

**NORTHPARK HOMEOWNER'S ASSOCIATION MINUTES**

**October 12, 2015, 7:00 PM**

**MEETING OF THE BOARD OF DIRECTORS**

PREPARED BY: Vista Management

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ATTENDANCE            MARIE STRUCKMAN      X      MARK PETERS      X    
                                 LORI GOLDSTEIN        X      MICHELE FLEITAS      X    
                                 JOHN WAGNER      X              KEN ARNOLD      X    
                                 JACKIE LOYA      X    
                                 MANAGER-Phyllis McPherson

1. CALL TO ORDER – The meeting was called to order at 7:02 pm.
2. REVIEW OF AGENDA – The agenda was reviewed by the Board.
3. REVIEW OF PREVIOUS MEETING MINUTES –  
                                 Jackie motioned to approve the meeting minutes for August 2015, Mark seconded the motion and motion carried.

4. COMMITTEE REPORTS

ACCOUNTING REPORTS – The financials were reviewed with the Board. The delinquent accounts were also reviewed. All questions were asked and answered.

ARCHITECTURAL CONTROL COMMITTEE (ACC) – The report was provided for review. Discussion regarding the log was undertaken and also the review process.

MAINTENANCE – The cement side walk was completed. The corner area in need of sod was completed.

NEWSLETTER – The newsletter was mailed out. No newsletter until spring.

TENNIS COURTS – Will there be tennis lessons next year. Who will be working on getting an instructor for next year? Lori will work on getting some instructors.

POOL - The diving board was installed. Pool has been winterized.

FACEBOOK PAGE – We do have homeowners on Facebook.

CLUBHOUSE – Mentioned that the carpet does need to be replaced. The Board will review if they will replace the carpet and/or perhaps change to something other than carpet.

5. NEW BUSINESS

BOARD POSITIONS FOR 2016 unanimously nominated and approved.

President – Lori Goldstein

Vice President – Marie Struckman

Secretary – Jackie Loya

Treasurer – John Wagner

Member at Large – Ken Arnold

Member at Large – Michele Fleitas

Member at Large – Mark Peters

FENCE STAIN PROPOSAL – Phyllis obtained a fence staining proposal from Teaberry for review. John motioned to consider staining, Mark seconded, motion defeated with a vote of 3 in favor and 4 denied.

BUDGET PREP – The Board prepared the 2016 budget. Michele motioned to accept the budget with a dues increase of \$10.00 per month, Marie seconded, motion carried.

6. PUBLIC COMMENTS – Two homeowners were present. Topic of discussions – None.

7. NEXT BOARD MEETING

The next Board meeting is to be determined for 2016. February, May, August, September and October at 7 pm at the clubhouse.

8. ADJOURNMENT – the meeting was adjourned at 9:45 p.m

A handwritten signature in cursive script, appearing to read "Kenneth Arnold", with a long horizontal flourish extending to the right.

**NORTHPARK HOMEOWNER'S ASSOCIATION  
ANNUAL MEETING OF THE MEMBERS MINUTES  
September 14, 2015 7:00 PM**

PREPARED BY: Vista Management

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BOARD ATTENDANCE MARIE STRUCKMAN   X   MARK PETERS   X    
LORI GOLDSTEIN   X   JACKIE LOYA       
JOHN WAGNER   X   KEN ARNOLD   X  

MANAGER-Phyllis McPherson

1. CALL TO ORDER – The meeting was called to order at 7:05 pm.
2. INTRODUCTION – The Board introduced themselves to the homeowners present.  
  
GUEST SPEAKER – A City of Westminster Police Officer was in attendance to discuss various topics including theft and how to protect yourself. They reviewed the statistics for the NorthPark area regarding various crimes. When reviewing the statistics, the crime has not gone up in the last year, but actually stayed the same as the year before. Discussion regarding no soliciting signs and what the city requires. They must have the no soliciting sign on each individual front door per city code. If you get a solicitor you need to call the police. Westminster Police Investigator: Cheri Spottke @ 303.658.4421. Email: [espottke@cityofwestminster.us](mailto:espottke@cityofwestminster.us) is the contact information given at the meeting.
- 3.
4. DETERMINE QUORUM – Quorum was established by proxy or in person.
5. APPROVAL OF THE 2014 ANNUAL MEETING MINUTES – The minutes were sent out in the Annual meeting notice packet. They also were distributed here at the meeting. Mark Peters motioned to approve the 2014 Annual meeting minutes, Ken Arnold seconded and motion carried.
6. QUESTION AND ANSWER SESSION – Topics of discussion: Pool hours, tether ball, HOA fence not being stained, dead trees, chicken and bees, which are not allowed per the covenants, paint sticks/books, watering times for the HOA common grounds,
7. NOMINATIONS FOR THE BOARD OF DIRECTORS – No nominations were taken from the floor. Motion to close nominations was taken from the floor. Motion to vote by acclamation was taken from the floor.
8. ELECTION OF DIRECTORS – All homeowner's present voted by acclamation to accept Jacqueline Loya, John Wagner and Michele Fleitas as members of the Board.
9. ADJOURNMENT – The meeting was adjourned at 8:05 pm



**NORTHPARK HOMEOWNER'S ASSOCIATION MINUTES**

**May 11, 2015, 7:00 PM**

**MEETING OF THE BOARD OF DIRECTORS**

PREPARED BY: Vista Management

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ATTENDANCE	STRUCKMAN	<u>  X  </u>	PETERS	<u>  X  </u>
	GOLDSTEIN	<u>  X  </u>	HILL	<u>  X  </u>
	TRUITT	<u>  X  </u>	ARNOLD	<u>  X  </u>

MANAGER-Phyllis McPherson and Cindy Combs

1. CALL TO ORDER – The meeting was called to order at 7:00 pm.
2. REVIEW OF AGENDA – The agenda was reviewed by the Board. Lori Goldstein motioned to take the agenda out of order, David Truitt seconded, motion carried. A City Council candidate attended the meeting to introduce herself and discuss any City issues.
3. **PUBLIC COMMENTS** – 9 homeowners were present. Topic of discussions – new tennis instructor, which Olivia Hill will head the committee to get a new instructor.
4. REVIEW OF PREVIOUS MEETING MINUTES –  
Ken Arnold motioned to approve the meeting minutes for February and March 2015, Mark Peters seconded the motion and motion carried.

5. COMMITTEE REPORTS –

ACCOUNTING REPORTS

The Financial Summary Report was reviewed with the Board. Phyllis reviewed the summary report and overall review of the delinquency report, All questions asked were answered.

ARCHITECTURAL CONTROL COMMITTEE

The ACC log was reviewed and the process for applications was also discussed. The violation report was reviewed with the Board.

MAINTENANCE

Several mailboxes got broken into, but one whole unit was totally destroyed. Phyllis had a new mailbox approved by the Board via email and installed within 2 days.

Broken tree at the clubhouse, which Phyllis had Sembrar remove the broken branches. Phyllis will also have Sembrar deal with the new broken tree branches due to the recent show storm.

Garage Sale was successful.

Spring Site Inspection – One large evergreen tree needs to be removed and Phyllis supplied a proposal for the removal for the tree. David Truitt motioned to approve the proposal, Lori Goldstein seconded, motion carried. Marie Struckman motioned for approval of the aeration proposal, Lori Goldstein seconded, motion carried. Phyllis will send the flower bid to the Board via email.

NEWSLETTER

This was completed and mailed out. A few new items for the next newsletter was reviewed.

RECREATIONAL/TENNIS

The signed proposal for repairs to the tennis courts was sent to the CRS company and they will begin the repairs.

Reserve Study review for the tennis courts. This was reviewed with Stephen Prokopiak who did the reserve study. Discussion regarding the study and a few line items was undertaken. Steven Prokopiak will send a proposal to update the reserve study and Phyllis will send over to the Board.

Color Boards for the tennis courts proposal was discussed. Dave Truitt asked the homeowners present what they would like to see. Dave motioned that the Board not spend the money for the color boards, Ken Arnold seconded, motion carried.

Mark Peters motioned to accept the proposal of the new concepts and cost estimates, Olivia Hill seconded. A vote was taken with 5 votes for and 1 No vote.

POOL

Absolute Pool asked to use the pool for lifeguard training and the board approved via email.

Pool ID stickers are being sent out and also given to the Board at this meeting.

Absolute presented a proposal to replace the valve on the filter. Marie Struckman motioned to accept the pool filter bid, Ken Arnold seconded, motion carried.

CLUBHOUSE

No report at this time.

6. NEW BUSINESS

CANDIDATES FOR ACC AND BOARD POSITIONS – We discussed the responsibilities of both the Board of Directors and the ACC committee positions. Three volunteers for the ACC Committee, Dick Olson, Carla Javornik and Rick Janke. The Board motioned to appoint these three volunteers to the ACC Committee unanimously.

Three people are interested in being on the Board. Two Homeowners were present who spoke briefly about why they want to be on the Board. One Board member spoke on behalf of the other interested homeowner who wants to be on the Board. Board members voted via secret ballot. The newest Board members are Jackie Loya and John Wagner.

7. NEXT BOARD MEETING

The next Board meeting is August 10, 2015 at 7 pm at the clubhouse.

8. ADJOURNMENT – the meeting was adjourned at 8:30 p.m

**NORTHPARK HOMEOWNER'S ASSOCIATION MINUTES**

**March 23, 2015, 6:30 PM**

**MEETING OF THE BOARD OF DIRECTORS**

PREPARED BY: Vista Management

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ATTENDANCE	STRUCKMAN	<u>  X  </u>	PETERS	<u>  X  </u>
	GOLDSTEIN	<u>  X  </u>	HILL	<u>      </u>
	TRUITT	<u>  X  </u>	ARNOLD	<u>  X  </u>
	MANAGER-Phyllis McPherson			<u>  X  </u>

1. CALL TO ORDER – The meeting was called to order at 6:35 pm.

2. RECREATION/TENNIS.....

- Mark Peters presented an over view of all the items regarding the tennis court project. This was reviewed by all parties.
- Eva with Norris Designs was present at the meeting to review the plans for the tennis courts. Review of all the plans was undertaken. The Board elected to present to the homeowners three options/variations of the plans to get the communities input. Norris will come back with those changes to the plans and also present color renderings that will be displayed by the pool.
- Discussion regarding the funding availability in 2016 or 2019 was undertaken. The Board would like to hire Steve Prokopiak as a consultant to review the plan to have the money available to do the project.
- Discussion regarding the two proposals for work to the tennis courts this year was undertaken. Some work needs to be completed to the courts so they are usable this year and the coming years until the new plan can be implemented. Two proposals were reviewed. Dave motioned to accept the CRS proposal items #1 and #4, Marie seconded the motion and the motion carried.

3. Dave discussed that he will be resigning from the Board and also the ACC committee. The Board wanted Phyllis to send out a postcard soliciting new Board members and new ACC committee members. Phyllis will get this done right away. Discussion on where the paint sticks will go was undertaken. Vista Management can hold the paint sticks at their office for the homeowners to review.

4. NEXT BOARD MEETING

The next Board meeting is May 11, 2015

8. ADJOURNMENT – the meeting was adjourned at 8:10 p.m.

**NORTHPARK HOMEOWNER'S ASSOCIATION MINUTES**

**February 24, 2015, 7:00 PM**

**MEETING OF THE BOARD OF DIRECTORS**

PREPARED BY: Vista Management

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ATTENDANCE	STRUCKMAN	<u>  X  </u>	PETERS	<u>  X  </u>
	GOLDSTEIN	<u>  X  </u>	HILL	<u>  X  </u>
	TRUITT	<u>  X  </u>	ARNOLD	<u>  X  </u>
	MANAGER-Phyllis McPherson			<u>  X  </u>

1. CALL TO ORDER – The meeting was called to order at 7:05 pm.
2. REVIEW AGENDA – the agenda was reviewed by the Board members in attendance.
3. REVIEW OF PREVIOUS MEETING MINUTES, APPROVAL OF SAME – Ken Arnold motioned to approve the minutes from the last meeting, Marie Struckman seconded, motion carried.
4. COMMITTEE CHAIRPERSON REPORTS
  - Review of Financials – Discussion regarding the financials and what reports the Board would like in the Board packet.
  - Review of Accounts Receivable – reviewed. Discussion regarding the delinquent accounts was undertaken.
  - Signature Card – signed by all Board members. Phyllis will get them to the bank.
  - Checks – were signed.

ARCHITECTURAL CONTROL COMMITTEE (ACC)...Vista

  - ACC Report – The report was reviewed by the Board.
  - Violations – the violation was reviewed. Discussion regarding how often the manager will be doing inspections was undertaken.

MAINTENANCE...Vista

  - Mailboxes – installed.

NEWSLETTER....Vista

  - Article review – the Board reviewed and Phyllis will get it prepared for mailing.

RECREATION/TENNIS.....

  - Waiting on proposal for repairs. Phyllis will send the bids for the courts via email.
  - Norris is to present the designs when the pool opens. Phyllis will coordinate with Norris to get the plans set up at the pool for homeowners to review,

POOL.....GOLDSTEIN

  - Contract for 2015 and 2016 Pool Season – signed.
  - End of Season Report – given to the Board for review.
  - Shade Structure installed – not the correct height. The company will be coming back to fix the situation. The Board would like one pole, not an addition to this pole.
  - Bid for AED Plus – Dave motioned to approve the bid, Marie seconded, motion carried. Lori signed the proposal. This will be mounted in the pool lifeguard room for security reasons.
  - Pool ID Stickers ordered and received. The notice will be in the newsletters so homeowners can get their pool stickers.

CLUBHOUSE...Vista

  - Vista coordinates with the committee in regards to renting of the clubhouse.
5. PUBLIC COMMENTS ON OTHER TOPICS – No homeowners present.
6. NEW BUSINESS: Board member has left so there is one open position and they would like to not appoint anyone until the next annual meeting so it is open for other homeowners to run.  
  
If any important issues come up the Board would like to call a special meeting to discuss them and not hold until the next meeting.
7. NEXT BOARD MEETING
  - Annual Calendar – meeting dates discussed and calendar included in the Board packet.
8. ADJOURNMENT – the meeting was adjourned at 8:00 p.m.