

# Back Country Cabins Homeowner's Association, Inc.

## Board Meeting – February 26, 2016

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### Minutes of Meeting

A meeting of the Back Country Cabins Homeowner's Association, Inc. ("BCC" or "the HOA") Board of Directors took place on Friday, February 26, 2016 at the United Professional Management ("UPM") office, located at 524 Galena Street, Suite A, in Frisco, Colorado. Bonnie Cole presided over the meeting.

**Attendees:** Joel Pins – President, Back Country Cabins HOA  
Pete Campbell\* – Vice President, Back Country Cabins HOA  
Sean Serell – Secretary/Treasurer, Back Country Cabins HOA  
Bonnie Cole – President, UPM  
Consuelo Redhorse – Bookkeeper, UPM  
*\*Teleconferenced into meeting*

**TOPIC A. Roll call** - Meeting called to order at 4:10pm

**TOPIC B. Quorum** – Quorum met with all HOA officers in attendance

**TOPIC C. Reading of minutes from September 21, 2015**

- (1) Motion: Sean motioned to waive the reading of the September 21, 2015 BCC board meeting minutes. Joel seconded. Approved unanimously.
- (2) Motion: Pete motioned to approve the September 21, 2015 BCC board meeting minutes. Sean seconded. Approved unanimously.

**TOPIC D. President reports on exterior painting**

- (1) Jim Walsh and his team have completed 60% of the painting and staining; they have caulked the parapets and replaced the split boards
- (2) Vendor recommends finishing the work in Spring 2016
- (3) Per the reserve study, exterior painting is now ahead of schedule and approximately \$6,500 has been paid from reserves for this work
- (4) Exterior paint and stain should not need to be done again for 10 years

**TOPIC E. Reports of committees** – No committees, no reports

**TOPIC F. Unfinished business**

- (1) Board Member Positions – All board members agree to keep the same officer positions
  - a. Joel Pins – President
  - b. Pete Campbell – Vice President
  - c. Sean Serell – Secretary/Treasurer
- (2) Signed HOA documents
  - a. Amended Rules and Regulations – UPM will email to all owners the signed copy which was approved at the 2015 BCC Annual Meeting
  - b. Bylaws - President and Secretary/Treasurer agreed (before the board meeting was called to order) that, if the Declarant does not have a signed copy, the past Secretary should sign the Bylaws

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### TOPIC F. Unfinished business (continued)

- c. Notary Item (Amendment to Townhome Declaration of BCC) – Secretary signature was obtained before the board meeting was called to order
- (3) Late Payments
- a. Per the Declaration, late fees assessed 30 days after due date
  - b. Group agrees that Manager will email a reminder to owners regarding late fees
  - c. Group agrees that each owner will have the first late fee waived

### TOPIC G. New business

- (1) Unit #D Concerns
- a. Grill
    - i. Owner of Unit #D is concerned that the grill for Unit #F (located on #F's LCE) is too close to their unit (#D)
    - ii. Sean will speak with Unit #D and/or move the grill
  - b. Exterior faucet cannot be covered / accessed due to proximity to Unit #F's hot tub
    - i. Unit #F's hot tub was approved by the HOA
    - ii. This is the first year the exterior faucets have been covered
    - iii. President consulted with professional plumbers who do not believe exterior faucets need to be covered; Vice-President (and BCC developer) agrees
    - iv. Possible Solutions
      - 1. Unit #D purchased home "as is" therefore they need to implement solution
      - 2. Relocation of exterior faucet
      - 3. Unit #D given permission to use the exterior faucet of Unit #B
      - 4. Unit #F gives permission to install a "splitter" on the hose bib of Unit #F's exterior faucet for Unit #D access
      - 5. Move the hot tub
    - v. President will contact owners of Unit #D for discussion
- (2) Boiler Issue
- a. Igniter failed and pipes froze in Unit #B
  - b. Manufacturer issue, could happen in all units
  - c. President suggests owners replace igniter as proactive measure
  - d. Vice President suggests a low temperature alarm in the unit to prevent boiler from shutting down
  - e. Group agrees that Manager will email all owners about this issue
- (3) Unit Inspections
- a. UPM Contract states that Manager will perform monthly inspections
  - b. Group agrees that Manager will inspect units only when requested
- (4) Community Wi-Fi – Group agrees that President and Manager will explore options
- (5) Proof of Ownership
- a. Required by BCC Bylaws
  - b. Manager will get more information and report to the group

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TOPIC G. New business (continued)

(6) Snow Removal

- a. BobbyCat
  - i. Manager and President working with vendor to get more detail on invoices
  - ii. The high charge of shoveling is due to the time it takes to remove snow from the flagstone, walkway, community deck, and awnings
  - iii. The HOA has been paying more for snow shoveling than for snow plowing
  - iv. Joel and Nicole (Unit #B) keep the costs down by shoveling when they are in town
- b. Awnings – Snow removal from awnings necessary to avoid roof damage
- c. Snow “dumping” – President and Manager will work on ways to monitor snow dumping

(7) Concerns Stemming from Non-Residents

- a. Recycling/Trash
  - i. Glass Recycling
    - 1. Waste Management no longer recycles glass, and the Town of Frisco may charge users for glass contamination in their recycling receptacles
    - 2. **Manager will post “no glass” signs on and around recycling bins**
    - 3. Joel has been separating the glass and bringing down to the recycling center
  - ii. Boxes need to be broken down; Joel has been doing this for the HOA
- b. Dogs
  - i. Proposed Dog Rules
    - 1. Dog owners shall refrain from allowing dogs to urinate in walkway
    - 2. Dog owners shall double bag dog feces before placing in trash bin (i.e. no separate bags of dog feces due to odor)
    - 3. Dog owners shall not leave bags of dog feces visible to the community
    - 4. Dog owners shall have dogs leashed
    - 5. Dog owners shall not allow dogs to bark excessively
  - ii. Renters' Dogs
    - 1. Per the BCC Rules and Regulations, and the BCC Declaration, renters are not allowed to have dogs
    - 2. **Sean motioned that BCC allow renters to have two or fewer dogs. Joel seconded. Approved unanimously.**
- c. Salt on Sidewalk – Salt must not be used on the front porch area, sidewalk, and/or deck
- d. Parking
  - i. Galena (North) Side Parking Area
    - 1. Town of Frisco has right-of-way on the gravel area
    - 2. Asphalt space belongs to BCC
    - 3. BCC can put up “Resident/Guest Only” or “No Parking” signs, if the signs are close to the asphalt parking space
    - 4. **President and Manager will get more information**
  - ii. Parking Permits and Vehicle List
    - 1. Each unit is entitled to two parking spaces
    - 2. Owners will give Manager their vehicle information
    - 3. **Manager will create a Vehicle List with the owners' vehicle information**
    - 4. Owners will give a parking pass to any non-owner in their unit
    - 5. **Owners may request parking passes from Manager**

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**TOPIC G. New business (continued)**

- e. The issues identified above support drafting HOA Rules and Regulations for Non-Owners to communicate to all renters, managers, and guests the important items to be understood and followed; **President and Manager to draft and forward to the board**
  - f. Walkway – Board will consider remedies to stop the public from using the walkway as a shortcut
- (8) Financial Updates – Tabled until the next Board meeting
- (9) Tax Prep – BCC engaged last year's tax accountant to prepare 2015 taxes
- (10) Picnic Table
- a. Originally discussed at a 2012 meeting, and again at the 2015 Annual meeting, though never followed through
  - b. Board will readdress in the Spring

**TOPIC H. Adjournment – Joel motioned to adjourn at 5:30pm. Sean seconded. Unanimous approval.**