Franklin Townhomes Homeowners Association
Board Meeting Minutes
August 18, 2008

Roll Call:
Board of Directors: Ron, Kevin, Nikki
Members: Mike, Suzanne
Colorado Management: Kathy Andersen & Steve Smalley

Quorum verified:

Meeting was called to order at 7:05pm

Minutes: The May 19, 2008 Board meeting minutes (this was the short meeting after the Annual meeting, the Annual meeting minutes will be presented at the next Annual meeting) were provided for review and approval. Kevin motions to approve minutes as presented Ron 2nds all in favor.

Financials:

Cash-Main Acct.	$10,678.94
Money Market (FT)	$ 5.053.52
CD (FT)	$20,440.60
CD #2 (City Wide)	$ 5,000.00
Total Current Assets	$41,173.06

Delinquent accounts were discussed and Kathy explained the CMR's policy for collections is that once an account reaches a deficit of $200.00 or more the collection process starts which is that a reminder notice is sent around the 17th of the month, if no payment or response, a 10-day demand f or payment is sent if no funds or payment arrangements are made in this time period the account is turned over to the attorney for collections. Attorney fees are the responsibility of the debtor.

The balance sheet shows a $200.00 credit in prepay income, the board would like to know where did it come from and who does it belong to? Kevin and Mike have been told they have a credit but when Kevin questioned Kathy it was not on the ledger, Steve will look into this have an answer by the next meeting.

Approved

New Business:

Previous to the meeting Kevin provided Kathy with a list of items that needed to be address and at the meeting Kevin provided a revised list which was better categorized. We went down the list one by one and discussed each item and determined how each thing would be addressed. Here follows is a synopsis of the items that will be added to the action log for follow up;

Signature Cards for bank accounts – Presently Steve with CMR is the only signer on the accounts so a signature card was passed around and signature were gathered for the UMB account which is the operating account. For the other accounts Steve needs a copy of a picture identification. Kevin and Nikki provided their driver's license and Ron will scan a copy of his and send to Steve, signature cards will then be provide at the next meeting.

Feeding of the bird and small animals - Concern has been expressed in regard to the feeding of birds, squirrels and other such animals. The concern lies not only in the cleanliness, but what other types of animals are being attracted such as rodents, etc. The board feels strong that this is something needs to be addressed. Steve interjected that the board can adapt a rule in this regard with out having to change any other governing documents. Suzanne has volunteered to put together the wording for such a rule.

Garage Doors - For the safety of the community and all residents the board would also like to adapt a rule that states that garage doors need to be completed closed when resident is not present. Also a violation needs to be sent to 1611 regarding damage to the garage door.

Guest Parking – the present rule was reviewed and it was determined that no one seems to have a problem with the guest parking and doesn't really feel there needs to be a charge to use the guest parking. It has not been abused in the past so the board would like to revise the rule to say that "guest parking charges will be made at the desecration of the board".

E-mail all the residents regarding the Honda Passport that has been in the parking lot for 3 weeks with expired license plates. If not claimed by September 1, 2008 it will be towed.

Satellite Dish Resolution - The board determined that the very lengthy satellite resolution should be turned into an addendum to the rules.

Suzanne has agreed to make all the changes to the rules and send them to CMR. The board would like to have the changes to the rules make to stand out so that the resident will know what was changed. (bold, italicized, etc). If at all possible would like to have the rules to the community before the DNC.

Landscape – Discussion was had in regard to the present landscape company which is Sentry. Kathy interjected that communication is very difficult; Mike stated that he is the one who is the most familiar with them but feels that Franklin isn't really getting what is in the contractor. They seem to have more work than they can handle so corners are getting cut. The board agrees to have Kathy get bids from three new companies to cover snow removal for 2008-2009 and landscape

Approved

maintenance for April thru October 2009. Please note the following areas of concern when requesting the bids. Any type of spraying the community needs to be notified in advance, also all grass clippings and debris from trimming the bushes has to be hauled away. Franklin's dumpster usage will not accommodate extra debris. Kathy check with Mountain Tree Company and make sure Franklin is on the list to have the trees trimmed, also discuss the possibility of fungus or disease to the trees. The topic of forming a landscape committee was discussed and it was determined that it is a good idea as there are many little projects that need to be addressed. Mike has volunteered to serve as chairmen of this committee, Kevin and Reed have also volunteered to be on the committee. The landscape committee will formulate their ideas, get pricing, suggest changes, etc and bring them to the board for approval. One idea Mike express is that a concrete pad could be installed and the dumpster moved, will need to check with BFI to see if that will work for them and also the board wouldn't mind having a dumpster enclosure.

Welcome Packet – Mike suggested based on the new arrivals to the community that it would be a good idea to put together a welcome packet to provide to any new residents or renter to the property. The welcome packet would contain things such as the rules & regulations, community directory, trash removal into, etc. The board agrees that this is a good idea. Mike again has volunteered to chair this committee. Once packet info is determined CMR would send to the new residents. Kathy stated that more times than not the board know about a new resident long before the management company is notified.

Porch Lights - It is getting to be that time of year when it is getting dark earlier and earlier and with the DNC right around the corner the board would like to encourage resident to live porch lights on for the safety of the community.

Newsletter – Kathy asked the board if they had a newsletter as there seems to be many things that the board would like the community to know about. The board decided they would like to try a newsletter and it was agreed that Kathy will ask Danielle if this is something she would be interested in doing. Kathy has a template she can provide to Danielle with graphic which get peoples attention when the graphic matches the article. Danielle could send out reminders to everyone to submit their article by a certain date formulate the newsletter and then Kathy would have to have it by the 20th of the month to get it printed to include with the courtesy statements. Board will let Danielle determined how often she wants to produce the newsletter, quarterly is ok with the board.

Newsletter Items

Improvement Request Form (located on the web site)

No one is allowed to contract vendors but the management company, but all recommendations for new vendors are always welcome.

Common area smoking law.

Downspouts – there are some areas that need to have the downspouts repaired or replaced (1601 & 1647 in particular) Kathy will call the gutter company. The board would also like to entertain the idea of having the downspouts to into a French drain.

Post Hole – there is a post hole that was left by the Realtor of Steve's unit 1633. It wad decided that the dirt from the French drains could fill the post hole.

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Concrete Issues - there are a couple area of concrete that need to be evaluated. Kathy to review Kevin's for previous determinations. At this time the board just wants the present concrete pulled up, determine how to solve the problem, put together a plan, a cost and what to notify the community of how long it will take and when the work with take place. Who has a key to the chain, and it was decided that the fire department is responsible for the key so they will also need to be notified when this takes place.

Reserve Study - Need to get more details. Copy of the contract? Is there a list of what has been included in the reserve study, does the vendor feel there is anything else that needs to be included. Reserve Data Analysis is the company and the board seems to remember that a draft was supplied and that the charge for this service was $800.00

Smoking on Balconies - Colorado has a statue in regard to smoking in common areas and basically it states that there is no smoking within 15 ft of any common area, or entry way. Kathy will send a copy of the no smoking law to Ron. Suzanne will add this as its own category.

Community Directory - There are three new residents but Kathy doesn't have contact info on them and neither does anyone else so Kathy will send out the Homeowner update sheet and then update the directory and provide to everyone.

Awnings – Need to be cleaned and they are fabric Kathy to get pricing.

Window Cleaning – Mike recommends Clean AS A Whistle.

Kathy brought up the topic of a regular meeting schedule and Kevin had previously stated that Monday's at the church always work well that a space can always be made, therefore it was determined that the Franklin Townhome's Association would meet the 2nd Monday of the month every three months**.** Kathy will put the calendar for 2009 together for the next mailing.

Kathy discussed that every year she ties to implement or come up with a new idea to better serve the associations. This year she will be providing a monthly calendar of which she wants to board to determine what they would like to be reminded of on a monthly basis, thinks such as in Aug/Sept sign snow removal contract, Oct. arrange to have gutters cleaned, Nov. budget planning, etc. Kathy will supply the blank calendar to the board so each person can come up with items and then Kathy will compile it all together and provide to everyone in January.

Next Meeting: November 10, 2008, 7:00pm at St. Paul's Lutheran Church and this will be the 2009 budget planning meeting.

Adjournment: Ron motions to adjourn Kevin 2nds all in favor 8:36pm

Approved