

# **Back Country Cabins Homeowner's Association, Inc.**

## **Board Meeting –August 23, 2014**

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### **Minutes for Meeting**

A meeting of the Back Country Cabins Homeowner's Association, Inc. ("the HOA") Board of Directors took place on Saturday, August 23, 2014 at the United Professional Management ("UPM") office located at 524 Galena Street, Suite A, in Frisco, Colorado.

**Attendees:** Joel Pins – President, Back Country Cabins HOA  
Mara Kaiser – Vice President, Back Country Cabins HOA  
Sean Serell\* – Secretary/Treasurer, Back Country Cabins HOA  
Bonnie Cole – President, UPM  
*\*Teleconferenced into meeting*

Meeting was called to order at 8:08am

### **Agenda:**

- A) Approve the July 2014 Board Meeting Minutes
- B) Discuss and Approve Mandatory Policies
- C) Discussion about Reserve Study Quotes
- D) Set up meetings for September and October
- E) Other (time permitting)

### **Topic A. Approve the July 2014 Board Meeting Minutes**

- (1) The minutes from the July 2014 Board meeting are not yet available
- (2) Bonnie will email them to the Board for approval or they will be discussed / approved at the next Board meeting

### **Topic B. Discuss and Approve the Mandatory Policies**

- (1) Bonnie handed out the attached corrected *Collections Policy*. The correction updates the verbiage under Number 2 to the following:

"Additionally, any assessment or other charge not paid within thirty (30) days after the due date shall bear interest from the due date at the rate of eighteen percent (18%) per annum."

- (2) Group discussed Number 8 in the *Policy Regarding Reserves* with regards to the following statement:

"The Board of Directors will endeavor to maintain the Association's reserve fund balance at or above 75% of the fully-funded amount by allocating a portion of regular annual assessments to the reserve fund."

Group determined that it is not necessary to make any changes to this policy.

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### **Topic B. Discuss and Approve the Mandatory Policies - Continued**

**(3) Motion: Sean made the motion to approve all the Mandatory Policies (with the corrected *Collections Policy* showing eighteen percent (18%). Joel seconded. Approved unanimously.**

For clarification, the Mandatory Policies noted above include the following nine policies, as drafted by Winzenburg, Leff, Purvis & Payne, LLP ("WLPP"), for Back Country Cabins Homeowner's Association, Inc.:

- Policy Regarding Reserves
- Policy Regarding Inspection and Copying of Association Records
- Policy Regarding the Adoption and Amendment of Policies and Rules
- Enforcement Policy
- Policy Regarding Dispute Resolution
- Policy Regarding Board Member Conflicts of Interest
- Policy Regarding Conduct of Meetings
- Collection Policy (with the revision noted in Section B.1 above)
- Reserve Fund Investment Policy

Bonnie will notify Douglas Stallworthy, WLPP attorney, and have the Policies signed by both the HOA President and Treasurer when they are in town.

### **Topic C. Discussion about Reserve Study Quotes**

(1) Bonnie obtained quotes from the following Reserve Study companies:

ARS (Aspen Reserve Specialties)  
Contact: G. Michael Kelsen, RS, PRA  
Office 303-790-7572

The Colorado Reserve Study Group, Inc.  
Contact: Dale Asmussen  
Office 970-663-1741

SBSA (Solutions Before Solutions After)  
Contact: Justin Foy, RS  
Office 303-425-7272

Advanced Reserve Solutions, Inc.  
Contact: Richard Hirschman, RS  
Office 303-953-2078

(2) What is a "Reserve Study"?

- i. "A reserve study is a budget planning tool which identifies the current status of the reserve fund and a stable and equitable funding plan to offset ongoing deterioration, resulting in sufficient funds when those anticipated major common area expenditures actually occur." (Wikipedia)
- ii. Group reviewed the entire "Reserve Study" section of the "Back Country Cabins Homeowner's Association, Inc. Policy Regarding Reserves" – see attachment

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### **Topic C. Discussion about Reserve Study Quotes - Continued**

(3) The ARS quote provides details on a “*Level 1 Reserve Study*”:

“Starting from scratch. Measurements of all components will be completed. This level of service is geared toward associations that do not have an existing study in place or has not had an on-site observation conducted in the past 5 years.”

(4) Reserve Study approval

- i. Bonnie will find out if HOA law requires the Reserve Study to be approved at the Annual Meeting
- ii. The Board believes the Reserve Study will need to be approved at the Annual Meeting, as the cost will be included in the 2015 budget

(5) Bonnie to follow up with the reserve study companies who submitted quotes:

- i. Bonnie will ask the companies about the “best time” to conduct the studies
- ii. Bonnie will ask the company that the Board is most likely to hire if they are willing to take pictures of the property this year, before the snow comes. If the company is not hired, the HOA will pay for the pictures.

(6) The Board determined that the best, and most effective, option to complete the Reserve Study is to hire an outside, professional company

(7) Bonnie will request an additional quote from a local company, if applicable

### **Topic D. Set up meetings for September and October**

(1) A meeting date of Thursday, September 25<sup>th</sup> was discussed

(2) Bonnie will email the group

### **Topic E. Other (time permitting)**

(1) Solar Panels and Monitor – HOA President's report (Joel)

- i. Malfunctioning solar panel monitor
  - a. Joel and Pete Campbell made the discovery that that the solar panel monitor was not functioning properly and contact was made with Innovative Energy (the company that installed the solar panel system)

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**Topic E. Other (time permitting) - Continued**

- b. Innovative Energy determined that the data from the monitor had never been downloaded and this is the reason the monitor was not functioning properly
  - c. Innovative Energy removed the monitor and performed the monitor's first download. It took three weeks to download data going back to 2011.
- ii. Downloading the monitor data
  - a. Effective immediately, Bonnie and Joel will work together to ensure that the monitor will be downloaded on a monthly basis (to avoid the problem noted above)
  - b. The monitor is not Wi-Fi compatible and must be hooked up to a computer (desktop or laptop) using an Ethernet cord
- iii. Fixing the solar panel system could be expensive and should be included within in the Reserve Study

**(2) Weeds in Yards**

- i. At the June 14, 2014 Board meeting, the group determined that yard/grounds maintenance would be outsourced and that avoiding chemical sprays was preferable. This maintenance took place during late June.
- ii. There is quite an accumulation of weeds growing in the yards due to heavy rainfall this summer. The Board discussed whether or not anything further needed to be done to the yards.
- iii. **Motion: Mara made the motion to leave the lawns "as is". Joel seconded. Approved unanimously.**

**(3) Annual To-Do List**

- i. There is a need to stay on top of important duties that need to be performed for the HOA
- ii. UPM will create an "Annual To-Do List" to ensure that duties, such as installing, removing, and storing the water timers; and turning on and off the heat tape, are not neglected
- iii. UPM will create a Back Country Cabins HOA "notebook", which will contain this list

Meeting adjourned 9:10am