

FPHRA Board Meeting
August 8, 2017

The meeting was called to order at 7:05 pm at Nate Christensen's house. A quorum was present. In attendance: Leslie Hakze, Allan Meyer, Nate Christensen, Sarah North, Jeremy Fix, Sherry Serna, and Amy Stivers. Kathy Turley and Ben Kristopeit were also present during the owner's forum.

Minutes from last meeting:

Reviewed minutes from last meeting in July. Sarah moved to approve the minutes. Leslie seconded. Everyone was in favor.

Owner's Forum and Comments:

- Ben Kristopeit, homeowner, was asking about who is responsible for the area on Dry Creek between the road and the backyard fences to our neighborhood. There are overgrown bushes, weeds, etc.
- Kathy Turley, homeowner/Centennial city council member, talked about wanting to change the code so the city is responsible for these areas. But this won't happen until 2019 since they are meeting on the 2018 budget next week. In the meantime, we could as a neighborhood get organized to get it cleaned up. Because Dry Creek is a major arterial for the city, they should be responsible for this, but currently they are not until this is brought up to the city council.
- Jeremy expressed concern that if the neighborhood cleans up the area, this would mean the HRA is responsible forever after this.
- Ben K. asked about if the neighborhood has extra funds to take care of common areas. He wondered if we had money for new signs because the metal ones are old and need updating.
- The board discussed whether we want to just clean up the area or redo and have someone maintain it for us. Then the board would assume responsibility for the upkeep and the cost associated with that.
- Can call the city of Centennial (303) 325-8000 for the branch in the median on Jamison Ave. That median is the city's responsibility—it is not a part of Forest Park, but is an eye sore driving into the neighborhood.
- Ben talked about how his landscaping company crew could help with maintenance/pruning of the overgrown bushes on Dry Creek if we want to get a bid from him.

Pool Report:

- Peeling paint in the women's bathroom is going to keep peeling. When Jeremy called the maintenance company they recommended we redo it all.
- Talked about getting the textured epoxy paint to keep surfaces slip resistant. They could do this after the pool closes to get it all done.
- Perfect Pools will come in to shut down the pool a week after Oktoberfest.

- Clean-up day will be scheduled for the following weekend after Oktoberfest (9/22-9/24) so we can get the dumpster.
- Drain on the patio was clogged the other day. There was a plastic bag in there that was stopping up the water. Jeremy recommends getting the drains snaked every year to keep things clear.

Beautification Report:

- Leslie will call Weed Wrangler this week to treat the weeds more in the pool area.
- Weed Wranglers come four times a year to do a big spray. They guarantee their work, so if we see issues, they will come spray again for free.

Social:

- Movie night may still happen if we can have it on the weekend of August 26, but the guards are going back to school, so we may not have enough to work late that night. Jeremy will ask Perfect Pools to find out if this is possible. The movie screen and projector are available, but are being used by the owners on August 19 for their own party.
- Oktoberfest will occur before we meet again. Leslie and Sherry will work on the details and communicate with Sarah to send out the email to homeowners.

Communications:

- Website—looks good. The mobile view didn't look right, so Sarah will look at that. Nate said there was something weird with the tabs, when you click on them it says another heading like "academics" or something. Sarah will look at that, it may have been due to the template.
- Need to set up Forest Park email addresses for each board member and a generic webmaster email address.
- Send Sarah pictures and bios if you haven't already done so. These will be added to the site prior to going live.
- Send pictures of Forest Park events to add to the website.
- Discussed how it will be nice to have monthly newsletters available on the website.
- Minutes for monthly meetings and annual meetings need to be posted on the website. These will be a month after, since they need to be approved by the board at the next meeting. Sarah will give Amy rights to post these on the website.
- Sarah will get a copy of the annual meeting minutes from 2016 to add to the website so people can review these prior to the annual meeting.

Old Business:

- Slow down signs—Sherry asked for a bid for 50 and it will cost around \$400. This seems too expensive.
- Mailbox is mounted at the pool and Jeremy was waiting to notify the post office, but he can take care of that.
- Two keys for the mailbox. Nate will have one and another one will go to someone on the board for back-up.

- New mailbox address is 7650 S. Filmore Ave.

Financial Report:

- Late dues—same 9 people are still on the list. One homeowner paid directly to the account at 1st Bank. They are still listed as being late on Allan's records. Allan reports the deposit was made at the bank in cash of \$560, but there is no record of who made the deposit. The homeowner reports calling Allan to let him know, but Allan reports he never got a call. Last year this same homeowner made the deposit this way, but he had proof because he had a deposit ticket. The board feels we can assume that payment was from that same homeowner. Can ask this homeowner for a record of a deposit slip.
- Kettle Place paperwork—new homeowner
- Bank signatures—Leslie gave Allan a copy of her new license so that she can have signing powers on the bank account along with Nate.
- Process changes—it seems that we have a paid accountant position that is doing more than what other HOA's are doing.
- The accountant role should be the accountability for the board and the board should be the ones writing checks, taking receipts, approving reimbursements, etc.
- Communication comes through Allan first and not the board, which seems backwards. Allan feels this has occurred in the past because boards are sometimes not active.
- We as a board, need to clean up the accounting so the information is useful to us and we can do our business. The record-keeping should make it easy to find what we need when called upon to do so, especially if records are kept digitally.
- Nate is willing to get the dues payments, receipts, etc. from the new mailbox and will scan them in to keep record of them. We'll use the expense report to keep track of reimbursements each month.
- Digital statements with copies of checks has now been requested by Allan from 1st Bank, so that should start next month.
- We need to come up with the data that we want to see each month at board meetings, that is useful for board members to understand our budget status. We need to remedy Allan paying himself, as well.
- Nate asked about the title process—how does the title company know to contact Allan? We were thinking we could switch this to the board being notified for the status letter through our website where we could have our information available for the title company and new homeowner. This would allow us to have the information up front about needing to change the pool keys and changing the dues, etc. The status letter tells about the status of the home-owners dues to the HRA so the title company knows this for closing.
- Jeremy can send an email with our ideas for updating our monthly reporting to the board members and Allan so we can revamp our process moving forward. We should start changing things over using the mail box to collect payments and receipts and Nate will scan this info. to keep it digitally. We should also look at updating the bills we pay to mailing to the new mailbox. Down the road we can look at e-payments/e-bills and/or paying online through the website. Dropping payments in the mailbox may not be

possible because there is no way to prove the date it was dropped in and then we may have disputes with people paying late. Should have a post-mark.

New business:

No new business

Meeting was adjourned at 9:02 pm.

Next meeting: September 12th, 7 pm at Nate's house