

**The Springs at Mariana HOA
HOA Board Meeting Minutes
January 11, 2016– 7:00 p.m.
Eddy Residence
307 Meadowsweet Circle**



1.0 Opening of Regular Meeting

- 1.1 Call to Order. The meeting was called to order at 7:05 pm.
- 1.2 Roll Call. Attending were: Roger H., Scott K., Nancy G., Lisa E., Barry C., Paul M., Marlene C., and Bob and Marilyn W.
- 1.3 Welcome to Guests. No guests were present.

2.0 Adoption/Approval of Agenda

All Board members approved the agenda.

3.0 Approval of prior meeting minutes

3.1 The Executive Board Meeting minutes of December 3, 2015 were adopted by unanimous consent.

Found at <http://marianasprings.com/wp-content/uploads/2015.12.02Minutes.pdf>

4.0 Reports

4.1 Board President Report by Roger Holloway

Roger has reviewed previous HOA minutes, covenants, and by-laws. He met with Scott K., Marilyn and Bob to get briefed on HOA procedures, projects and concerns. He commits to transparency and good communications between and among board members and residents during his presidency.

4.2 Water Committee report by Scott Kukral

Scott has been in contact with Northern Water in order to put a bid in on 1 acre-ft of Colorado-Big Thompson (C-BT) water for this year. They will contact him when the bidding process begins, probably in February or March.

He has not been in touch with the Overlook yet as to our joint plan for 2016. Since we were in charge of daily ditch/pond operation for 2015 he would like to contact them to work out the arrangement for this year. While it is technically their responsibility this year (according to the water sharing agreement it changes every other year), he'd like to

continue to be involved, at least as a backup. Since we also instituted new monitoring measures he wants to pass them on to the new people in charge and hopefully convince them to continue using them. He also thinks that it would be valuable to have both HOAs involved at the same time, to both foster greater cooperation and understanding as well as to spread out the daily duties.

When we meet with the Overlook we also need to decide on whether or not to purchase additional water. His recommendation is to acquire at most one share of South Side Ditch Company (SSDC) rental water and one acre-foot of C-BT water. That would cover our historical use and more. If we did need additional water during the season we could rent more later in the season. We would approach Greg Muhonen first. If he wasn't interested in renting only one share we could check with Steve McMillan or any of several other owners.

Scott would also like to discuss the possibility of enlarging the pond to the south and east. The benefits would include a greater supply of stored irrigation water to cushion against times when ditch water is low, and less daily impact from irrigation operations. There is also some possibility that if we went a little deeper we would engage the water table (which was Greg's original intention), and which might reduce our need to rely on ditch water. We have the space, and it would be beneficial to both us and the Overlook.

Scott will research this possibility further. Also, there is an annual meeting of the SSDC on February 9th at 3:00 pm which he will plan on attending.

There was a motion to purchase up to one more share of water if needed. Our financial exposure would be \$30. The motion passed unanimously.

4.2.1 What we expect for 2016

- Changing state requirements mean we should update our bylaws
- We need to pursue obtaining directors' and Officers' insurance
- We need to appeal to residents to volunteer to organize neighborhood events since we have such talent within our own ranks.

4.3 Treasurer Report by Lisa Eddy

4.3.1 Financial update. Please see the attached: Profit and Loss Budget vs. Actual for 2015; Balance Sheet Standard as of 12-31-15; and Reconciliation Detail Checking ending 11-30-15.

4.3.2 Actual Savings account balances for end of 2015: see above

There was a motion to allow the president to authorize expenditures up to \$500 on his own. The motion passed unanimously.

Discussion ensued on the appropriate reserve budget to have. A motion was made to have a \$10,000 reserve budget at this time, and revisit this number at later meeting. All voted in favor so the motion was passed.

4.3.3 Potential improvement projects for 2016 (all board members).

- Paul will follow up on obtaining a solar light for the mailbox area
- The path will be monitored for areas that need more rock, or a different grade of rock
- The need for mulch on 1st Street and tree trimming will be addressed in spring
- Spring clean-up will be scheduled. Volunteers are needed.
- Day lilies on Alpine Laurel need to be thinned or replaced
- Draining the pond to remove cattails will be postponed until we decide about enlarging the pond

4.3.4 Library Update

Barry and Iann C. are finishing the Little Library and will install it by the mailboxes when it is painted and ready.

4.4 Design Review Committee report submitted by Marlene C.

-Lot 5 - progressing quickly on Omar Ybarra's 2130 square foot ranch (plus a basement, total 4260 square feet). Omar has asked for approval on several retaining walls, DRC is reviewing. Also City of Loveland engineer will be involved.

- Lot 11 - completed and residents have moved in. Have not seen landscaping plans.
- Lot 7 - completed spec home. Landscaping plans have been approved.

Remaining Lots:

- Lot 30 - status unknown, lot had been for sale, I emailed Andrea Hall and she did not divulge any information.
- Lot 28 - sold, owners in the military and plan to build in several years
- Lot 24 - no plans in place, builders waiting for a buyer

4.4.1 Activities since the last board meeting: none discussed

4.4.2 Landscape completion dates: The DRC chair has been in touch with residents regarding any unfinished landscaping and will report at the next meeting.

4.5 Property Manager report by Marilyn and Bob Wiltgen :SERVICES OF WILTGEN
PROPERTY MANAGEMENT SPRINGS AT MARIANA

ADMINISTRATION:

- Banking, including collection and deposit of checks, monthly reconciliation of 2 bank accounts
- Payment/posting of all invoices
- Monthly preparation of financial reports (P & L, Balance Sheet) and transmittal to Board Treasurer
- Review of Financial reports with Treasurer
- Response to emails and phone calls, as required
- Preparation and attendance at four 2-hour board meetings per year, including review and comment on minutes
- Any additional tasks from board meeting
- Invoicing and collection of yearly assessments, including posting and banking
- Drafting of yearly budget and hosting yearly budget formulation meeting for Board
- Most other requests from Board President

OPERATION AND MAINTENANCE

- Bi-weekly inspection of Association common areas
- Planning and scheduling of service providers for work required by the Association, such as mowing, fertilization, weed control, tree trimming, sprinkler maintenance, pond maintenance, vole mitigation, etc.
- Most other tasks as requested by the Board President

Bob invited Board members to take a tour of the properties Wiltgen manages to better understand the scope of work and the value of bundling services to several properties.

4.5.1 Voles in Common area—no new information

4.5.2 Status of the aerator—will be installed in spring

5.0 Welcome basket report by Ginny Korngiebel:

All newcomers have received baskets. Please take your items for future baskets to Ginny at 363 Meadowsweet Circle

6.0 Public Participation

6.1 Any Homeowner who would like to attend the meeting as a guest should give advance notice to the Board as well as the host/hostess, so appropriate accommodations can be made.

7.0 Unfinished Business

7.1 Small Grants for Community Partnering update by Nancy Garcia

- 7.1.1 Status of grant application: The Larimer County Dept. of Natural Resources has granted The Springs at Mariana \$2000.00 to install bird houses, plant native shrubs, and design rock areas to enhance and reduce water need in common areas.
- 7.1.2 Current update and timeline for grant requirements. Roger and Nancy will submit the paperwork for this \$2000 reimbursable grant, and attend the February 25 ceremony to receive the award from the county commissioners. Nancy will enlist the help of the Audubon Society to recommend appropriate bird housing, as well as CSU Master Gardeners, and The High Plains Environmental Center to help identify shrubs that would thrive in our area. The help of neighborhood master gardeners and all other interested people to purchase and plant the native shrubs in common areas in the spring will be needed!
- Please watch for notices on the mailbox for time and dates of meetings, shopping sprees, etc.

8.0 New Business

8.1 . Frequency and scheduling of HOA meetings

-The Board will meet every other month in 2016, then quarterly in 2017. Residents will be notified of the time and place at least two weeks before the board meeting date in case they want to attend.

8.1.1 Calendarize HOA social and other functions for 2016.

- New Year's Eve Progressive Party- Volunteers needed
- Easter Egg hunt – Marlene and Chuck C.
- Summer Ice Cream Social- Volunteers needed
- October ChiliFest – Nancy and Fred G.
- Adult Game Night – Volunteer and date needed

8.1.2 Communication and engagement of HOA community

The board is open to suggestion on the best ways to communicate with residents. Currently we use our e-mail and phone list; we post meeting minutes and other documents pertaining to the neighborhood on our website, and we have our notice box in the mailbox area.

8.1.3 D and O liability discussion RFP process discussion

This will be discussed at a future meeting.

8.1.4 Snow plowing

Discussion ensued about whether we need to call a private service to plow our streets. Do we have the budget for it? Roger will follow-up by calling the city and discussing our concerns with the appropriate department.

8.1.5 Discussion regarding review of bylaws and covenants.

This topic will be discussed at a future meeting.

9.0 Adjourn: The meeting was adjourned at 9:35

THE NEXT MEETING WILL BE HELD AT THE CAVANAGHS, 5634 MT. IRIS, AT 7:00PM

