

Forrest Groves Estates Homeowners Association

Board of Directors Meeting

Zoom Link:

Stan Dunlap is inviting you to a scheduled Zoom meeting.

Topic: FGEHA June Board Mtg

Time: Jun 15, 2023 07:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/4475249523?pwd=bjlqTEJYc0dhSzNiN1pmQ3FkNXNkUT09>

Meeting ID: 447 524 9523

Passcode: 415355

MINUTES

Thursday, June 15, 2023 7:00 p.m.

Call to Order: 7:02 pm

Board Attendance: Stan Dunlap, Dave Kasper, Jen Redfern, Beth Gordon, Tracy Davis

Guest Attendance: Dave Rahn, Barbara Beevers, Mary Dunlap

- Motion to approve May 2023 Board Minutes
 - Motion -- Jen R Second – Dave K Approved

Finance Report: David Bowen / Beth Gordon

May Financial Report: Beth Gordon / Dave Bowen available at <https://forrestgrovesestates.communitysite.com/>
As of May 31, 2023

- Cash in the operating account was \$33,657 and \$9,004 in the reserve account for a combined total of **\$42,661.00**.
- Accounts receivable as of 5/31/23 were \$5,784. As of 6/12/23 this balance was constant. \$4,948 is set up on payment plans, and \$863.00 remains past due with collections notifications in place.

Notes on variances > \$100

\$175 variance in legal fees was due to counsel on the covenants project

\$3,005 variance in water testing due to increased cost (WTB by \$ 6,295 YTD)

- Overall, excess of revenue over expenses for the eleven months ended 5/31/2023 was \$28,310.00 and better than budget by \$8,528.00. Road Expense budgeted at \$17K will hit in June.
- FUND BALANCE – RESERVE FUND
- Motion to approve transfer \$5000 > Reserve Funds – Jen R, Dave K -- OK pending availability of funds
- Presentation of Budget for 2023-24 – discussion
- Motion to approve transfer of 2023-2024 retained earnings into 2023-2024 budget using this wording from Rule 4.1 Surplus Funds
 - *WHEREAS the Forrest Groves Estates Homeowners Association is a nonprofit mutual benefit corporation, and*
 - *WHEREAS the corporation seeks to act in accordance with applicable IRS Revenue Rulings,*
 - *THEREFORE, BE IT RESOLVED, that any surplus funds remaining in the Association's budget at the end of the fiscal year shall be applied to the following year's budget as provided for in IRS Revenue Ruling 70-60.*
- Motion Beth, Tracy 2nd
- Discussion about waiting to know the exact amount of retained earnings; this figure will be available at the end of June; Sewer parts costs to be paid from Reserve; Approved transfer from Reserve to Operating as needed probably around \$1600; water parts/maintenance looks to be under budget and should be available to balance water testing expenses which are over budget;

June 2023 Board Meeting MINUTES

- New board should consider some sort of drop box or closet at the mail boxes for incoming packages attached to Roads/Bridges/Landscape line item
- Board vote to approve 2023-2024 Final Budget –Stan will work with David Bowen to finalize expenses and make adjustments as needed, e.g. including Zoom, Website & QuickBooks expenses; then email to Board for final vote electronically
-

Committee Reports

- WAP report for June 2023

The FGEHA cleanup day was a huge success. Nearly two dozen people volunteering to help; chipped branches and filled a 30 cu yd roll-off dumpster (cost ~\$1400; need to get second bids for future work-day dumpsters) There are still many mitigation efforts underway. Our combined hours absolutely need to be reported and I have only 5 reports. If you are working on your property, that is still a huge countable report. Please text, email or fill out a green sheet (at the Mailboxes) and get those hours counted.

We have received a rebate from WAP for half (\$253) of our chipper cost already.

If you need help assessing your property, Alex Graf has new assistant, Ryan Cook. His number is 970-508-0452 and his email is rcook@wildfireadapted.org Ryan is covering the east side of LaPlata county.

- New WAP Coordinator needed -- I am stepping down as ambassador with WAP this July. This is an awesome way to volunteer for the neighborhood. Just meetings every other month and a quick orientation, as well as getting to help set up mitigation efforts. Please let us know if you can step up for this position.
- Fall clean-up day/weekend – weekend of 3rd week of Sept – 9/16-17 – Is this needed? If so, who coordinates?

Water and Sewer Report: Dave Kasper

- The starter motor for one of the sump pumps went out Olin fixed it on June 7. The cost for the new starter was \$566.64 & Olin generously donated his time.
- Olin & I removed aspirator 2 from the pond because it wasn't functioning. After performing several tests, Olin determined that it was a bad motor. He ordered & replaced the motor. I don't know the cost for that component
- There is a ceramic water bearing in the aspirator that has a 5 year schedule for replacement. Olin ordered a new one because it was due & the aspirator was already out. The replacement bearing is \$640. Olin carefully measured the current aspirators bearing with calipers & determined that it showed no signs of wear. He elected to replace the current bearing & I believe we will keep the other one for future maintenance.
- Olin repaired collapsed sewer cleanout on the main line at 318 High Trails

Road & Trash/Recycling Report: Jen Redfern

- S&S road work – June 26-28; dust mitigation (Desert Mountain) Th 6/29 Application (lignosulfonate base)
- Both trash dumpsters are now emptied twice a week (Mondays & Thursdays) through the end of October at which time one of the dumpsters will be emptied twice a week and the other once a week until the beginning May
- The Recycling dumpster is emptied once every two weeks on Wednesday.
- Request from a neighbor who owns property near entrance (but not in the Association) to install a speed bump right at the entrance next to the asphalt to slow down drivers who enter the subdivision at highway speed, endangering him and his vehicles which are not visible from the outside. After discussion, it was decided to create signage to be placed on his property about slowing down and to place temporary speed bumps near the entrance. Jen will follow up with Tim re placement after this year's road work is completed.

Old Business

- Amended and Restated Protective Covenants – after a vote of 29 to approve and 12 not to approve

June 2023 Board Meeting MINUTES

(with 10 ballots not submitted) adopted 5/23 & will become effective 7/1/23 with the beginning of the new fiscal year

- Policies and Rules: recommend maintaining existing Policies and Rules through Dec 31, 2023, allowing the new Board to determine priorities and then update Policies & Rules as they see fit. Then, align P & R to the calendar year, instead of the current alignment to the Association fiscal year (7/1-6/30)
- Meet N Greet update -- change of plans – moved to the dry comfort of the ramada at 117 Verde Lane
- Small group, but comfortable & dry
- New Board to decide if a fall Meet N Greet should be held

New Business

- Officers and committee chairs are requested to submit articles for the 3rd quarter Newsletter by Tuesday, June 27 to fgehoa@gmail.com
- Board preparation of mailing (quarterly dues invoices and Newsletter)– Saturday, July 1 10:00 a.m.
- Send David Bowen PDF of newsletter. He will send to 5 Members who have requested electronic delivery of invoice and newsletter. Suggestion to go to all electronic delivery was rejected for now but may be re-considered in the future
- Annual Meeting –Saturday July 15, 2023 1:00 ~~Treasure Island~~ 117 Verde Lane
 - Email 2022 Minutes with Meeting Agenda & Zoom link
- Officers: please send your report and names of volunteers you wish acknowledged & for what so we can prepare this year's Annual Meeting report.
- Board Terms: President – Stan Dunlap July 2021-7/15/2023
 - 1st Vice President – Dave Kasper July 2022- July 2024
 - 2nd Vice President – Jen Redfern July 2022 – July 2024
 - Treasurer – Beth Gordon July 2022 – July 2024
 - Secretary – Susan Brown 7/21-6/30/22 (resigned);
Jill Corr 7/22-3/23 (resigned);
Tracy Davis 3/23- 7/15/23
- Comments -- none

Motion to Adjourn: Jen R Second: Dave K Adjourned 8:03 pm

Next Board Meeting: T.B.D. by the new Board at the end of the Annual Meeting -- :?? pm – Zoom;
also election of Officers.

Tentative Agenda items for August Board Meeting:

- Priorities for the Board for the year
- Budget report – Operating and Reserve; funds carried forward from retained earnings.
- Assess need for fall workday/weekend, tentatively the weekend of the 3rd Saturday of September (9/16-17)
- Assess need for fall Meet N Greet; assign coordinator and plan
- Review of Policies and Rules to align with new Covenants
 - Short-Term Rentals (STR) and Long-Term Rentals (LTR) priorities
 - Design program to meet priorities and set fees for Owner and Rental Agency Licenses, as well as fees to renters for each Rental
 - Finding company to manage STR and LTR program ?
- Snow plow drivers – recruit, train and schedule
- Identify maintenance needs
 - Set date for jet-rodding the Roland side sewer line and lift station & tank cleaning
- Review/discussion of new laws in HB 22 – 1137
- Coordinate with Bookkeeper re Form 1120H federal tax form due 9/15
- Develop Annual Report using Annual Report Format in Policy #12

June 2023 Board Meeting MINUTES

- **List for new FGEHA President**

Computer & flash drives & printer

Printer paper, ink, envelopes, stamps, labels

Keys, including safe deposit box at Bank of the San Juans on north Main

Filing cabinet & Binders

Boxes of marking stakes (orange, blue, green)

Determine which officer will be responsible for the following:

Work with David Bowen = Pres & Treasurer

Work with BSJ tech personnel = Pres & Treasurer

Work with Fred Stephenson = Pres & 1st VP

Monitor & disseminate fgehoa@gmail.com = Pres

DORA emails, incoming invoices, email blasts,
communication to/from Members, professionals

Monitor fgehabookkeeper@gmail.com = Pres & Treasurer

Incoming invoices & emails

Collect FGEHA mail (mailbox & black FGEHA mailbox) ?? Treasurer??

Update Association Website = ??Secy??

Work with S&S Construction; secure 2nd bid??

Work with Waste Management ??

Supervise STR program & finances ???

Prep and make deposits = Treasurer

Prep Agenda & Minutes format = Pres & Secy

Prep quarterly newsletter = Pres & Secy

Prep & assemble quarterly mailings = Secy ???

House & maintain walk-behind string trimmer = ???

Icy roads sign (store and put up/take down) = ???

Adjust Red Flag & Fire danger level sign = ???

Store and distribute marking stakes = ???

NOTE: the Minutes contain some information sent by Officers in their written reports prior to the meeting