



**Northmoor Acres Homeowners Association
Board of Directors Regular Meeting
MINUTES – March 9, 2020**

CALL TO ORDER

The meeting was called to order by President Ruof at 7:13 pm, meeting held at Director Tam's residence. Secretary Hersch was present by phone. Treasurer Rieke was present by phone.

ROLL CALL

Directors Present: S Ruof; R Sprague; S Rieke; G Hersch; K Gardner;

 K Overlin; J Kienholz; V Tams; M Hoekstra

MEMBER'S FORUM: HOA Members Present (Name / Address / Summary): N/A

APPROVAL OF AGENDA: Director Gardner made a motion to approve the agenda. It was seconded and motion carried unanimously to approve the agenda.

SECRETARY'S REPORT: The Secretary's Report was presented. Director Gardner made a motion to approve the Board Meeting Minutes for February 20, 2020, previously sent out by email, as corrected. It was seconded and motion carried unanimously to approve the February minutes as corrected.

TREASURER'S REPORT: The Treasurer's Report was presented. Director Overlin made a motion to approve the Monthly Financial Reports for end of February, 2020. It was seconded and motion carried unanimously to approve the report.

Director Hoekstra made a motion to approve paying the bills. It was seconded and motion carried unanimously to pay the bills.

PRESIDENT/VICE PRESIDENT'S REPORT: The President/VP report was presented. Board correspondence received and sent since last meeting was listed. The following Board-action items requested in the report were approved by a motion, second and unanimous vote: to hold the next Governing Documents Committee April 7 at the Johnstown Community Center, which will cost \$30/hour.

COMMITTEE REPORTS:

- Architectural Control Committee (ACC). The report for March ACC meeting has not been completed yet, will discuss at the next Board meeting.
- Broadband Committee. The report was presented by Director Hoekstra.
 - Presentation at Annual Meeting. The Committee including Director Hoekstra and Director Kienholz will do a brief presentation.
 - TDS will not be attending.
 - TDS is going through the permitting process with Weld County.
- Governing Documents Committee. The report was presented by President Ruof on behalf of Chairperson Deb Coulson. The following Board-action items requested in the report were

approved by a motion, second and unanimous vote: to approve holding the April 7th meeting at the Johnstown Community Center

- Neighborhood Committee. No report.
- Property Maintenance. The report was presented by Director Gardner. The following Board-action items requested in the report were approved by a motion, second and unanimous vote:
 - Date of the cleanup day is set for May 2. Backup date of June 6.
- Welcome Committee. Need contact information for new resident at 20738 Cholla Court.

OLD BUSINESS – Covenant Issues.

- 20966 Northmoor Drive. Unsightly and unsanitary.
 - President Ruof mailed letter approved at last meeting.
 - President Ruof has gotten 2 phone calls and 1 email. She will return phone calls with additional information about what is requested by the Board.
 - President Ruof also will reply to email of March 9 from non-resident brother.
 - Discussion. Board wants to go ahead and set hearing date.
- 20457 Northmoor Drive. Three horses. It was moved, seconded and motion carried to approve the draft March 9 follow up letter which was previously emailed to the Board.
- 20097 Northmoor Drive. Unapproved structure. Structure was removed on 2/23/20. Closed. Send thank you letter.
- 20059 Northmoor Drive. Unsightly and unsanitary. Hold for now.
- 5411 Sage Court. Unsightly and unsanitary. Need motion to approve follow up letter of March 9.
 - It was moved, seconded and motion carried to approve the homeowner letter with 21 days allowed for a response.
- 5411 Sage Court. Unapproved structure. Incomplete plan (3 pictures and hand drawing of structure) received 2/1/20. Submittal form received 2/6/20, plot plan and paint color chips not received. ACC has received all outstanding materials and approved the plan. ACC is following up. Closed. Send thank you letter.
- 20253 Cactus Drive. Three horses. Picture taken. Need motion to approve first violation letter, previously sent to Board. It was moved, seconded and motion carried to send letter.

OLD BUSINESS – Other

- Snow plowing contractor – waiting on additional information from Director Overlin and Director Gardner when spring comes
- Covenant Violation letters templates – in process
- Reverse 911 Training – completed
- HOA committee thank you party – on hold until spring
- “How to” for annual HOA meeting – in process

- Can now cross reference this list with the “to do” spreadsheet

NEW BUSINESS – Covenant Issues

- Discussion of Northmoor’s “No commercial business may be conducted” Covenant 6 and the accompanying Covenant 6 enforcement policy. The Board placed an article in the January Newsletter article describing both the HOA Covenant prohibition and the current Weld County code concerning home occupations with notice that individual homeowners could receive follow up letters from the HOA if they were not in compliance by March 1. As of this date, there are no recent applications for home occupations or home businesses that have been filed with Weld County, and no communication has been received by the HOA Board from any homeowner on the topic. It was moved, seconded and motion carried to send home occupation/business violation letters to homeowners at 20027 Northmoor Drive, 2071 Yucca Court and 5131 Yucca Court. Directors Kienholz and Hoekstra abstained from the vote. It was also moved, seconded and motion carried to send the same violation letter to the homeowner at 20059 Northmoor Drive. It was also recommended to continue to place educational information about the HOA Covenants and Weld County Code requirements on the topic in upcoming Northmoor HOA Newsletters.

NEW BUSINESS – Other

Preparation for Annual Meeting

- Signs are out.
- Sanitizing wipes at each table? Vice-President Sprague will bring.
- President Ruof discussed process with attorney in case we needed to cancel due to virus
- Financial Consultant Deb Coulson emailed financial charts/proposed budget to the Board – are there any suggested changes or questions? If no changes, then these four pages can be emailed out to homeowners. Deb Coulson will finish full presentation and give President Ruof the final documents to be copied for the annual meeting. Coulson is making the presentation, Treasurer Rieke will be out of town.
 - Discussion. Directors Hoekstra and Kienholz asked to have projected income in the charts for the proposed 2020-21 budget. There are now income figures in the current 2019-20 fiscal year - by this time of year we can have actuals plus estimated. President Ruof asked several Board members to write down their suggestions for estimating that projected income and she would take those suggestions to Deb Coulson.
- Oil and Gas Consultant Ben MacFarlane emailed his oil and gas update PowerPoint to the Board – Discussion. This is not emailed out to the homeowners ahead of time.
- The Broadband Committee will be doing a PowerPoint presentation.
 - Presentation not ready yet. Suggested changes or questions can be handled through email this coming week. This is not emailed out ahead of time.
- Secretary’s minutes from the 2019 HOA Annual Meeting will be emailed out to Board, please make any suggested edits by email. The final version needs to be emailed out to homeowners

ahead of time. President Ruof will also add them to the final documents to be copied for the annual meeting.

- President Ruof needs to get Yearly ACC report from ACC Secretary Stroud to add to documents to be copied.
- Deb Coulson will be making a PowerPoint presentation about status of Governing Documents, will be emailed out to Board for suggested edits/changes. This is not emailed out ahead of time.
- Will need to email out some documents to the homeowners before the meeting – financial pages and minutes – Director Hoekstra can do that through MailChimp
- President Ruof would like to take in originals on Thursday to be copied – please send back all edits/changes by Wednesday night.
- Need current bios from the three Board members who are running for re-election. President Ruof will also make a phone call to an additional possibly interested homeowner.
- President Ruof needs to complete her script for the annual meeting, then send out for feedback from Board.
 - Discussion about presentation and suggestions for the meeting to help shorten it. Possibly list all the thank you's and officers on a page in the handout packet. Ask everybody in specific categories to stand.
- Director Overlin and Paul Tams will check people in.
- Director Hoekstra will make printed copies of the two check-in sheets on legal size paper. He has designed the pages, and will print those off so proxies can be entered.
- Refreshments – Discussion. Director Gardner will do them again this year.
- Voting sticks and colored cards – President Ruof will get. Director Tams will help with putting them together.
- Director Tams and President Ruof will handle name badges and magic markers for sign in table.
- Police officer is engaged, will arrive at 8:30, President Ruof needs to get cash to pay him (2 ½ hours at \$30/hour).
- President Ruof will get key for Community Center and give to Director Gardner so he can get coffee started early
- Need Board members to come at 7:30 to 7:45 to set up room – table and chairs, taping down the cords, getting Johnstown microphone to work, etc.
- President Ruof and husband will pick up extra speaker and microphone from their nephew in Greeley.
- Dave and Cindy Eldenburg are bringing projector for the PowerPoints. We are using Deb Coulson's laptop to run them on. Everyone needing anything projected up on the wall should please send the info to Deb Coulson ahead of time or bring on a flash drive. This will include all the bios.
- Need extension cords, duct tape for taping the cords down, scissors, regular tape, power strip, – from all
- Secretary Hersch will be out of town due to a family commitment. Does she need to assign the proxies given to the Secretary? Possibly to Vice President Sprague? President Ruof was requested to consult with attorney on the proxy issue.
- Treasurer Rieke will also be out of town

- Announcements made at the annual meeting usually come in all week from various homeowners, the Board can also discuss the home business issues during that announcement time. The Board requested that the home business issue be printed on the annual meeting agenda for the handouts.
- Print or bring signs for “Private Meeting” – only homeowners. President Ruof will bring.
- President Ruof will print alphabet for sign-in process and also for correcting contact information.
- Need to have Committee sign-up sheets.
- President Ruof will bring Roberts Rules
- Will need to record meeting for the minutes – would like several Board members recording since Secretary Hersch will be absent.

NEXT BOARD MEETING

Next Regular Board of Director’s meeting will be held April 16, 2020, located at Director Tams residence, 2110 Yucca Court, at 7:00 pm.

ADJOURNEMENT

The meeting adjourned at 9:41 pm.

NORTHMOOR ACRES HOMEOWNERS ASSOCIATION

By: Ginny Hersch, Board Secretary



**Northmoor Acres Homeowners Association
Board of Directors Regular Meeting
OFFICER REPORTS & COVENANT ISSUES
March 9, 2020**

SECRETARY’S REPORT

- Minutes of February 20, 2020, were sent by email to be reviewed
- Status letter to homeowner at 20027 Northmoor Drive (Fisketjon)

TREASURER’S REPORT

- Income for February:
 - Received royalty check from Kerr-McGee for \$2,657.64 (2/25/20 auto-deposit).
- Treasurer Rieke has started the process to move money into CDs at First Tier Bank in Greeley. We are planning on moving \$150,000 total. Need officers to take in identifying information to the bank to be put on signature card.
- CPA has filed for an extension on our taxes for this past year, is working on them now. President Ruof, Treasurer Rieke, and Secretary Hersch met with CPA on January 31. Financial consultant Deb Coulson also discussed the taxes with CPA by phone several times, tax forms will be sent to HOA soon for review and approval before they are filed.
- Treasurer is preapproved to pay taxes when due.
- Treasurer is preapproved to pay trash bill when due
- Business Flexible Savings relock date is 4/20/20
- Prior domain name renewal date is 4/29/20

• Bills for March

Barry Zaiger	CPA	\$90.00	
Radical Design	Web page - monthly maintenance	\$50.00	
Traveler’s Insurance	Insurance	\$754.00*	
Supply Ditch Co.	Ditch	\$1,033.75	
Joanne Stroud	ACC	\$90.00	
TOTAL		\$1,927.75	

*Already paid, authorized by email, reaffirming at this Board meeting.

PRESIDENT/VICE PRESIDENT

- Correspondence/contacts
 - Bills received: Buzz Zaiger CPA, Radical Design Webpage, Altitude Community Law (nothing owed)

- Invoices sent: none
- Homeowner correspondence/contact - Covenant Issues (see particulars below)
 - 20966 Northmoor Drive (Trimble)
- Homeowner correspondence/contact (other):
- Miscellaneous:
 - Bank Statements (2) received
 - Contacted prior President Russo re home business
 - Contacted Attorney re home businesses
 - Contacted Weld County Zoning re home businesses 3/6, 3/9
- Other
 - As of 3/9/20, no new applications from our area for Home Office or Home Business have been submitted to Weld County this year. Will need individual follow-up letters to properties if no applications submitted.
 - Drafted home business letters violation and inquiry letters
 - Gave Johnstown a deposit for \$200 for the Community Center for April 7. Will request reimbursement from Board after meeting. Need motion to approve.

COVENANT ISSUES

- 20966 Northmoor Drive (Trimble). Unsightly and unsanitary. First notification letter mailed to both owners 8-10-18. Occupied trailer/much of wood on east side of house was removed, Weld County Zoning closed their case. HOA continued follow-up with additional repair items, most require good weather (repair/painting). Board approved mailing follow-up letter of 3/21/19. No sign of additional repairs/painting but weather was very wet/cold; warmed up in summer. Follow-up letter mailed 8/1/19, requested response date 9/1/19. No response received. Follow-up letter mailed 9/25/19, requested response date 9/25/19, no response received. Notice of hearing Board letter 12/5/19, requested response date 1/5/20. Received response letter dated 1/6/20. Board approved follow up letter of 2/20/20 as revised, mailed. President received two phone calls concerning this on 3/3 and 3/4 asking for more specifics about what the Board needs. President Ruof will return those phone calls. The Board also received an email on March 9 from the non-resident brother, Jim Trimble, describing the situation in detail from his perspective.
- 20457 Northmoor Drive (Gerstner). Three horses. Picture 12/14/19. Violation letter mailed 12/19/19, requested response date 1/19/20. No written response. Need motion to approve follow up letter of March 9, previously emailed to Board.
- 20097 Northmoor Drive (Martens). Unapproved structure. ACC requested that notice of unapproved structure on property be shared with title company prior to closing. Status letter emailed/mailed 1/13/20 to title company and homeowner, including notice of pending ACC issue. Unapproved structure was removed 2/23/20. Closed.
- 20059 Northmoor Drive (Ding). Unsightly and unsanitary. Violation letter mailed 12/19/19. Response date 1/19/20. Clean-up has been started. Hold for now. No action.

- 5411 Sage Court (Prunsky). Unsightly and unsanitary. Letter mailed/emailed 12/19/19, tenant of homeowner called 12/21/19 to discuss issues with President Ruof. One trailer was moved. In Feb, Board approved sending follow up letter, also discussed contacting Weld County Zoning enforcement. Motion to approve follow up letter of March 9, previously emailed to Board.
- 5411 Sage Court (Prunsky). Unapproved structure. A horse loafing shed was moved onto property on 11/28/19 without first submitting plans to the ACC; tenant of homeowner did call President Ruof & ACC Chairperson Stroud on 11/27/19 to notify he was moving the shed onto property the next day. He was told that we could not approve him doing that; if the plan was not accepted by the ACC, he would have to remove the shed. Tenant said he would send required paperwork immediately but did not do so. Tenant called President Ruof on 12/21/19 to discuss the unsightly letter, also discussed the unapproved structure. Email sent to homeowner tenant 12/21/19 with requirements for ACC paperwork, requested response date of 1/3/20. No plan received. Follow-up letter mailed/emailed in 1/10/20 to homeowner, response date 2/1/20. Incomplete plan (3 pictures and hand drawing of structure) received 2/1/20. Submittal form received 2/6/20, plot plan and paint color chips not received. ACC to send letter requesting plot plan and paint chips. Tenant called President Ruof on 2/29 to provide plot plan and paint chips to ACC Chair, meeting arranged. Plan was approved by ACC on March 5. Closed.
- 20253 Cactus Drive (Rhoades). Three horses. Pictures taken. Motion was made to send initial violation letter. Need motion to approve draft letter, previously emailed to Board.