

Walnut Grove
Board Meeting Minutes
February 25, 2008

Roll Call:

Board Members, Brenda Axe, Debbie Slavinski, Amy Mann, Jason Crownover.
DRC Committee: Dstry Torrez
Steve Smalley, Colorado Management & Realty, Inc.

Call to order at 6:36pm

Approval of Minutes: The board was presented with the annual meeting minutes along with the October 9, 2007 minutes. The annual meeting minutes are being reviewed and corrections and or changes will be submitted to Kathy in April. Brenda Makes a motion to approve the October 9, minutes with corrections, Jason 2nds, all in favor.

Financials:

New signature card were signed by Steve, Debbie and Brenda, Steve will ask Mike Leeper to come in and sign the cards to complete the process. It will take about two weeks to gain internet access after the bank receives the new cards. Taxes have been completed and signed as of tonight.

| | |
|---------|------------|
| Cash | \$2358.40 |
| Savings | \$823.72 |
| CD #1 | \$12026.89 |
| CD #2 | \$10000.00 |

Reviewed delinquent accounts, all owners that are over \$90.00 past due (60 Days) will be turned over to the attorney for collection. Amy will put reminder in newsletter.

Unfinished Business Action Log

Reviewed action log

It was brought to the attention of the board Mike Leeper's concern about endorsing a local Realtor that sponsors' the annual garage sale. The Board discussed that and did not feel they were endorsing any Realtor for the community. It was agreed that they (the board) would not endorse any Realtor for the community. It was suggested that maybe Mike would like to co-sponsor the event.

It was noted the sign light was out on the west end of the community; however it was on when I left tonight.

Brenda has received 4 bids for sign replacement RMD signs \$1998.00 Art Craft \$2050.00 Architectural signs \$848.00 and IMS signs \$ 3526.00 plus install. All include installation but IMS. Board discussed and Jason is going to pursue Art

Craft for further details and will report back next meeting. Kathy needs to give Board update on Insurance claim on signs??

New Business:

Board discussed reserve study, will start to include reserve information in newsletter in order to explain the reason for reserve funds.

Brenda makes motion for a 3 year audit cycle Amy seconds All in Favor

Debbie makes a motion to appoint Dstry as chairperson to the DRC committee Jason 2nds all in favor. Dstry will continue to do walk a round and report violators to the Board and Kathy to send notices Brenda Makes a motion for Jason to serve on the DCR committee Amy 2nds all in favor.

Brenda is going to check around for a park bench for the retention ponds.

Board updated community Calendar will send to Steve to post on Web Adopt a trail clean-up will be March 15, weather permitting March 22 alternative.

Calendar will include the following events.

City of Westminster Pride day May 10th

Walnut Grove Picnic August 2

Garage sale June 6-7

Free Mulch by City April 26

Clean retention Pond April 26

Best yard contest End of June

Holiday Lighting Mid December

Rules & Regulations

Brenda Makes motion to appoint Dstry on the Rules & Regulations committee, Jason 2nds all in favor. Amy will add to the newsletter the need for volunteers on the committees.

Jason is working on the grant from Westminster for trees; application must be submitted by 4-18-08

Need new resident directory

Plat maps were handed out

Debbie is working on getting a link to Kwals and Guireys web site so people can look at color choices easy. Including scanning colors to have on Web Site.

The Board would like to present to the membership a declaration change to move the annual meeting from December to October, hoping to improve attendance. Colorado Management will prepare ballot to present to the Board at its April meeting.

Announcements Next Meeting will be at Amy Manns House April 8, 2008 at 6:30pm

Adjournment Brenda makes motion to adjourn, Debbie 2nds all in favor

Walnut Grove
Board Meeting Minutes
April 8, 2008

Roll Call:

Board Members: Brenda Axe, Debbie Slavinski, Amy Mann, Jason Crownover and Mike Leeper

DRC Committee: Dstry Torrez

Colorado Management: Steve Smalley & Kathy Andersen

Call to order at 6:37pm

Approval of Minutes: The February 25, 2008 minutes were submitted for review and approval of the board. Brenda motions to accept the minutes with the correction to the spelling of Dstry's name, Mike 2nds, all in favor.

Financials:

| | |
|----------------------------------|-------------|
| Cash-Main Acct. | \$ 5,592.23 |
| Savings Account/Reserve | \$ 1,231.19 |
| Certificate of Deposit | \$12,026.89 |
| Long Term Certificate of Deposit | \$10,000.00 |
| Total Current Assets | \$28,850.31 |

It was noted that snow removal charge for Feb/March were incorrectly coded to yard care, Kathy will arrange to have the correction made.

Dues Study – Mike Leeper presented to the board a dues study. (This document we be added to the communities permanent file. Mike states that water is one of the association's major expenditures and based on the past year billing, went into December. Mike suggests that water be started up the middle of May and turned off in October. Steve interjects that if the 2008 budget is altered it would have to go back to the membership for approval. As far as the present board knows there has not been a dues increase for the community sine 1999 and it was also noted the income for the community last year was \$958.00. Changing the annual meeting date is a topic for discussion tonight and Mike suggest moving the boards budget meeting to later in the year to get a better picture of the years expenditures as many items are paid during the last quarter of the year that are not getting acknowledged. Dstry feels that taking a strong look at the expense history for the year 06-07-08 would get the budget back on track. Steve states that if a dues increase is the direction that the board intends to go that the board needs to come together as one voice whether you all agree or not. The proposed dues increase to \$71.00 would take the community to 2010 before another increase would be needed. Colorado Management needs to research to see if the 2008 budget can be altered.

Unfinished Business Action Log:

The action log was reviewed line by line and the following items are left to be worked on;

Annual Meeting Date Change – A sample ballot was provided to the board in regard to changing the annual meeting date, but it was determined that this is something the board can change without community approval. The decision to change the annual meeting date will be determined at the June meeting.

Warranty of tree – Jason will contact Rick at Accent (tree is in the east retention pond area) Kathy will find out the date it was planted.

Garage Sale – nothing is in the rules and regulations. This is not a sponsor event thru the Walnut Grove Community. This has been happening for many years. The person sponsoring the event sends out invitations to the community inviting participation. Walnut Grove does not endorse.

Sign: Jason provided color choices and Churchill Hotel Lace and Spanish Tile were chosen. Jason is expecting a proof tomorrow and the work could be done by the middle of May. (Basically 21 day from receipt of down payment). Jason will provide Kathy with info to get checks cut for down payment. Jason will try to pull the permit. Mike noted that the sign expense needs to be charged to the reserve as was previously budgeted.

DRC Committee:

Violations:

E-mail appeals were made by Hamilton & Squillante regarding fence staining. Hamilton has agreed to stain his fence by May 12, 2008. He is a new homeowner and was not made aware that this work needs to be done when he bought the home. Brenda motions to suspend fine to the next meeting at which time it will be determine if Hamilton is in compliance, Deb 2nds, all in favor. Squillante has had plenty of time to appeal, notices were sent to him May, October and November of 2007. Brenda motions to impose fine Deb 2nds, all in favor. Board agrees to encourage the community to use the complaint form when they see violations.

In the hopes of stream-lining the violation process Colorado Management presented a HOA Violation Procedure for the boards review. Discussion was entered into and the board gave their suggestions. The following suggests were made, one was to change the word compliance to appeal, address time frame for repeat offenders. Board also felt the directions for filing a complaint from the web should be included. All in all the board felt the procedures needed to be spelled out in more detail. During this discussion it was determined that the community fines needed to be addressed and it was determined that most people are just paying the present \$50.00 and that it was not big deal. The following fine structure was discussed 1st Offense/Warning no fine, 2nd Offense \$50.00, 3rd Offense \$100.00 and 3rd Offense \$150.00 continuing non-compliance would

result in fines of \$150.00. Mike motions to accept the fine structure as so stated Jason 2nds, all in favor.

There was not enough time to address the need to update the latter on-line to reflect new committee chair. Jason also stated that it was agree that everyone would make an effort to check rain gages and adjust watering as needed.

Rules & Regulations Committee:

Due to the length of the meeting there was no time for the committee to report the following items will be added to the agenda for the next meeting.

- Volunteers
- Finalize exterior paint rule
- Draft roof shingle materials/color rule
- Late fee structure.

New Business:

A response time standard was discussed and the following was determined

- Phone Call – 24 to 48 hours
- Emails – 24 to 48 hours
- Violations – 7 days
- Minutes – 2 days
- Bill Paying – 2 times per month
- Taxes – submitted by 3/15/08

Announcements: The June 30th meeting will be hosted by Deb.

Adjournment: Deb motions to adjourn at 9:05pm, Amy 2nds all in favor.

Walnut Grove
Board Meeting Minutes
May 1, 2008

Roll Call:

Board Members: Brenda Axe, Debbie Slavinski, Amy Mann, Jason Crownover and Mike Leeper

Colorado Management: Steve Smalley

Call to order at 6:25

Debbie explained that the purpose of this special meeting is to approval rule number 14 regarding exterior painting only. Discussion was entered into regarding the topic of the every 5th house and each board member was asked to give their opinion in this regard. After discussion there was a consensus of the board that the every 5th house statement would be dropped from the ruling.

The next topic discussed was the clashing or matching. After discussion there was unanimous decision that this statement also be removed.

Further discussion was had on grandfathering existing colors, 3 board members did not want to add grandfathering and 2 did. So the board decision was that there would be no grandfathering opportunity included in this rule.

Deb makes a motion to approve rule 14 as amended and in its entirety, Mikes 2nds, all in favor.

CMR will send amendments to the letter and the rules along with the meeting minutes for approval on Friday, May 2, 2008. The board will have until Monday, May 5th to provide corrections and letter will be sent to community May 6th.

Deb will provide color names and codes to be added to the rules by no later than May 5.

Adjournment: Jason motions to adjourn at 7:30pm Deb 2nds all in favor.

Walnut Grove
Board Meeting Minutes
June 30, 2008

Roll Call:

Board Members: Brenda Axe, Debbie Slavinski, Amy Mann, Jason Crownover and Mike Leeper

Member: John Quam

Colorado Management: Steve Smalley & Kathy Andersen

Call to order at 6:30pm

Approval of Minutes: The April 8, 2008 minutes were presented and corrections noted.

Financials:

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|----------------------------------|-------------|
| Cash-Main Acct. | \$ 1,886.32 |
| Savings Account/Reserve | \$ 1588.96 |
| Certificate of Deposit | \$12,346.63 |
| Long Term Certificate of Deposit | \$10,000.00 |
| Total Current Assets | \$25,821.91 |

Signs were paid for out of the operating account and should have come out of reserves. This can take place with the CD matures and can be done with a journal entry. Steve to figure out what the reserve owes operating and what operating owes the reserve. This will show a negative balance for a short period of time.

Legal Fee's in the amount of \$1520.00 were paid to the court who in return paid Walnut Grove and CMR sent a check in the amount of \$1520.00 to the attorney's office. Need to negotiate with the attorney. Steve asks the board to supply a figure to negotiate, John interjects that the thought whatever the Judge ruled is all that the attorney gets. CMR will contact another attorney for an opinion. What is the association willing to pay? Steve discussed the reasons why the association needed to hire an attorney to protect the interest of the community. John and Steve to provide opinions from other attorneys. Mike moves to table until research can be done on a counter offer.

Unfinished Business Action Log:

Violation Appeal Process – CMR is in the process of updating the policy handbook and wants the association to review the violation policy as Walnut Grove is the association that utilizes this method to control violations to the governing documents the most. Board would like access to violation files. Steve

interjects that if board has access to all violations then they would not have an unbiased opinion during the appeal process. At the present time Dstry tracks the walk-thru info on a spreadsheet. Walk-thru's take place the 4th Saturday of every month. It was discussed that whoever reviews the violations should not be on the walk-thru's, Brenda motions to accept Debbie 2nds all in favor.

John is here tonight to discuss the violations for 10690 Hoyt Street that date back to 9/25/2007. John believes that the swale on the property was changed when the retention wall was built. Pillars are falling. Drains are not connected. Fan is back in the window. Rules are in place to maintain the value of the property and prevent poor property appraisals. It was determined that the rules regarding the fan are vague and need to be better defined; there will be no fine at this time regarding the fan. The rules and regulations committee will discuss in August. The board believes they Nichols are guilty in regard to their side yard and letter needs to be sent requesting 10 days to submit plan of correction. The board feels that structural compliance should be taken care of within 3 months Doug's violation in regard to painted is waived. Debbie motions that from this day forward pictures of violations to be provided Mike 2nds. Debbie request that more people be involved in the walk-thru's that take place the last Saturday of every month.

Last Saturday of the month is also the day for free mulch.

DRC Committee:

At the present time the DRC committee consists of Jason, Dstry, Scott & Boyd.

Rules & Regulations Committee:

Rule needs to be adopted regarding the mailboxes and the type of stain for the posts.

New Business:

Board would like to have the action log on the web site as a read only.

Deb motions to revise the by-laws to change the Annual Meeting date to January & to accept electronic delivery with a final approval at the Tuesday, August 12, 2008 meeting, Brenda 2nds, all in favor.

Announcements: The August 12th meeting will be hosted by Deb @ 6:30pm.

Adjournment: Deb motions to adjourn at 9:44pm, Amy 2nds all in favor.

Walnut Grove
Board Meeting Minutes
August 12, 2008

Meeting was called to order at 6:35pm

Roll Call: Debbie, Mike, Amy & Jason

Colorado Management: Kathy Andersen & Steve Smalley

Meeting Minutes: The meeting minutes from May 1, 2008's special meeting were presented for review and approval. Debbie motions to approve with the correction to Mike's name Jason 2nds. The June 30, 2008 minutes, along with tonight's meeting minutes will be e-mailed for review and then presented at the next meeting for approval.

Financials:

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|-------------------------|--------------|
| Cash-Main Acct. | \$ 1,490.71 |
| Savings Account Reserve | \$ 1,971.20 |
| Certificate of Deposit | \$ 12,346.63 |
| Long Term Certificate | \$ 10,000.00 |
| Total Current Assets | \$ 25,808.54 |

Mike asked for verification on how the funds for the sign would be handled and Steve stated that once the saving account reaches the price of the sign replacement the funds will be moved back to cash, then reserve funds makes a loan to the operating and will flip back by the end of the year.

Mike enquired about the July financials which were going to be brought to the meeting tonight but instead they will be mailed out this week.

New Business

The pictures from Dale regarding his dog were shown to the board and will go on record but unfortunately this is not an association responsibility but one for the authorities to handle, Dale may end up having to sue the homeowner.

Violation Appeals:

Here follows are the appeals that were submitted to the board for review and also stated are the results of the review.

9727 W 107th Drive ChangHong Sun/Lein Dong

Weeds/grass growth in rocked areas of landscape – on 7/17/09 more time was requested to take care of the issues. It appears that the work was completed as of this date as no additional violations have been received for DRC.

9688 W 107th Drive Randall & Rebecca Wasson

Unpainted fencing – First fine (\$50.00) was imposed 7/21/08 Appeal was made 7/28/0. The Wasson's responded by e-mail stating that the responsibility if not theirs as their side is the inside of the fence post. The board would like this referred back to Brenda as she was part of the walk thru team.

10752 Jellison Circle Michael Hamilton & Tracy Bauer

Improvements must go thru DRC – on 7/17/08 the residents appealed stating that the work is not an improvement but repair and maintenance to an existing retaining wall. Board has asked management to check file to see if there was previous improved request from previous owner to install the retaining wall.

Committee Reports:

Rules and Regulations Committee:

Sect 9.17 in regard to cooling apparatus/device. The question arose as to whether a fan should be considered a cooling device. Debbie motions to consider a fan a cooling device, Mike 2nds, Amy is opposed. Motions die and needs to be addressed at the next meeting.

Page 2/3 Mike moves to include Mailboxes in the maintenance of fences Debbie 2nds all in favor.

DRC:

The topic of the violation process was discussed and the following was determined. The board would like to see consistency and to help with that process 1 board member will be included in the walk around. Kathy stated that very often questions arise between the time the violation is served and the appeal date, and discussion was had as to the fact that the meetings being every other month creates quite a length of time in the process. It was determined that in the future all violations will be submitted along with pictures to help with the answering of questions and it was decided that this would be discussed with Brenda and Dstry at the next meeting. Brenda has volunteered to be the board member to go on the walk around so if there is any questions that should be directed to Brenda for clarification.

The board wants it to be policy that all committee's provide an update at each board meeting.

Also a news set of rules need to be sent to the community, proofread for typos before sending.

It was determined at the previous meeting that the Annual meeting will be held in January as to give more time to compile budget information so the next meeting will be a regular board meeting therefore the budget planning meeting will take place at the October 7, 2008 meeting which will be held at Amy's house.

Annual meeting will take place Monday, January 5, 2009. It was noted that Mike and Amy's terms will be up.

Kathy brought up the fact that at the next meeting she will be bring a calendar for the year and wants to put items on it that are done at specific times of the year such as the picnic, snow remove contracts, etc etc. also would like to add association goals for the year. Kathy asked the board to think about things they thought should be included.

Announcements: Next meeting October 7th, 5:30pm at Amy's house.

Adjournment: Debbie motions to adjourn at 8:00pm, Jason 2nds all in favor.

Walnut Grove
Board Meeting Minutes
October 14, 2008

Meeting was called to order at 6:45pm

Roll Call: Debbie, Mike, Amy & Brenda

Colorado Management: Kathy Andersen & Steve Smalley

Meeting Minutes: The June 30, 2008 and August 12, 2008 meeting minutes were presented for review and approval. Brenda motions to approve with the correction Mike 2nds all in favor minutes therefore approved.

Financials:

| | |
|-------------------------|--------------|
| Cash-Main Acct. | \$ 567.73 |
| Savings Account Reserve | \$ 2,162.35 |
| Certificate of Deposit | \$ 12,346.63 |
| Long Term Certificate | \$ 10,000.00 |
| Total Current Assets | \$ 25,076.71 |

Mike interjects that water consumption is extremely high compared to previous years. The board would like Kathy to call Rick and discuss landscape water usage. Debbie would like to see how much the difference in consumption was by the budget planning meeting.

Mike questions why his e-mail was not responded to regarding payable. What is happening, why is the association being charged for late fees? Mike also questions if the sign expense was taken care of and Steve states that it was.

It was noted that the budget comparison is not a true picture of where the association stands and the board would like to see aged payables in conjunction with the balance on hand.

New Business

Kathy states that in 2009 there will be a budget line item for sprinkler repair so as to better determine how much money is being spent on this line item.

Violations are not going out on a timely enough basis to comply with the 10 day turn around for appeals. Board would like to see a better process with the beginning of next year. It was determined that the violation letter should be to CMR with a letter out to the address in violation within one week. Violations to CMR on Monday letters need to be out by the following Monday, no later. Brenda and Debbie will set up an appointment with Steve and Yadira to review outstanding violations. It was agreed that the board will take responsibility for the violations and the DRC. Brenda will take care of the violations and Debbie will help with the walk-a-rounds.

DRC chair need to be at the next meeting. (November 2008). Kathy to confirm November meeting date with everyone.
It was determined that some fresh start guidelines are need for 2009.

Focus of the next meeting will be on financials, budget, dues increase, committee structure and the annual meeting.

A proposal from Accent Landscaping was presented for decision in regard to the back-flow devise and how to winterization. Amy motions to go with the option of installing the union, Mike 2nds, all in favor.

The board would like it to go on record that the violation process is in need of repair as well as guidelines for the committee's.

Amy voices whether or not there is a need for violation walk-a-rounds. Other board members as well as CMR stated concern for the continuity of the neighborhood if the walk-a-rounds were eliminated. Everyone agrees that violations need to be consistent.

Old Business:

Mike moves that the fan issue be tabled until Spring, Amy 2nds, all in favor,

Violations -

10752 – 30 days to finish

9838 Fine processed

Announcements: November meeting will be at Brenda's

Adjournment: Debbie motions to adjourn at 8:40pm, Amy 2nds all in favor.

Walnut Grove
Board Meeting Minutes
November 11, 2008

Meeting was called to order at 6:35pm

Roll Call: Debbie, Mike, Amy & Brenda & Jason
Colorado Management: Steve Smalley

Meeting Minutes: The October 14, 2008 meeting minutes were presented for review and approval. Brenda motions to approve with the corrections Debbie 2nds all in favor minutes therefore approved.

Financials:

| | |
|-------------------------|--------------|
| Cash-Main Acct. | \$ (-150.29) |
| Savings Account Reserve | \$ 137.51 |
| Certificate of Deposit | \$ 12,346.63 |
| Long Term Certificate | \$ 10,000.00 |
| Total Current Assets | \$ 22,333.85 |

The above figures are as of October 31, 2008

The board proceeds with preparations to finalize the budget for the 2009 calendar year. Discussion was entered into regarding the best yard and holiday lighting contest and if they should have their own line item in the 2009 budget. After discussion the board has decided to add a home owner appreciation line to the budget and fund with \$150.00. The board also decided to reduce the supply line item to \$200.00 instead of \$240.00. Lengthy discussion was entered into regarding the reserve and the recommendations from the reserve study; the board had decided to budget approx. \$1900.00. Mike Leeper noted that this was considerably less than what the reserve study calls for, the board also acknowledged that according to the reserve study Walnut Grove should have approx. 19,000.00 at the end of the year 2009 and will be able to meet the reserve study's recommendation. After reviewing the other expenditures Amy motions to approve the 2009 budget which effectively **will** increase the dues to \$60.00 a month effective February 1, 2009, Debbie 2nds all in favor.

New Business:

The new contract from Waste Management was reviewed with an increase to a rate of \$616.77, Jason motions to approve, Debbie 2nds, all in favor, Kathy is to execute and return the signed contract.

The next discussion was in regard to the tax services of Tom Weidner, Jason motions to continue with Mr. Weidner, Brenda 2nds all in favor. Kathy will finalize the agreement.

CMR contract was presented for review. After reviewing with Steve the board has asked Steve to modify certain areas and return to the board for their review.

Annual meeting prep: Debbie would like to see each board member have a small role in the annual meeting. Steve suggested the following;
Debbie – **President's** Reports discuss the association business of 2008 as well as the year's accomplishments. Debbie would also discuss the need for committee members and the importance of the **committees** to the community.
Brenda - Discuss the walk-a-rounds **and** the necessity for them.
Mike – financials and the 2009 budget
Mike and Steve – power point presentation on the budget
Amy – Newsletter questions and answers
Jason – Landscaping and water use.
Steve – election of new board members

Debbie requested the paint pallets books be available at the meeting.
Debbie and Brenda will work on providing snacks.

The updated meeting dates for 2009 will be sent with the December board statements, which reflect the every other month meeting, January 5th Annual meeting and September change to the day after Labor Day.

Old Business:

No old business to discuss at this time.

Announcements: Next meeting will be the annual meeting in January 2009.

Adjournment: Brenda motions to adjourn at 8:20pm, Jason 2nds all in favor, meeting adjourned.