Franklin HOA Meeting

November 4, 2001

Attendees:
Amanda Tessar(President), Reed Masten(Vice President), Kirk Samsel(Treasurer), Michele Hendrickson(Secretary)

Present: Amanda Tessar, Reed Masten, Kirk Samsel, Michele Hendrickson,
Mike and Nolan Epple, and Dan Feehan

Date Raised	Issue	Expected Outcome	Activities	Person responsible	Date Due	Progress
11/4	Inspection Reports	A compiled master list of all homeowner's punch list items	Each homeowner is responsible for returning paperwork (east/west face worksheet and picture worksheet) complete with all items in need of repair	Kirk	11/7	
11/4	Furnaces-Encompass	All indicated homeowners scheduled for furnace upgrade and provided with Encompass contact phone number	All indicated homeowners are scheduled. Encompass workers will be working from 7am- 3:30pm. Arrangements can be made with Michele (303-832-7683) to let workers in/lock up. For homeowners with middle staircase plan—return air grills will be placed in downstairs hall closet. Any concerns with this or anything else need to be handled by each homeowner.	Kirk Michele	11/8-11/19	* Encompass will provide protection for our carpets. Encompass is a bonded and insured company. Contact info: Glenn, 303.546.4275
11/4	Overpaid Dues	All homeowners payment activities evaluated and equal payments ensured	The HOA Board will be requesting copies of escrow portions of closing documents and copies of all past HOA payments. This audit will be done in an effort to look for over payments as well as to set up a budget for the new year	Kirk	January 2002	* John Sullivan has been contacted and asked to turn over all documents to the board regarding this matter and any others.
11/4	Resident Survey	Homeowner's level of satisfaction evaluated	Survey will be placed on all homeowner's front doors this week. Please complete and return to Reed (1635)	Reed	12/1	* Results from the survey will be produced by January 15

11/4	Budget	--Working budget for 2002 --Adequate funds placed into savings for future projects	The HOA Treasurer will work out a budget for the new year—taking into account several items, such as: appropriate insurance coverage, maintenance of exteriors, and future capital projects. This will most likely bring about an adjustment in the HOA monthly dues	Kirk	January 2002	
11/4	HOA Communications	--Communication guidelines developed and distributed to all HOA members and HOA Management Company --Effective communication utilized	HOA board will utilize three forms of communication: Hand delivery to front doors, E-mails, and Phone Calls. We will establish a routine of communicating with all homeowners to ensure information is received by all. The board will also adopt templates and guide lines to ensure uniformity around meetings, communication (internal and external), roles and responsibilities.	HOA Board	Dec. 1	
11/4	Snow Removal	Proper snow removal this season	The lawn company we presently have will also be taking care of snow removal. Michele will be the point of contact for them. If anyone is unhappy with their performance, contact Michele at 303-832-7683	Michele	Present	
11/4	Gutter Cleaning	Proper gutter cleaning during Fall season	Presently 3 bids have been made for this task. The HOA will hire one company to start the project within the next 2 weeks. We will communicate the date with everyone when it is set	Kirk	Mid-November	***** After reviewing the budget it was determined not to clean the gutters at this time. Gutter cleaning is in the budget for FY2002. (The bids ranged from $1350 to $2100)
11/4	Trash	Decreased level of trash in dumpster	**If everyone could make an effort to break down boxes before placing them into the dumpster, this may solve our overload problem.** The HOA board would like to avoid scheduling an extra pick-up, or getting a larger dumpster in order to save extra cost. Please try your best, especially with the holiday season approaching!	HOA Members	Present	

[1]Note: If you are having difficulty with your windows: call Atrium Windows, 303.375.0570 and ask for Jim or Amy.

*****[2] Note – this information was added to the minutes after the HOA meeting on Sunday November 5.