

SOUTHERN BLUFFS OWNER's ASSOCIATION
Board Meeting

Thursday, July 2, 2020 8:00 AM – Southern Bluffs Clubhouse

MINUTES

8:05 AM Call to order.

Attendance: Robert Stump, Bill Marty, Pat Rule, Karen Sheek, Terry Sadler (briefly, by phone)

Welcomed Bill Marty to the board.

New Owners – Pat provided an updated owner's list but said that the court is slow to process the list. There was discussion about whether somebody moved into the house at the corner of Jennings. Pat checks the list once/month and nothing has changed in the last month.

Vice President – The VP officer was not reassigned after the previous VP (Bob) resigned from the Board. Robert was asked by Karen if he was willing to serve as VP. There was some discussion about other positions that are coming up. Motion by Karen, Second by Bill to appoint R. Stump as Vice President. Motion carried unanimously (Terry not present).

Financials – \$26,709 current balance (May 31, 2020 accounting). Pat said that we seem to be missing Mickey Rule's 2nd impact fee. Pat said that Mickey said he paid it. Chuck Forth said there were no checks delivered. We need to track down Mickey's second check. Pat is having trouble knowing what fees were collected to track what was deposited. Fee should get paid to the Architectural Committee. Karen will have Arch. Committee provide a summary of approvals and fees collected since August 1, 2019, and see if anyone is holding a check to deposit. Pat will check with Mickey to verify second fee was paid. Minor discussion on other expenditure items. Karen said it's important to remind Owners at the annual meeting that it's important to pay HOA dues on time since that's what provides the money for the HOA to pay its bills.

Budget – Last year's budget was presented. Pat says that \$2,500 accounting service fee seems reasonable. Need impact fee row added to budget for future years. Bill asked if snow removal is a set fee or per trip. Pat says it is per trip. We will use animal control this year for the prairie dogs (\$1,000 budgeted). Robert asked Pat to have Chuck provide a quarterly snapshot of the budget that shows budget and expended for the year. Robert will put the draft 2020 budget together and distribute via email for Board comment and review. There was some discussion about clubhouse income. Pat said her phone number could be put on the website for the realtors, etc. since the only number listed on the website is the clubhouse manager phone.

There was discussion about keys for big gates to the subdivision. Pat has a bunch of keys. Karen thinks it would be helpful for everyone to know where to find keys and to be able to hand them over when board members rotate. Bill said there should be a backup key for everything. There was discussion about where to keep a second copy of keys for all board members to access. Robert suggested in the Janitor's closet in the clubhouse. Karen will have her husband check all the keys for fitting. A key control program was suggested – a list to sign out, return verification. Pat started a binder for the subdivision with CCRs, etc. and gave the file box of misc. files to Robert.

Clubhouse – Robert suggested leaving the clubhouse closed. Mariana does not have time to be the manager right now, either. Pat says we need more chairs because, for example, the annual meeting last time had a lot of people standing– we need about 60 chairs total at least. We need to add this to the budget for this year. We have 42 chairs now. Maybe some more tables. We have 4 round tables, 2 rectangular tables. Karen suggests adding the chair and table info to the website – Robert will add. Bill asked if we should get more chairs prior to the annual meeting. Pat said yes. We'll start with \$500 for chairs and see if the budget balances and adjust as necessary.

Website Status – Robert will add clubhouse info and Pat's number (970) 749-2770. Pat Norton (ARC) is willing to co-administer website. Karen will have Pat call Robert to set up a time to set her up as Co-Administrator. Karen said to

emphasize clubhouse number is only for clubhouse. Karen mentioned that the ARC suggested putting out another newsletter – quarterly. Robert will put it on the website too if given to him. Robert said it could help Owners be aware of the website too. Karen said to send an email with anything to include in the newsletter. Bill suggested adding prairie dogs and weeds, notice of the clubhouse being closed, Karen suggested cardboard recycling for the newsletter. Bill suggested adding stats to the newsletter (new homes built, total homes, total lots and undeveloped). Robert will add 2020 final budget (once complete) and today's reviewed minutes to the website. Robert will add draft CCRs to website for Membership review. Robert needs minutes from Oct meeting to put on website. Pat has some handwritten ones – she will provide that to Robert to put on the website.

Annual Meeting and Budget - Draft budget and draft CCRs need to be posted to the website for membership review. Robert said we should try to have the annual meeting between now and October because the HOA law requires an annual meeting. There was a suggestion to tentatively schedule for Sept. 12 (Sat) at 10:00 am, with the hopes of being able to hold part of it outside or meet whatever social distancing measures are required at that time. Pat suggested having a Board meeting Saturday, September 5, at 8am before the annual meeting. The Board agreed. Pat will make a draft annual meeting agenda for Board consideration. Pat suggested a sign-in sheet and verifying who has the right to vote in the public meeting. Board agreed.

Budget – was discussed with financials.

Prairie Dog Control – This is a budgeted item. Terry will talk to the exterminator and get them scheduled today.

Terry Sadler called in at 9:39 AM. Terry said that he will be stepping down from the board this September.

RFP for Landscaping – Karen said that there should be eliminating weeds between the sidewalk and the street. Robert said the rock islands should be included. Karen suggested the planter box at the entrance should have perennials. Terry said that someone on L way (Tonya) has done that every year and we just reimburse her for the plants. Terry said the Woods Landscaping can and will do just about anything extra we ask them to do. Robert suggested that we should have a scope of work to be able to know what the landscapers are doing and be able to address changes/additions needed. Karen suggested doing a request for proposals for landscaping. Terry said that in the past they tried other landscapers and there were things they couldn't do and had to hire someone else for those parts and it didn't look any better in the end so they always used Woods. The Board will talk to Woods and get a guideline/scope and go from there and continue planning how to handle next year (2021) re: request for proposals, etc.

Weeds – Pat asked Terry if Rodney Case would be willing to mow the weeds again like last year. Terry said he will call Rodney and ask if he would do it again and what he would charge this time. Board generally agreed mowing the weeds again is a good idea. Karen said we need to address the weeds/planter brought up by Hoffhein.

Terry said that the prairie dog exterminator is scheduled and in progress. He asked that Hoffhein be notified.

Terry said that he is not interested in reopening the clubhouse due to the coronavirus. The Board already generally agreed with that. Terry said that it's very likely we might not be able to reopen until the first of the year.

Roads – Pat said that she thought the remaining surface sealing required about \$15,000 and we probably do not have the budget to do it again this year. Pat said landscaping and water are going to be more costly this year (drought, more weeds, etc). Pat said that the impact fee will go toward street maintenance, but there is not enough collected yet.

Back on budget: Karen will get Certs of Occupancy list from City between Aug. 1, 2019 and now to verify what we should have in impact fees so far (some CO's construction could have been started before Aug 1 though).

Adjourned 10:00 am

Next Board Meeting: Saturday, September 5, 2020 at 8:00 AM at the clubhouse.