

KEN-CARYL RANCH TOWNHOUSE ASSOCIATION

RECORD OF PROCEEDINGS

April 13, 2016

The regular meeting of The Ken-Caryl Ranch Townhouse Association Board of Directors was held at the Ken-Caryl Ranch Clubhouse. The following directors were present or absent as noted:

Ken Whiteacre	- Present	Adam Wood	- Present
Lisa Castro	- Present	Christine Freeman	- Present
Rick White	- Present	Phillip Mills - Agent	- Present

One Homeowner was present.

Call to Order – Rick White called the meeting to order at 6:32 PM. A quorum was present

Minutes - The minutes of the meetings held March 9, 2016 were approved as presented.

Committee Reports

Architectural/Building Maintenance Committee

- Ken reported that the committee has recommended a Skylight Standard and a new Home Improvement Request form.
- On motion by Ken Whiteacre, seconded by Christine Freeman and duly passed, the Board adopted the new Skylight Standard and the new Home Improvement Request form.
- #11783 announced they would be installing a wood gate on the patio. Phil sent them an ACC form and a copy of the gate standard.
- #11741 requested the Association replace the front stoop as it had been previously repaired and was degrading badly. On motion by Ken Whietacre, seconded by Lisa Castro and duly passed, the Board approved the request.
- #11755 requested approval to install five new windows. On motion by Ken Whiteacre, seconded by Lisa Castro and duly passed the request was approved with the suggestion that replacing the sliding glass patio door would be a better use of funds than replacing the trapezoidal windows.

Landscape Committee

- Schultz had picked up most of the downed tree limbs from the blizzard. A few remain.

Document Task Force

- Phil is working on the Bylaws amendment wording. No report.
- Rick White is working on the Resident Handbook. No report.

Communications Committee

- The newsletter deadline is May 20th for articles or submissions.
- Christine announced she would not be preparing the newsletter but would look for a replacement editor.

Financial Reports - Phil Mills reviewed the reports for March 31, 2016.

- Ending balance of the Operating Account is \$49,778, Reserves - \$249,991.
- Disbursements during the month (including the regular transfer to reserve) were \$60,775.
- Delinquencies were down to \$37,007. One unit is more than half the total.
- Pre-paid maintenance fees were \$24,784.

- Total expenses (3 months) were \$8,822 under budget.
- Heritage Roofing refunded the \$10,000 roofing credit in April.

Property Manager's Report - Phil Mills' report included:

- Three gutter replacement quotes are in hand. They range from \$180,640 to \$195,375.
- The owner of 11881 requested information on the fine for not removing the pole for his sail installation. Phil responded to the owner who was not satisfied with the answers.
- Keen Renovations are scheduling repairs to the playground rails for \$640.
- Keen quoted \$1,250 to replace the deteriorated side fence at 11685.
- Backflow Consultants was authorized to do the annual testing of the backflow preventers.
- Schultz will be activating the sprinklers, aerating and fertilizing in the next few weeks.

Unfinished Business

- None was brought up for consideration.
- Phil will contact JeffCo Road and Bridge about potholes.
- The Board reviewed the conflict of interest concern raised by a homeowner and determined that no conflict exists for newsletter article authors who provide articles based on their area of expertise free of charge. A Resolution to this effect had been passed by the Board on December 4, 2014.

New Business

- The Board reviewed the proposal from Keen for the 11685 fence and on motion by Ken Whiteacre, seconded by Adam Wood and duly passed, approved the action.
- Rick will schedule bringing JTB Gutters to a meeting to discuss his guttering proposal.
- The Board discussed the Conflict of Interest issue that was raised by a homeowner regarding Sunset Ridge newsletter articles. On motion by Ken Whiteacre, seconded by Christine Freeman and unanimously passed, the Board agreed that newsletter article writers do not have a conflict of interest based on the Board Resolution passed on 12/04/14 and signed by then President Larry Schalles.

Open Forum

- No homeowners were present with comments.

Executive Session No matters needed executive session discussion.

Adjourn - There being no further business to conduct, the meeting was adjourned at 7:50 PM. The next meeting will be Wednesday, May 11, 2016 at **6:30 pm** at the Ken Caryl Ranch House.

Respectfully submitted, by Phillip Mills, Acting Secretary