

Northmoor Acres Homeowners Association  
Board of Directors Meeting  
January 16, 2020

The Meeting was held at Director Tams' Residence

Board Members Present: Directors Gardner, Hersch (attended by phone), Hoekstra, Kienholz, Overlin, Rieke, Ruof, Sprague and Tams.

Board Members Absent: none.

ACC Chairperson Joanne Stroud attended the meeting.

Meeting came to order at 7:03 p.m.

Meeting chaired by Board President Ruof

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

**Treasurer's Report:**

- Income for December:
  - Received royalty check from Kerr-McGee for \$1,723.20 (12/24/19 auto-deposit). Did not received royalty check from Kerr-McGee for 10/25/19 or 11/25/19. President Ruof talked to Anadarko owner relations person on November 21, sent email to same, sent update note to Board. Delay was due to an additional ad valorem tax due from 2017 of \$6,461.99 – which was more than the royalty interest. Details are in check stub from 12/24/19, which has been sent out to Board. Discussion. A 1099 should come out this month. There was discussion, the Board wants to follow up with the oil company to get an explanation before the annual meeting.
- Discussion of CDs – Treasurer Rieke discussed CD returns. On-line banks are also FDIC insured. Treasurer reported that Goldman Sachs has the best rate of return – 2.15% for 1 year. Sally MAE 2.1% - for 1 year or 2 years at 2.15%, Bellco - 2%, Capital One – 2% for 1 year. By Federal law, accounts are insured up to \$250,000 per institution. Discussion. Probably want our CD savings in three institutions to allow room for growth. As our CDs start maturing in the First National Bank account, over the next year we can start moving into higher paying CDs in two additional banks with laddered rolling. Need to keep a minimum of \$25,000 (prefer up to \$50,000) in First National Bank savings account to avoid service charges. It was moved, seconded and motion carried (as amended) to start moving money into CDs in at least 2 other institutions as our current CDs mature once there is more than \$50,000 in our First National

account(s). As the savings account grows, we will move money in approximately \$50,000 increments. We have one CD for \$10,000 that is designated for reserves.

- CPA has filed for an extension on our taxes for this past year, is working on them now.
- Received notice from CBIZ and Travelers Insurance with renewal form and information. Received hard copy of insurance policy, new bill should be \$754 in Feb or March. Discussion regarding finding a local agent, Director Gardner wants to use his agent who also represents many other HOAs. President Ruof and Director Gardner will meet with the agent.
- President paid \$300 deposit for annual meeting on March 14<sup>th</sup>.

**Bills for the month**

Barry Zaiger, CPA	CPA	\$90.00
Radical Design	Web page monthly maintenance	\$50.00
Joanne Stroud	Software – payment in Nov should have been 69.99, amount paid was \$66.99	\$3.00
Joanne Stroud	ACC expenses – should have been paid in December	\$90.00
Altitude Community Law	Professional Fees Governing Documents Rewrite	\$1,155.00
Shawn Rieke	Postage	\$11.00
Royal Disposal	Trash**	\$3,540.00
TOTAL		\$4,939.00

\*\*Treasurer is pre-approved to pay trash bill when due, bill was paid Jan 1, 2020.

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

**Financial Reports:**

The December financial reports were reviewed and discussed. Discussion of starting to use the budgeted administrative support money for working on files and other needed secretarial support. It was moved, seconded and motion carried to approve the December financial reports.

**Secretary's Report.**

Minutes of May 16, June 20, July 25, August 5, September 19, November 21 and December 19 meetings were sent out by email for approval. It was moved, seconded and motion carried to approve all the back minutes. The minutes will be finalized and posted.

Discussion about finding someone to help do the minutes. Board wants minutes completed in a more timely fashion. Board members will start looking for someone. Sent status letter for 20097 Northmoor Drive (Martens), via email, to title company and mailed to homeowner.

### **Presidents/Vice Presidents Report**

- Drafted letters/emails:
  - 5411 Sage Ct. re unapproved structure
  - Will write thank you letter to 1 homeowner before next meeting
  - Mailed status letter to homeowner at 20097 Northmoor Drive
  - Looking at new form for violations
  
- Letters/invoices/emails mailed/received:
  - Board received email from homeowner about someone, unidentified in the email, riding their horse past her house and leaving a manure pile, President Ruof called the homeowner and discussed.
  - 20064 Cactus Drive – will mail January invoice.
  - Mailed 5 approved letters to homeowners.
  - Communicated with webmaster about problems with the contact form on website, is now repaired.
  - Helped Board secretary catch up on minutes
  - Responded by email to two homeowners re snow plowing, one homeowner re covenant enforcement issues.
  - Received certified return receipt card from homeowner at 20027 Northmoor Dr.
  - Received mail for ACC from homeowner at 20336 Northmoor Drive
  - Received response letter from homeowner at 20966 Northmoor Drive
  
- Discussion about homeowner complaint re horses leaving manure on road. Will put on list to discuss at annual meeting.

### **Old Business Covenant Enforcement:**

- 20966 Northmoor Drive concerning unsightly and unsanitary. After following previously discussed steps in the process outlined in our policy, a follow up letter was approved by Board and mailed September 25, response date October 25, no response received. Notice of hearing letter approved by Board Nov 21 and mailed, response date January 5, 2020. Received response letter dated Jan 6, 2020. Discussion. The Board needs to receive a more specific plan of repairs with a time line. It was moved, seconded and motion carried to get a legal opinion.
- 20727 Catclaw Court. Thank you letter to be written. Closed.
- 20457 Northmoor Drive. Three horses kept on property, Violation letter mailed Dec 19, response date Jan 19.

- 20097 Northmoor Drive. Unapproved structure. Status letter emailed to title company and mailed to homeowner Jan 13 including notice of pending ACC issue.
- 20059 Northmoor Drive. Unsightly and unsanitary letter written, sent December 19, response date Jan 19. Clean up has been started. Hold for now.
- 5411 Sage Court. Unsightly and unsanitary. Letter mailed/emailed Dec 19, tenant of homeowner called Dec 21 to discuss issues with President Ruof. Some clean up has been done – moving trailer. There was discussion. Also discussed unapproved structure on that phone call; see below.
- 5411 Sage Court. Unapproved structure. A horse loafing shed was moved onto property on approx Nov 28 without first submitting plans to the ACC (see above); tenant of homeowner did call President Ruof & ACC chairperson Stroud on Nov 27 to notify them that he was moving a loafing shed onto property the next day. He was told that we could not approve him doing that, if the structure did not meet our ACC guidelines and the plan was not accepted by the ACC he might have to remove the shed. Tenant said he would send required paperwork immediately but did not do so. Homeowner tenant called President Ruof again on Dec 21 to discuss the unsightly letter sent to tenant and homeowner which they had just received. At same time, discussed the unapproved structure. Email sent to homeowner tenant Dec 21 with requirements for ACC paperwork with requested response date of Jan 3 so plan could be addressed at Jan ACC meeting. No plan received. Approved follow up letter to homeowner that was mailed/emailed in January to homeowner. Plan paperwork has not yet been received. Response date now Feb 1, 2020. Discussion. It was moved, seconded and motion carried to authorize President Ruof to send a hearing date letter February 2 (if no plan received) and schedule hearing. There was a discussion of possible hearing venues, since Berthoud Center is still closed.
- 20518 Nolina Court. Possible unapproved structure, letter which was accidentally not approved during Dec board meeting, was approved after December meeting by email, response date Feb 10.

### **Old Business Other:**

- **Home Businesses:** The Weld County Code changed significantly in the fall of 2019. President Ruof called and discussed the new home business guidelines and enforcement process with Weld County Zoning personnel and with the HOA attorney. The Board decided to write an informational article in the upcoming newsletter to inform all homeowners in Northmoor about the new Weld County home occupation licensing/regulation process, and also pointing out our existing HOA Governing Documents covenants/rules which are posted on the Northmoor website. The Board discussed a draft newsletter article prepared by President Ruof. It was moved, seconded and motion carried that the information notice prepared by President Ruof

should be edited and added to the upcoming newsletter. It was decided to place the same information on the HOA website under References.

- Violation letters: There was a discussion of using a more consistent format for violation letters. Several different levels of letters need to be developed. A draft version for the initial violation letter written by Director Tams will be tried out for the next couple of letters.
- Updating database: The Board will work on updating the “as deeded” column on the current database for printing the annual meeting proxies.

#### **New Business** Covenant Issues:

- 20253 Cactus Drive. Three horses. Picture taken. Initial letter will be sent.

#### **New Business** Other:

- Need to update the “as deeded” column in spreadsheet so can print off proxy cards. Discussion as how that will be done.
- Need to approve standard letter/agenda to go to homeowners for annual meeting, President Ruof will send out draft by email for feedback.
- Snowplowing issue. Discussion. The snow on the roads in the last snowstorm made travel in the subdivision difficult. Weld County plowed the main roads in the subdivision for this last storm, but not the side roads – they usually do a good job in the HOA. Director Overlin knows of some companies that she thinks would be willing to come out on an on call basis, may need a contract. Directors Overlin and Garner will make some calls.
- Discussion of trying to shorten agenda & having “to do” lists.

#### **Committee Reports**.

- Broadband Committee: Director Hoekstra sent out email chain concerning the progress of the committee. They may be able to get commitment from TDS for the installation of fiber optic lines in Northmoor for free; the HOA will not need to help with cost. The lines would go into the public right away. The permitting process with Weld County may happen in March. The process is similar to that of a public utility. May have an open house for community later. The committee just received the information and does not have all the details. Discussion of putting out an announcement to the community.
- Governing Documents Committee: Updated documents have been approved by committee, have been sent to attorney, and have received attorney comments and edits, copies sent out to Board and committee.
- ACC Report: There was no ACC meeting in January.

It was moved, seconded and motion carried to adjourn  
Adjourned at 9:50 p.m.  
Next meeting February 20, 2020 at Director Tam's residence.

NORTHMOOR HOMEOWNERS ASSOCIATION

By: Ginny Hersch, Secretary