

Forrest Groves Estate Homeowners Association

Board of Directors Meeting

March 17, 2022 - 7:00-8:00 pm

If you would like to attend via Zoom,

CLICK THIS LINK: <https://unco.zoom.us/j/2819947151>

MINUTES

Call to Order: 7:02

Board Attendance: Stan Dunlap, Mary Dunlap, Susan Brown, Dave Kasper, Joe Wise

Guest Attendance: Dave Rahn, Bryce Hunt, Dave Bowen, Tim Wheeler

Motion to accept February 2022 Board minutes

Motion by: Susan, Second by: Mary

Approved

Committee Reports

• **Bylaws Committee Updates**

◆ Stan Updates:

Bylaws draft was sent to Board and Doug Reynolds (lawyer) –

- ◆ Board has provided feedback
- ◆ Doug Reynolds has emailed back feedback/edits
 - All five items the Committee had legal concerns about are covered in the Bylaws, Policies, or Rules documents
- ◆ Draft is ready to be sent out to Association members for their feedback with any feedback being returned to the Board by April 10th.
 - A survey will be attached for members to respond to.
 - Any feedback will be reviewed and considered by the Board and implemented if appropriate
- ◆ Focus will now be on completing the Policies and Rules documents
- ◆ Review of all documents as to the potential impact on the Association's budget.
- ◆ Thanks to the Bylaws Committee for their many hours drafting documents for Board review and appreciation to the Board for their time and insights.
- ◆
- Committee response
 - ◆ Tim Wheeler: Adamant about seeing the attorney's written opinion on each of the Committee's questions that were submitted to the Board. A verbal explanation of the lawyer's response is not appropriate, the Committee deserves to see the actual document submitted to the Board.
 - ◆ Dave Rahn: It's important to see the areas where the lawyer edited/commented. It's important to have cross-referencing for future Boards.
- Board Response
 - ◆ Joe: Would like to discuss the issue of the member majority vote further and get a response on this issue from the lawyer. Additionally, we should provide the Committee with the lawyer's responses to each of the questions.
 - Thinks it is important that the Committee continue to collaborate with the Board on competing the Policies and Rules documents.

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- ◆ Stan doesn't have specific responses to each of the Committee's questions but has incorporated all of the lawyers' edits and recommendations into the current Bylaws draft (sent out Thursday, March 17th).
 - Requested the Committee to read the most current draft and ask questions based on that document. Stan will then take those questions directly to the lawyer for a response and ask for any clarification.
Stan – issue bylaws majority approval that authorizes any changes
- A discussion was had regarding the Bylaws Committee continuing their work on the Bylaws draft and other relevant documents.

MOTION: The Bylaws Committee will continue to work with the Board to review the Policies and Rules.

- ◆ Put forward by Joe Wise, seconded by Dave Kasper
 - ◆ Discussion: Dave Rahn commented on the importance of a Board member attending the weekly Committee meetings. Stan was selected as the Board liaison for this task as he has the time during the day to attend.
 - ◆ Motion passed unanimously for the Committee to continue their work on the Policies and Rules documents.
- **Wildfire Adaptive Partnership (WAP): Mary**
 - Mary has been investigating the option of the Association getting connected back up with WAP and reinstating membership (membership lapsed in 2013). She attended a 2-hour ambassador introduction meeting and will continue to attend meetings every other month. Mary will update the membership and coordinate activities when needed.
 - This partnership with WAP is important to keep up with property fire mitigation.
 - A WAP representative is willing to walk the Associations property to assess what needs attention
 - Representative is willing to meet with and assess any Association's personal property.
 - Homeowners should take advantage of property assessments and work to meet mitigate where needed. This process will help with insurance costs and will help the Association to receive grant funding to offset costs such as the woodchipper (\$750) used during spring/fall clean up days.
 - This process will take a fair amount of time and coordination but a Committee will be set up to support the efforts.
 - Upper Pine River fire department is also willing to come out and assess accessibility to homes and mark which homes could not be defended in the event of a fire.
 - Susan Brown requested WAP training prior to May clean-up days.

Finance Report: Dave Bowen/Mary Dunlap

- For February Financial Reports Go to [Forrest Grove Website](#)/Financial Statements folder
- Tim would like access to the complete financial statements for January and February.
 - ◆ Susan: Financial summaries are available on the website. Will upload the detailed summary sheets to the website. This portal is open to the public.
 - ◆ Discussion regarding having this portal open to the public. Dave Bowen did not see an issue with this. It is however possible to lock the file and only be available to members who register on the website. Susan will look into this further. Instructions on how to register on the website will be provided in the April newsletter. Anyone who is not registered as a member on the website can be provided financial statements upon request.
- Stan commented on the fact that Association major bills come in the spring. – major bills come in the spring.
 - ◆ Would like to see a May transfer of funds from the operating budget to the reserve fund.

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- Tim Wheeler: Curious about a transfer to the reserve fund. Suggests that it may be better to wait until the next FY.
- Dave Rahn: Fiscal assists and value should be considered first and then determine what is affordable to transfer to the reserve fund.
- Stan is still working on negotiating a rate to have a professional complete a Reserve Study. The current estimate from one person is \$2,450 but a formal bid is still being waited on. Will need to look at this year's budget as this fee is not a line item. This assessment may need to be bumped to the next FY. Need to discuss if we need professional or can we do ourselves.
 - Suggests 75% of funds are earmarked for operating budget and 25% set aside for the reserve fund.
- Dave Bowen: Stan has a draft identifying major assets.
 - Does not think that Associations current \$10,000 reserve fund is sufficient. However, consideration has to be made as what costs would be associated with the reserve fund as opposed to the running budget. It is easy to transfer funds into a reserve fund but difficult to get out.
 - Reserve study should be a line item in next FY budget
 - Best to forecast anticipated expenses for a number of years into the future
- ◆ Joe requested to have the financial report out to be at the beginning of the meeting so Dave Bowen doesn't have to stay for Association business outside the parameters of financials.
 - This recommendation will be implemented as of the April Board meeting.

Better to forecast a number of years – strategize how to get to goal over the years
Don't want too much money in reserve because hard to get out

Water and Sewer Report: Dave Kasper

- Testing is being conducted on the Verde well. May need tank inspection.
- There is a webinar that Stan will attend and take notes.

Road & Trash Report: Joe Wise

- Joe has addressed the dumpster door issue and the doors should be sliding easier.
- More discussion regarding Feb 20th Amazon truck issue. Adding a sign or two at the entry of the property is recommended to deter big rigs from entering.
 - ◆ Tim Wheeler: in the future, if situations occur like this it would be best to notify Tim so he can walk the property and take care of any debris that may damage cars or equipment.
- Tim Wheeler spread gravel up on High Trails, graded, and covered a few ditches.
- **ACTION ITEM (Joe):** Set up work with S&S to get on their agenda as soon as possible.
- **ACTION ITEM (Dave):** Give Joe a heads up if any seeping pools are noticed. Need to protect the sewer.

Old Business

- The community survey that was going to go out to members is on hold until the Bylaws and supporting documents have been reviewed by the members.
- Snowplowing update: Tim Wheeler
 - ◆ Broke a chain – Olin has been helpful getting parts and fixing but happens a lot when the snow begins to melt.

New Business

- Invoices and newsletter will be going out the last week of March/first week of April.
- The Board will identify projects that need to be taken care of during the spring community cleanup.

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- ◆ Coordinator is needed
- ◆ Dates will be posted on the website calendar and in the spring newsletter
 - Dates for May road work need to be scheduled
 - Writing of the annual report needs to start
 - **ACTION ITEM:** Each Board member will need to provide an evaluation/report on the projects they worked on over the past year.
- ◆ Board: program evaluation for the projects worked on. This can be done in conjunction with the Annual Report.
- Next fiscal year budget (7/1/22-6/30/23)
 - ◆ First draft has been sent out to the Board members for review/comments
 - ◆ Officers need to identify needs for the next FY
- Upcoming Dates:
 - ◆ April Board Meeting: Tuesday, April 12th/7:00 pm
 - ◆ Community Meet and Greet: Saturday, June 4th or 11th
 - ◆ Annual meeting: July 9th or 16th
- Member comments
 - ◆ Bryce Hunt: Regarding short term rentals...
 - Understands that this conversation is a work in progress
 - Has submitted an opinion on the matter to the Board and understands that others may have a different opinion as to how to handle this issue.

Motion to Adjourn: 8:13

Motion by: Mary Dunlap, seconded by: Dave Kasper