. The homeowner called President Ruof on 4/20/17 to discuss the issue. The homeowner indicated that the 3<sup>rd</sup> horse was a foal that would soon turn a year old and then would leave the property. Closed.

**20064 Cactus Drive.** The HOA had sent two notices of violation since January for having commercial vehicles (semis) on the property; the second notice included notice of possible fines and the offer of a hearing request from the homeowner. Currently the trucks are not on the property. The Board discussed the noise level and next steps if needed.

**5411 Sage Court.** The HOA had sent several letters to the homeowner concerning placement of an unapproved structure. The homeowner has now removed the storage container and an acknowledgement letter was sent. The HOA has withdrawn the small claims court complaint and the case was dismissed. Closed.

**New Business:**

Election of Officers: President Ruof is willing to continue to serve as President, Treasurer Rieke is willing to continue to serve as Treasurer and Secretary Hersch is willing to continue as Secretary. There was discussion. Robert Sprague was nominated as Vice President. Moved to close nominations. By acclamation, Susy Ruof was elected President, Robert Sprague was elected Vice President, Ginny Hersch was elected Secretary and Shawn Rieke was elected Treasurer.

Terms of Office: One new Director replaced Roy Rutt. Karen Overlin agreed to take the 1-year term, Valerie Tams and Bonnie Smith agreed to take 3 year terms.

Governing Document notebooks and training manuals were handed out to the three new Board members. CAI new Board class was discussed/handout given to all Board members. Next class is 8/26/2017 in Denver. Pictures were taken of new Board members for the website. Board email addresses were discussed.

Covenant Issues:

20286 Northmoor Drive. A semi was observed on the property and a letter was drafted. It was moved, seconded and motion carried to send the letter.

20478 Nolina Court. A new structure has been erected that was not submitted to the ACC for approval. A letter was drafted and circulated by email. It was moved, seconded and motion carried to send the letter.

Newsletter/garage sale: The newsletter was approved with the garage sale date of May 20.

Invoices to Document Dues: Discussed continuing to send homeowners an annual dues notice even though those assessments are suspended for now (covered by the oil and gas money until it is depleted). It was moved, seconded and motion carried to send yearly invoices to all homeowners. Vice President Sprague will be the Board member handling; Past Director Coulson volunteered to assist in the process.

Sustainability Plan: Past Director Coulson prepared and handed out a list of all the duties that she had performed and also that the Board performs. She also prepared a calendar list of all items that the Board does and should be thinking about for the fiscal year. She prepared a list of contact parties and descriptions of the events that we have done in the past and suggestions for how they are done.

Website: President Ruof will coordinate updating the insurance information on the new website and obtaining prior documents/computer from the previous webmaster.

Records. Director Gardner picked up 4 boxes of business records from prior Treasurer Bill Skeldum and has reviewed them. There was discussion regarding the process and moving forward with organizing the historical records.

## **Committee Reports:**

### **Property Maintenance:**

**Greenbelt Cleanup Day.** Need to set a date for the ditch and greenbelt cleanup. It was decided that the cleanup was going to be on June 10<sup>th</sup>. It will be put in the newsletter. There are dead trees that may need to be taken out. There was discussion.

**Water shares:** Supply shares were rented to Harvey Yoakum – check for \$800 was deposited in March. 15 shares will be rented to Greg Podtburg for value of assessments; however Greg will make payment only if water is being issued. He is interested in a long-term commitment.

**Status of moving dirt:** Directors Sprague and Garner will coordinate on moving the dirt from the ditch cleanup

**Architectural Control:** The Board reviewed the ACC report and voted to accept it. It was moved, seconded and motion carried to approve/ratify the current ACC members for 2017 - 2018: Joanne Stroud, Barbra Ding, Dave Klink, Chuck Krueger, Bonnie Smith, Norm Thielbert, Ginny Hersch and Art Szallar. .

**ACC Approval of Project:** There was discussion regarding the ACC's approval of a project submitted by the homeowner at 20454 Cactus Drive. A homeowner that lives close at 5116 Brittlebush Court requested notice of the project in writing. It was moved, seconded and motion carried for the Board to send a courtesy notice to the close homeowner to advise him that his neighbor was constructing a fence and outbuilding.

Adjourned at 9:21 p.m.  
Next meeting May 18, 2017.

NORTHMOOR HOMEOWNERS ASSOCIATION

By: Ginny Hersch, Secretary