Franklin HOA Meeting
December 2, 2001

Attendees:
Amanda Tessar(President), Reed Masten(Vice-President), Michele Hendrickson(Secretary)

Present:
Amanda Tessar, Reed Masten, Michele Hendrickson

Date Raised	**Issue**	**Expected Outcome**	**Activities**	**Person responsible**	**Date Due**	**Progress**
12/2	Inspection Reports	A meeting between the HOA Board and the inspection company to review responses from IPS and Gardner Contractors. All Homeowners will report any problems in 3 listed areas.	The HOA Board will meet with inspection company. Each homeowner, however, is responsible for reporting problems in 3 areas. 1) outlets allowing excessive air into homes 2) loose balcony deck boards 3) loose insulation in attic	HOA Members	12/12	* Each homeowner is responsible for reporting to Vern Gardner (303-828-0412) any problems relating to the 3 areas listed.
12/2	Furnaces-Encompass	All upgrades completed	Any homeowner with further questions/problems should address them to Encompass (303-546-4275)	HOA Members	Present	* Thank you to Kirk for all his time and effort in coordinating the upgrades. It was greatly appreciated by all!
12/2	Resident Survey	For all homeowners to respond to survey.	Only a small number of homeowners returned their surveys to Reed. I f those who did not respond could do so ASAP, it would be most helpful in measuring the levels of satisfaction. This is the perfect opportunity to express any and all feelings of being a Franklin HOA Member!	Reed (1635)	ASAP	* Results will be compiled by January 15. Contact Amanda (303-831-5958) if you need another copy of the survey.

12/2	Snow Removal	A signed contract for proper snow removal this season.	The contract has been signed with Precision Landscape. If any problems/complaints arise, contact Michele (303-832-7683)	Michele	Present	
12/2	Communication Plan	A communication guideline developed and utilized for all HOA members. A current contact list will be completed and circulated to all HOA members.	A guideline will be developed to establish a routine of communicating with all HOA members. The contact list will have HOA members phone numbers as well as e-mail addresses.	HOA Board	Jan. 15	* When completing the survey, be sure to update the information at the end. This will be used for the contact list.
12/2	Individual Landscaping	An established guideline for individual homeowner's desire for landscape changes.	Any homeowner, who wishes to change the landscape around his/her unit, must present before the HOA Board, the proposed plan. While individual expression is important, the HOA Board also must keep the entire complex in mind.	HOA Members	Present	
12/2	Trash	Decreased trash in dumpster.	Breaking down boxes has seemed to help. If everyone could continue to do his/her part-especially during this holiday season. If the dumpster is full, please do not place any trash next to the dumpster.	HOA Members	Present	
12/2	Garage Lights	The use of proper bulbs with routine changes.	The bulbs over the garages will be changed as they burn out with the indicated bulb for the fixture.	Reed	Jan. 15	* Reed (303-887-3002) is taking on this project. He will begin changing the bulbs as he sees them, however, he may be contacted if one goes unnoticed. Please note that this project begins the middle of January.