

**Oak Meadows
Owners Association, Inc.
www.Oakmeadowshoa.com
P.O. Box 712
Firestone, CO 80520**

Meeting Date: July 16, 2024 6:30PM @ Carbon Valley Library Study Room

A sign-in sheet was collected for homeowner attendance. In attendance were homeowners John Fitzingo and Kim Webster.

The meeting was called to order by Jeff Warnecke @ 6:29 pm.

Roll Call of Directors:

In attendance were President Jeff Warnecke, Vice President Jeff Brunn, Secretary Anita Fitzingo, Treasurer Susie Roalstad, ACC Katie O'Connell and Directors at Large: Sharon Stitch, Bonnie and Shawn Steinbecker.

Director's Reports:

1. President
 - a. We need to check about getting a demand letter to get Heather S's computer files. The Treasurer will check with the attorney about it.
2. Vice President
 - a. Jeff B. met with the landscaper. There is damage to sidewalks from tree roots - it will be expensive to repair. Almost nothing is covered by our contract, so all extras need to be assessed and proposals written. Markups are applied to many of the parts for sprinkler repairs.
 - b. We should review the contract and consider opening up the search for a new company. We need to know if homeowners can legally put in bids for these contracts.
 - c. We need to find out our exact community boundaries. We should discuss flower beds and ideas that we can do to improve our community.
3. Secretary
 - a. The Secretary can act as an initial point of contact for emails that come in directly to the board@oakmeadowshoa.com email. She will help direct to the board member most qualified to deal with the issue.
 - b. We need info about the Violations Portal. What is it and where is it? Where are records of past violations?
 - c. The Secretary will contact committee chairs and update those emails at HOA Express Webmail.
4. Treasurer
 - a. There is no HOA phone number, anymore.

- b. She has contacted Heather S. to receive past documents and records in her possession. She has heard nothing back. She concurs with Jeff W. that a demand letter may be necessary to retrieve historical data.

Agenda Items Addressed, in order:

1. Homeowner Comments:

- a. Kim Webster - She came to the meeting to see what is happening with the HOA. Had some insight and questions regarding fences, yards, dues and the website.

2. Action items:

- a. Approval of minutes
- b. Outbuilding @ 6447 Union Ave - The structure is outside of height and sq. ft. limitations, in addition to other HOA requirements about outbuildings. No Town of Firestone permit was pulled before construction, and the Town has issued a Stop Work order. They must review HOA requirements to approve it, and Jeff W. will get documentation via email from the Town of Firestone for proof.
 - i. Unanimously, the board is opposed to the project on 6447 Union Avenue.
- c. Fence @ 6042 Ulysses Ave - It is in disrepair. A bid in the past was not followed through due to a dispute with the fence company. Katie O. got two estimates in the \$400 range for repair.
 - i. We must find out the boundaries of the property to establish which fences we own.
 - ii. Fence repair was approved for the entire amount, motion by Jeff B., 2nd by Shawn S. The vote to pay for the full repair of the fence at 6042 Ulysses Avenue was carried and approved by the Board.
- d. 2024 Dues Statement Mailing - For the 2024 mailing, the Treasurer will update us about the reconciliation with Quickbooks. We will then mail out dues statements. The secretary will type up an Introduction Letter to include in the mailing. Normally, dues statements are mailed in November or December every year.
- e. Scheduling Attorney to Attend BOD meeting - The Treasurer will update the board when she has possible dates.
- f. Timely responses to homeowners - Each committee chair or their delegates will respond to homeowners as soon as possible when inquiries come in. The Secretary will help with the board email inquiries.
 - i. Fixing up the website will give homeowners more access to information.

- ii. We will create a FAQ page and a contacts page for board members on the website.

- g. Liability insurance for board members - We are insured two ways, the first is cheaper, and the Treasurer will update us about this policy information. The second is more expensive board insurance through Traveler's Insurance. It protects individual board members and is bonded. If we get sued they pay for it.

3. Committee Updates:

- b. CCC - Absent. The Secretary will reach out to him with/for updates.
 - i. We need to find out where the violation portal is located.
 - ii. We discovered the website/HOAexpress can be used to operate a violation portal. This is a favorable solution with the board.
- c. ACC - No further comments.
- d. Social - Sharon Stich will officially become the Social Committee Chair. John F, Kim Webster (homeowners), Katie O. and Anita F. will assist. John F. would like to do a survey tool.
 - i. The Secretary will set up the social committee email account to forward to Sharon S.

Questions: None

Meeting Adjourned: Time 7:51 pm. Motioned by Shawn S., 2nd by Jeff W.

*Notes by ADF