
RECORD OF PROCEEDINGS

Minutes of the Special Meeting Of the Board of Directors of Cotton Ranch Homeowners' Association

April 18, 2019

A Special Meeting of the Board of Directors of Cotton Ranch Homeowners' Association, Eagle County, Colorado, was held April 18, 2019 at 6:00 p.m., at the Gypsum Creek Grill, Gypsum, 530 Cotton Ranch Road, Eagle County, Colorado, in accordance with the bylaws of the Association and applicable statutes of the State of Colorado.

Attendance

The following Directors were present and acting:

- David Nordin
- Ruth Powers
- Jeanne Marie Cummins (arrived at 7:45pm)
- Steve Forster
- Beric Christiansen
- Karl Gunzelman
- Owen Lococo

Also in attendance were:

- Al & Kathleen Zepeda
- Linda Gunzelman
- Tom & Joan Harned
- Sylvie Rifenburg
- Justin Kirkland
- Brian Jones
- Sarah & Randy Braucht
- Steve Manente
- Richard Thompson
- Trina & Michael Ehrenburg
- Eric Weaver, Marchetti & Weaver, LLC
- Diane Kovalik, Secretary to the Meeting
- Wendy Miller, Down Valley HOA Services

Call to Order

The Special Meeting of the Board of Directors of Cotton Ranch Homeowners' Association was called to order by Eric Weaver at 6:00 p.m. noting a quorum was present.

Changes to Agenda

DRC recommendation for usage of landscape deposit was added to the agenda.

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Public Input None

Board

Members

Due to recently elected Board members, the CRHOA Board needs to appoint officers. Currently Jean Marie Cummins is the Treasurer and Ruth Powers is the Vice President. Steve Forster nominated himself for President and gave a brief overview of his qualifications and proposed action items for the Board. Ruth Powers seconded the nomination. David Nordin nominated Karl Gunzelman for President. Mr. Gunzelman gave a brief overview of his qualifications and recommendation for future Board projects. Beric Christiansen seconded the nomination. The vote was split 3-3 and the Board decided to postpone the vote until later in the meeting to await the vote of Jean Marie Cummins. After discussion of the duties of Secretary, by motion duly made and seconded it was unanimously

RESOLVED to appoint David Nordin as Secretary of the Cotton Ranch Homeowners Association Board.

Mr. Weaver suggested the Board consider forming committees to assist Marchetti & Weaver with items such as DRC, upcoming social events, and other needs of the community. Due to new appointments to the Board the bank account needs new check signers. Mr. Forster is currently a signer, by motion duly made and seconded it was unanimously

RESOLVED to appoint Directors Ruth Powers and Jean Marie Cummins as additional signers on the bank accounts.

Minutes

The Board reviewed the February 21, 2019 meeting minutes. A comment was made for consistency in the minutes to refer to the DRC as a Committee By motion duly made and seconded it was unanimously

RESOLVED to approve the February 21,2019 Board meeting minutes, as revised.

Mr. Weaver asked the Board for comments on the March 20, 2019 Annual Member Meeting minutes, none were provided. The minutes will be posted as a draft to the Cotton Ranch website.

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Design Review

Mr. Gunzelman stated a Member position on the Design Review Committee was available and several members of the community expressed interest in filling the position. The current DRC reviewed the applicant qualifications and recommended Mr. Steve Manente to join the DRC. By motion duly made and seconded it was unanimously

RESOLVED to appoint Steve Manente as a Design Review Committee Member

A member of the community expressed interest in being another candidate to join the Committee. Mr. Gunzelman stated the Committee Member seats were filled due to the recent appointment and suggested anyone still interested in joining the DRC should begin attending DRC meetings like Mr. Manente had been. Mr. Gunzelman stated the DRC was currently reviewing the guidelines and would bring proposed changes to the next Board meeting.

The Board reviewed a handout submitted by Leah Mayer, DRC administrator. Ms. Mayer recommended the landscape deposits being held for the three homes at 392, 396 & 400 Legend be used to complete outstanding landscape items not completed by the developer after repeated attempts were made to rectify. By motion made and seconded it was unanimously

RESOLVED to authorize the use of up to the landscape deposits of \$15,000 for 392, 396 & 400 Legend to finish the landscaping not completed by the home builder, and further authorized that Gerber Tree and Lawn be hired to perform the work since they are familiar with the irrigation and needs for a proper grow in period.

Cotton Ranch Metro District

Mr. Christiansen and Mr. Nordin gave an overview of the changes in water rates approved by the Cotton Ranch Metro District. Rates will slightly increase to \$70 per month for 6 months on the Valley Floor and \$35 a month for 6 months on the Upper Valley. The amount of water which can be consumed was decreased, especially in Sky Legend, and those using more water than allotted will be charged for the overage

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and meters will be read monthly. More information is provided on the Cotton Ranch Metro District website.

Operations Director Forster left the meeting for this discussion. A proposal was submitted by Down Valley HOA Services for compliance, operations and waste station maintenance for all of Cotton Ranch. Wendy Miller, owner and current Community Compliance Liaison, gave a brief presentation of her proposed services. Ms. Miller left the meeting. Members of the Board discussed the need for such services and Mr. Weaver expressed the proposed contract would be an effective cost savings measure to the HOA as it would significantly decrease his involvement in these operational matters. By motion duly made and seconded it was unanimously

RESOLVED to contract with Down Valley HOA Services for compliance, operations and waste station maintenance for Cotton Ranch, Sky Legend and the Villas.

Director Forster and Ms. Miller rejoined the meeting.

A draft spring newsletter was presented to the Board by Ms. Miller. The Board suggested adding pet issues and irrigation items to the newsletter. Once these changes were added the newsletter could be published to the CRHOA website, distributed via email, and posted at the Golf Course Clubhouse.

Mr. Weaver stated the community survey last year was in favor of visitors of residents be allowed to park an RV in their driveway for one week. Ms. Miller presented a draft RV application and parking pass to the Board. Members of the public expressed concern that homeowners would extend the RV stay beyond a week. Ms. Miller stated she would review the applications closely and monitor stays. By motion made and seconded it was unanimously

RESOLVED to accept RV parking applications and issue a parking pass for one week every 6 months

Mountain Valley Ventures submitted a contract for tree spraying and Brush Creek Landscaping submitted a contract for spring cleanup and flowers. The Board directed Ms. Miller to obtain other quotes for both services before selecting a vendor for the season.

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A homeowner recommended removal of trees along Valley Road to provide a view corridor and work to improve the health of the trees. The Board was not in favor of this proposal as it was agreed that the trees provide a nice barrier for the community.

Mr. Weaver explained the Cotton Ranch Declaration of Covenants are set to expire in 2025 and in order to amend/extend the covenants at least two-thirds of the members of the entire homeowners' association would need to vote to approve. Mr. Weaver stated the attorney recommended a possible phase I and phase II electronic voting process would be possible. The Board directed Mr. Weaver to collect a sample electronic voting template for the Board to review.

A homeowner expressed concern regarding speeding at several intersections & thru streets and possible stop signs be installed. Director Powers suggested the homeowner call the Town of Gypsum to report speeders and offer suggestions for stop signs. It was clear in the community survey that the community does not support the installation of speed bumps.

Financial

Mr. Weaver reviewed the March 31, 2019 financial statements. Accounts Receivables were high due to the annual assessment invoices recently sent to all homeowners. New CD's were recently established to earn more interest. DRC expenses are on budget but G&A costs were high due to several board meetings, homeowner and community matters, snowplowing issues, and the annual meeting.

Mr. Weaver explained the Board's responsibility in the Accounts Payable process and clarified the difference between "approved and ratified". The Board reviewed the accounts payable list and by motion duly made and seconded it was unanimously

RESOLVED to approve the accounts payable list.

Director Cummins joined the meeting at 7:45pm

The Board reviewed the accounts receivable list and the collections update. No action was taken.

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2019 Meeting

Calendar Mr. Weaver suggested the regularly scheduled Board meeting in May be moved to June to accommodate potential proposals from the DRC after their April and May meetings. The Board concurred and will select a date in June to be communicated to the public

Board

President With Director Cummins joining the meeting, she cast her Board HOA Presidential vote for Steve Forster. By a new motion duly made and seconded, it was unanimously,

RESOLVED to appoint Steve Forster as President of the Cotton Ranch HOA Board

Adjournment Upon motion duly made and seconded, it was unanimously

RESOLVED to adjourn the meeting of the Cotton Ranch Homeowners' Association Board of Directors this 18th day of April at 8:00pm

Respectfully submitted,

Diane Kovalik
Secretary for the meeting