

# NORTHPARK HOMEOWNER'S ASSOCIATION MINUTES

October 10, 2016, 7:00 PM

## MEETING OF THE BOARD OF DIRECTORS

PREPARED BY: Vista Management

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ATTENDANCE	MARIE STRUCKMAN	<u>  X  </u>	MARK PETERS	<u>  X  </u>
	LORI GOLDSTEIN	<u>  X  </u>	MICHELE FLEITAS	<u>  X  </u>
	JOHN WAGNER	<u>  X  </u>	KEN ARNOLD	<u>      </u>
	FRED SARGESON	<u>  X  </u>		
	MANAGER-Phyllis McPherson			X

1. CALL TO ORDER – The meeting was called to order at 6:59 pm.
2. REVIEW OF AGENDA – The agenda was reviewed by the Board.
3. PUBLIC COMMENTS – homeowners were present. Topic of discussions – No comments.
4. REVIEW OF PREVIOUS MEETING MINUTES –  
Marie motioned to approve the meeting minutes for August 2016, Michele seconded the motion and motion carried.

### 5. COMMITTEE REPORTS

ACCOUNTING REPORTS – The financials were reviewed with the Board. No questions.

ARCHITECTURAL CONTROL COMMITTEE (ACC) – The report was provided for review.

-ACC Member Discussion – The Board met with the members of the ACC Committee and discussed procedures with them.

-ACC Process Discussion – the process for the requests was discussed.

-New Paint Colors – Discussion with owners who are requesting an updated paint color scheme of the neighbor was undertaken.

VIOLATION REPORT – The report was provided for review.

MAINTENANCE – None

MONUMENT REPAIRS – in process.

NEWSLETTER – The fall newsletter is being completed and mailed.

TENNIS COURTS – None

POOL – None

CLUBHOUSE – None

### 6. NEW BUSINESS

Positions on the Board – The Board voted unanimously to the following positions:

President – Lori Goldstein

Vice President – Marie Struckman

Treasurer – John Wagner

Secretary – Michele Fleitas

Members at Large – Ken Arnold, Mark Peters and Fred Sargeson

John motioned to approve the positions as listed, Michele seconded, unanimously approved.

2017 Budget – the 2017 Budget was completed with the Board. Motioned to approve the 2017 as prepared, seconded, motion carried. Michele motioned to accept the budget as proposed, John seconded, motion carried.

2017 Meeting Calendar – the Board discussed what night the meetings should be on in 2017.

Phyllis will prepare the calendar and let the Clubhouse manager know about those dates. She will send the completed calendar to the Board.

7. NEXT BOARD MEETING

The next Board meeting is in 2017. at 7 pm at the clubhouse.

8. ADJOURNMENT – the meeting was adjourned at 8:20 p.m

*Marie Struckman*

**NORTHPARK HOMEOWNER'S ASSOCIATION  
ANNUAL MEETING OF THE MEMBERS MINUTES  
September 12, 2016 7:00 PM**

PREPARED BY: Vista Management

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

1. CALL TO ORDER – The meeting was called to order at 7:00 pm.
2. INTRODUCTION – The Board introduced themselves to the homeowners present.  
  
GUEST SPEAKER – Dave Massey from Adams 12 Action Network was here to discuss the Adams 12 school bond issue on the November ballot. All questions were answered. Please check the Adams 12 website for more information.  
  
GUEST SPEAKER Chief Deputy Reeves and Kate Kazell from the City of Westminster were here to discuss crime and what can be done. One specific home was discussed and what homeowners can do. Contact information for the police was distributed to those present.  
  
HOA ISSUES – Lori spoke regarding the home that was asked about. More information was presented to the homeowners present.
3. DETERMINE QUORUM – Quorum was established by proxy or in person.
4. APPROVAL OF THE 2015 ANNUAL MEETING MINUTES – The minutes were sent out in the Annual meeting notice packet. They also were distributed here at the meeting. A homeowner motioned to approve the 2015 Annual Meeting Minutes, the motion was seconded and unanimously passed.
5. QUESTION AND ANSWER SESSION – Topics of discussion: Xcel lights within the community and the home in question.
6. NOMINATIONS FOR THE BOARD OF DIRECTORS – One nomination was taken from the floor. Fred Sargeson was nominated from the floor. Lori Goldstein was nominated to run for the Board for another 3 year term. Motion to close nominations was taken from the floor. Fred Sargeson and Lori Goldstein were nominated to the Board of Directors.
7. ELECTION OF DIRECTORS – Motion to vote by acclamation was taken from the floor. All homeowner's present voted by acclamation to accept Lori Goldstein and Fred Sargeson as members of the Board of Directors.
8. ADJOURNMENT – The meeting was adjourned at 8:20 pm



# NORTHPARK HOMEOWNER'S ASSOCIATION MINUTES

August 22, 2016, 7:00 PM

## MEETING OF THE BOARD OF DIRECTORS

PREPARED BY: Vista Management

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

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.
3. PUBLIC COMMENTS – Seven homeowners were present. Topic of discussions – One house was discussed.

John motioned to start legal action on one home, Ken seconded, motion carried. Phyllis will contact the attorney to start legal action on this home.

4. REVIEW OF PREVIOUS MEETING MINUTES –  
Marie motioned to approve the meeting minutes for May 2016, Michele seconded the motion and motion carried.

### 5. COMMITTEE REPORTS

ACCOUNTING REPORTS – The financials were reviewed with the Board. The delinquent accounts were also reviewed. All questions were asked and answered. Questions regarding the life guard contract was discussed. Phyllis will get with the Pool Company.

ARCHITECTURAL CONTROL COMMITTEE (ACC) – The report was provided for review.

VIOLATION REPORT – The report was provided for review. Discussion regarding a few homes was undertaken. Discussion regarding what to do violations about was undertaken and tabled.

MAINTENANCE – Backflow testing was completed.

MONUMENT REPAIRS – two proposals were presented to the Board. Marie makes a motion to go with the Robert Clay proposal, John seconded, motion carried.

NEWSLETTER – The summer newsletter was mailed. If there are any new articles that the Board wants in the newsletter they will send to Phyllis.

TENNIS COURTS – Repairs, not necessary this year. No report provided.

WEBSITE - The renewal of the website is due, Marie motioned that we renew the website, Ken seconded, motion carried.

POOL – The Swim team needs to coordinate with the Clubhouse manager on the dates they will be holding a swim meet. The clubhouse should not be rented on that date as there is no enough parking to accommodate both types of events.

CLUBHOUSE – Clubhouse manager wants the swim team to give her dates of their meets so she does not rent the clubhouse on those dates.

### 6. NEW BUSINESS

MEDIAN RESPONSIBILITY – it was determined that NorthPark East Filing 2 is responsible for the maintenance of this median and will begin to maintain it. The Board would like to meet with the

NorthPark East Filing 2 Board as a meet and greet. Lori will work on this event.

ANNUAL MEETING NOTICE – This was reviewed by the Board and will be mailed out.

AUDIT – The final audit was presented to the Board so they could review it. Engagement letter for an audit of 2016 books was presented to the Board and signed by the Board.

FOOD TRUCK – Michele presented a proposal for having food trucks next summer 2017. The Board agreed to pursue this.

SPECIAL SESSION – Lori called executive session, Michele seconded. Legal issues were discussed.

7. NEXT BOARD MEETING

The next Board meeting is the Annual meeting on September 12, 2016 at 7 pm at the clubhouse.

8. ADJOURNMENT – the meeting was adjourned at 9:00 p.m

A handwritten signature in black ink, reading "Lori Goldstein". The signature is written in a cursive, flowing style. The first name "Lori" is written in a larger, more prominent script, and "Goldstein" follows in a similar but slightly smaller script. The ink is dark and the background is plain white.

**NORTHPARK HOMEOWNER'S ASSOCIATION MINUTES**  
**May 9, 2016, 7:00 PM**  
**MEETING OF THE BOARD OF DIRECTORS**

PREPARED BY: Vista Management

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

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 –  
Ken motioned to approve the meeting minutes for January 2016, 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. The April checks were signed and returned.

ARCHITECTURAL CONTROL COMMITTEE (ACC) – The report was provided for review.

MAINTENANCE – Snow Removal was reviewed. Tree damage. There is a lot of tree damage after the extensive snow fall. We have been cleaning up the property and removing those broken branches or removing the entire tree. More tree cleanup is necessary and will be done by the contractor.

FENCE DAMAGE – due to the extensive snow we have had some fence damage that has been repaired.

VIOLATIONS – the inspection report was provided to the Board for review.

NEWSLETTER – The spring newsletter was mailed. If there are any new articles that the Board wants in the newsletter they will send to Phyllis.

GARAGE SALE is this coming weekend. The signs are put out. Discussion regarding changing the date for future years was undertaken. Michelle will work on getting a donation truck to come out after the garage sale.

TENNIS COURTS – Repairs, not necessary this year. Tennis Lessons will not be happening this year due to lack of interest from the homeowners.

POOL - Pool is ready to be opened. New Lap ropes have been purchased. We should be getting payment from the swim team soon.

CLUBHOUSE – Discussion regarding a new vacuum, carpet cleaning and new mats. Two floor proposals have been submitted for review. Discussion regarding type of flooring was undertaken.

Ken motioned to use S&L Flooring if they would match pricing from the other contractor, Mark seconded, motion carried. Phyllis will set up a time to meet them onsite and see if they will adjust their pricing to match competitor.

VACUUM – since we will not have carpet discussion on whether we need a new vacuum was undertaken. No new vacuum will be purchased.

ENTRY MATS – Michelle was going to look into purchasing some new mats.

5. NEW BUSINESS

TRASH CONTRACT –We will hold on the trash container switch and will do a survey on Facebook to get more responses. Survey Monkey will be done on Facebook to get the responses for this. Marie will let me know if we will have the containers put at the pool for homeowners to look at the cans.

MANAGEMENT CONTRACT – This contract was signed and returned to Vista after some questions were answered.

SPRING WALK THRU – was held before this meeting. Phyllis will get the proposals from Sembrar and send to the Board for approval.

PAINT INSPECTION 2016 –this was included in the Board packet for review. They have until October 2016 to paint. If they ask for an extension they will have until May 2017 to finish.

FOOD TRUCK FOR 2017 – Michelle will work on getting this set up. Discussion regarding some social functions within Northpark was undertaken. Michelle will work on getting some ideas over to the Board.

6. PUBLIC COMMENTS – Four homeowners were present. Topic of discussions – Pleased with the common grounds and pool area, common fencing, staining of the fencing.

7. NEXT BOARD MEETING

The next Board meeting is to be August 8, 2016 at 7 pm at the clubhouse.

8. ADJOURNMENT – the meeting was adjourned at 8:35 p.m

A handwritten signature in black ink, appearing to read "Michelle", is located in the lower right quadrant of the page.

RESOLUTION OF THE NORTHPARK HOMEOWNERS ASSOCIATION

RE: EXCESS INCOME APPLIED TO THE FOLLOWING YEAR'S ASSESSMENTS  
REVENUE RULING 70-604

WHEREAS, the NorthPark Homeowners Association is a Colorado corporation duly organized and existing under the laws of the State of Colorado;

And

WHEREAS, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service;

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the NorthPark Homeowners Association:

RESOLVED, that any excess of membership income over membership expenses for the year ended December 31, 2015, shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.

This resolution is adopted and made a part of the minutes of the meeting of 8.2.14.

BY: *Levi Goldstein*  
President

ATTESTED: \_\_\_\_\_  
Secretary



**NORTHPARK HOMEOWNER'S ASSOCIATION MINUTES**  
**January 18, 2016, 7:00 PM**  
**MEETING OF THE BOARD OF DIRECTORS**

PREPARED BY: Vista Management

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

1. CALL TO ORDER – The meeting was called to order at 7:03 pm.
2. REVIEW OF AGENDA – The agenda was reviewed by the Board.
3. REVIEW OF PREVIOUS MEETING MINUTES –  
Ken motioned to approve the meeting minutes for October 2015, John 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.

MAINTENANCE – Snow Removal was reviewed. The contractor is working on the ice situation and trying to make sure the mailbox areas are not slippery.

NEWSLETTER – The newsletter was mailed in December. Spring newsletter covering pool rules will be sent in April.

TENNIS COURTS – Will there be tennis lessons next year. Lori found a tennis instructor and the information will go into the newsletter. Marie will send out the Reserve study to the new Board members for their review and become informed regarding when certain items are planned to be replaced.

POOL - Pool has been winterized. Review of the end of season report was done. Ken motioned to pay to get the sand replaced in the wading pool, motion approved unanimously. Phyllis will get the proposal and sign it. Phyllis will also get pricing on the lane ropes.

FACEBOOK PAGE – Active Facebook account. 102 members. Newsletter will be posted on Facebook page. Reminder of the trash rules will be posted as well.

CLUBHOUSE – Discussion regarding a new vacuum, carpet cleaning and new mats. The Board wants proposals on getting new flooring in the clubhouse. Bev got a donated vacuum, so if working will hold on the purchase of a new vacuum. Marie will be picking up 2 new mats for the clubhouse. Ken motioned to go with vinyl for flooring, John seconded, motion carried. Phyllis will get pricing for the vinyl flooring installed.

Marie and Phyllis will coordinate with the keys so all board members have keys to all the rooms at the clubhouse. Phyllis will also update the data sheet, so the Board members can be contacted in case of emergency.

5. NEW BUSINESS  
TRASH CONTRACT – do we switch to the new trash containers sooner? We will hold on the trash container switch and will do a survey on Facebook to get more responses.

LEGAL CONTRACT – reviewed the Hindman Sanchez proposal. They want a proposal from Business Management Law Group. Phyllis will get this and send it over to the Board for review.

6. PUBLIC COMMENTS – 4 homeowners were present. Topic of discussions – Violations and the process for these.

7. NEXT BOARD MEETING

The next Board meeting is to be May 9, 2016 at 7 pm at the clubhouse. The 2016 Meeting Calendar was supplied to the Board.

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

A handwritten signature in cursive script, reading "Lori Gledsten".