

**ARROWOOD IMPROVEMENT ASSOCIATION**  
**ANNUAL BUSINESS MEETING MINUTES**  
**September 13<sup>th</sup> 2014**

- I. Call Meeting to Order
  - a. The Annual Business Meeting was held at the Church at Woodmoor's outdoor picnic area. Members were served lunch prior to the start of the meeting. Special thanks to Dianne Lee, Deb Fiala, and other members for their work with preparing the meal. Richard Young called the business portion of the meeting to order at 12:55pm. Audio recording of the meeting was conducted. A meeting attendance roster is included as an attachment.
  - b. Board Members present:
    - i. Richard Young      President
    - ii. Deb Fiala            Vice President
    - iii. Dana Merveldt      Treasurer
    - iv. Andre' Mouton      Secretary
    - v. Lonnie Wheeler      Member At-Large
  
- II. Minutes from Last Meeting
  - a. Mr. Mouton read the minutes for the August Board meeting. The Board unanimously approved the meeting minutes.
  
- III. Treasurer's Report – provided by Ms. Dana Merveldt.
  - a. Cash on Hand: \$17,721.78
  - b. Expenditures: \$0.00
  - c. Receipts: \$233.00 (dues)
  - d. Interest Received: \$0.77
  - e. Tasks Completed: 1) Prepared 2014-2015 dues invoices – sent 9/1/14, 2) Secured refnd of \$90 from Tri-Lakes Disposal for duff containers (per quote), 3) Reserved chipper for Saturday, October 18<sup>th</sup>.
  - f. New Tasks: 1) Payment to CB Insurance \$512.00 due 9/20, 2) Dues deposits, 3) Banner additions: date change for 10/18 chipping day
  - g. Annual Financial Report: Dana Merveldt provided a very detailed report comparison of the 2013 budget versus actual expenditures. This report and other financial reports are included in this set of minutes as an attachment.
  - h. The Board unanimously approved the Treasurer's report.
  
- IV. Annual Report of the Board – provided by Mr. Andre' Mouton
  - a. Mr. Mouton provided a report of the Board's major activities since the last Annual Business Meeting. This report is included as an attachment to this report.
  
- V. Election Results – provided by Ms. Dianne Lee
  - a. Ms. Lee provided a report on the process of the Election Committee and reported the results of the 2014 AIA Board Election.
  - b. Ballot Counts. 67 total ballots received; 3 ballots with no votes, 54 ballots with votes for 3 candidates, 5 ballots with votes for 2 candidates, 5 ballots with a vote for 1 candidate. 5 ballots were returned to the P.O. Box due to problems with the address.
  - c. Results. Since 4 positions were available, all three candidates (Steve Merveldt, Jeanne Gardner, and Craig Rhodine) were elected to positions on the Board.

**ARROWOOD IMPROVEMENT ASSOCIATION**  
**ANNUAL BUSINESS MEETING MINUTES**  
**September 13<sup>th</sup> 2014**

VI. Old Business

- a. Presentation of Cost/Share Grant Program. This item was presented by Mr. Duane Steinke. Mr. Steinke reported meeting with Mr. Dave Root, the Program Manager to learn about the program. The program allows homeowners to recapture up to \$1,000 per acre spent on wildfire mitigation. The program requires submittal of a Community Wildfire Protection Plan (CWPP). The process length is estimated at 6-12 months and can be applied to surrounding areas. The CWPP must be approved by local officials to include the El Paso County Commissioners and Tri-Lakes Fire Chief prior to submittals for reimbursement. Mr. Steinke recommended the Board form a committee to oversee this effort which was approved. Mr. Steinke provided a sign-up list for persons interested in the program and also for being on the committee.
- b. Update Website Status. This item was presented by Mr. Lonnie Wheeler. Mr. Wheeler described the problem encountered with the loss of the website. In essence, a mistake with the automatic payments caused payments to not be submitted by the service provider who shut down access to the website. Due to other problems encountered, the Board decided to research other web service providers and found a local web developer who charges ~\$50/hour to rebuild and service the website. The Board will pursue this option with the intent on using a different service provider.
- c. Announcement, Next Neighborhood Chipping Party. This item was presented by Richard Young. Mr. Young announced that the next AIA Chipping Party would occur on October 18<sup>th</sup>. Steve Merveldt will lead the team and persons interested in being on the team should contact him. Homeowners who have slash to be chipped should leave the slash along the street.

VII. Homeowner Member Attendee Concerns.

- a. Water Committee. An AIA member suggested creating a committee to research issues related to drought and mitigation as related to wells and the Denver aquifer.
- b. Lights for Arrowwood Corner Signs. An AIA member suggested looking into improved lights for the Arrowwood III Corner Signs to make them more visible at night.
- c. Road visibility. An AIA member suggested forming a committee to research safety concerns with trees blocking forward visibility on roads with significant curves.

VIII. Closing. The Board meeting session concluded at 2:12pm.

**ARROWWOOD IMPROVEMENT ASSOCIATION  
ANNUAL BUSINESS MEETING ATTENDANCE ROSTER  
SEPTEMBER 13, 2014**

NAME

NAME

ANDRE' MOUTON	
Richard Young	
Lonnie Wheeler, Lolene, Steven	
STAN + SUE GRANT	
Bob Bowker	
DVANE + Kathy Steinke	
JIM DAUGHERTY	
Jasiane L. Paulsen	
Norma Brough	
STEVEN FIALA X 2 2013	
PHIL KROCKER	
JACK + Ginger FRANK	
Jeanne Gardner + David Miller	
Dana Merveldt	
Mat Merveldt	
PAULA POLLNER	
TRACY POLLNER	
CRAIG RHODINE	
STEVE MERVELDT	
Bill Legg	
Greg Bickel	
Vicki Nymphier	
Sharon Delaney	
Dianne Lee	

# AIA ANNUAL BUDGET REPORT

## Arrowwood Improvement Association 2013-2014 Budget vs. Actual

Ordinary Income/Expense		
Income		
Interest Income	\$ 40.00	\$ 59.91
Dues	\$ 7,500.00	\$ 4,127.02
Bank Refund	\$ 0.00	\$ 26.68
<b>Total Income</b>	<b>\$ 7,540.00</b>	<b>\$ 4,213.61</b>
Expense		
Inspection Fees		
Tree	\$ 0.00	\$ 0.00
Other	\$ 200.00	\$ 0.00
Gifts	\$ 300.00	\$ 0.00
Contributions/Donations	\$ 100.00	\$ 0.00
Dues and Subscriptions	\$ 130.00	\$ 118.39
Filing Fees	\$ 50.00	\$ 0.00
Fire Mitigation		
Banners	\$ 500.00	\$ 166.99
Equipment Rental	\$ 850.00	\$ 480.00
Insurance	\$ 500.00	\$ 500.00
Tri-Lakes Bins	\$ 700.00	\$ 790.00
Lunch for crew	\$ 0.00	\$ 53.56
<b>Total Fire Mitigation</b>	<b>\$ 2,400.00</b>	<b>\$ 1,864.20</b>
Insurance	\$ 2000.00	\$ 850.00
Miscellaneous	\$ 0.00	\$ 15.00
Postage and Delivery	\$ 200.00	\$ 21.37
Professional Fees		
Accounting	\$ 500.00	\$ 565.00
Consulting	\$ 300.00	\$ 0.00
Legal	\$ 3,000.00	\$ 128.50
<b>Total Professional Fees</b>	<b>\$ 3,800.00</b>	<b>\$ 693.50</b>
Rent	\$ 600.00	\$ 634.00
Sign Maintenance	\$ 200.00	\$ 0.00
Supplies		
Annual Meeting	\$ 600.00	\$ 264.87
Election	\$ 500.00	\$ 0.00
Office	\$ 100.00	\$ 17.21
<b>Total Supplies</b>	<b>\$ 1,200.00</b>	<b>\$ 291.88</b>
<b>Total Expense</b>	<b>\$11,780.00</b>	<b>\$ 4,604.89</b>
<b>Net Ordinary Income</b>	<b>\$ -4,240.00</b>	<b>\$ -391.28</b>
<b>Net Income</b>		<b>\$ -391.28</b>

# AIA ANNUAL BUDGET REPORT

1:40 PM  
09/06/14  
Accrual Basis

## Arrowwood Improvement Association Inc Balance Sheet Detail As of August 31, 2014

Type	Date	Num	Name	Memo	Clr	Split	Amount
<b>ASSETS</b>							
<b>Current Assets</b>							
<b>Checking/Savings</b>							
Peoples National - Operating							
Deposit	8/31/2014			Interest	X	Interest Income	0.77
Total Peoples National - Operating							0.77
<b>Peoples National - MMF</b>							
Total Peoples National - MMF							
<b>Peoples Natinal - Platimum</b>							
Total Peoples Natinal - Platimum							
Total Checking/Savings							0.77
<b>Accounts Receivable</b>							
<b>Dues Receivable</b>							
Payment	8/7/2014	198	1-06 335 Lariat Loop			Undeposited F...	-50.00
Payment	8/7/2014	6735	1-60 430 Maverick ...			Undeposited F...	-154.00
Payment	8/7/2014	432207	1-14 330 Saddlehor...			Undeposited F...	-29.00
Total Dues Receivable							-233.00
Total Accounts Receivable							-233.00
<b>Other Current Assets</b>							
<b>Special Funds</b>							
<b>2010 Sign Improvement</b>							
Total 2010 Sign Improvement							
<b>Special Funds - Other</b>							
Total Special Funds - Other							
Total Special Funds							
<b>Undeposited Funds</b>							
Payment	8/7/2014	198	1-06 335 Lariat Loop		X	Dues Receiva...	50.00
Payment	8/7/2014	6735	1-60 430 Maverick ...		X	Dues Receiva...	154.00
Payment	8/7/2014	432207	1-14 330 Saddlehor...		X	Dues Receiva...	29.00
Total Undeposited Funds							233.00
Total Other Current Assets							233.00
Total Current Assets							0.77
<b>Fixed Assets</b>							
<b>Signs - Replacements</b>							
Total Signs - Replacements							
<b>Accum Depreciation</b>							
Total Accum Depreciation							
Total Fixed Assets							
<b>Other Assets</b>							
Total Other Assets							
<b>TOTAL ASSETS</b>							<b>0.77</b>
<b>LIABILITIES &amp; EQUITY</b>							
<b>Liabilities</b>							
<b>Current Liabilities</b>							
<b>Accounts Payable</b>							
Total Accounts Payable							
<b>Credit Cards</b>							
Total Credit Cards							

# AIA ANNUAL BUDGET REPORT

7:53 AM  
09/13/14  
Cash Basis

## Arrowwood Improvement Association Inc Profit & Loss by Class October 1, 2013 through September 1, 2014

	Unclassified	TOTAL
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Returned Check Charge	26.68	26.68
Interest Income	59.91	59.91
Dues	4,127.02	4,127.02
<b>Total Income</b>	<b>4,213.61</b>	<b>4,213.61</b>
<b>Expense</b>		
Bank Service Charges	15.00	15.00
Dues and Subscriptions	30.00	30.00
Insurance	1,350.00	1,350.00
Licenses and Permits	88.39	88.39
Postage and Delivery	11.57	11.57
Printing and Reproduction	17.21	17.21
<b>Professional Fees</b>		
Accounting	565.00	565.00
Legal Fees	128.50	128.50
<b>Total Professional Fees</b>	<b>693.50</b>	<b>693.50</b>
Rent	634.00	634.00
<b>Supplies</b>		
Lot Cleanup	1,439.09	1,439.09
Annual Meeting	264.87	264.87
Office	61.26	61.26
<b>Total Supplies</b>	<b>1,765.22</b>	<b>1,765.22</b>
<b>Total Expense</b>	<b>4,604.89</b>	<b>4,604.89</b>
<b>Net Ordinary Income</b>	<b>-391.28</b>	<b>-391.28</b>
<b>Net Income</b>	<b>-391.28</b>	<b>-391.28</b>

# AIA ANNUAL BUDGET REPORT

10:36 AM  
09/13/14  
Cash Basis

## Arrowwood Improvement Association Inc Profit & Loss September 1, 2013 through September 1, 2014

	<u>Sep 1, '13 - Sep 1, 14</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Returned Check Charge	25.68
Interest Income	136.33
Dues	8,327.02
<b>Total Income</b>	<u>8,490.03</u>
<b>Expense</b>	
Bank Service Charges	24,061.00
Dues and Subscriptions	30.00
Insurance	1,861.00
Licenses and Permits	88.39
Postage and Delivery	11.57
Printing and Reproduction	17.21
Professional Fees	
Accounting	595.00
Legal Fees	128.50
<b>Total Professional Fees</b>	<u>693.50</u>
Rent	634.00
Supplies	
Lot Cleanup	1,439.09
Annual Meeting	264.87
Office	61.25
<b>Total Supplies</b>	<u>1,765.22</u>
<b>Total Expense</b>	<u>29,161.89</u>
<b>Net Ordinary Income</b>	<u>-20,671.86</u>
<b>Net Income</b>	<u>-20,671.86</u>

# AIA ANNUAL REPORT OF THE BOARD

OCT 13 – JUL 14

## I. October 2013

- a. Elected Board Members to positions.
- b. Reactivated the Neighborhood Watch Committee.
- c. Agreed to conduct follow-up on pine beetle-infected tree removal.
- d. Initiated action on bothersome rooster issue.

## II. November 2013

- a. Increased membership of Architectural Control Committee to 3 members with the addition of Lonnie Wheeler. Richard Young and Scott Jackson are other members on the committee.
- b. Continued work on By-Laws, pine beetle-infected trees, and rooster on issues.
- c. New business – agreed to inventory storage building.
- d. Comments from attendees – board agreed to explore options for conducting a formal survey based on a concern from a member that the board was not following the informal survey results for disbandment; one member reported a security concern of suspicious solicitors on his property.

## III. December 2013

- a. Continued work on By-Laws, pine beetle-infected trees, and rooster on issues.
- b. Neighborhood Watch started work with connecting the El Paso County Office of Emergency Management on CERT and Neighborhood Watch information.
- c. The Treasurer paid for Board of Directors insurance policies.
- d. The Board requested and received assistance on extra patrols in Arrowwood-3 from the El Paso County Sheriff to address the suspicious solicitor concerns.
- e. The Neighborhood Watch Committee requested and received approval to develop an AIA NW network.
- f. The Board determined not to conduct a formal survey on disbandment since all elected board members ran on a platform of retaining the association and becoming more active in support of residents.

## IV. January 2014

- a. Continued work on By-Laws.
- b. Closed actions on pine beetle-infected tree removal and rooster issues.
- c. Initiated action on neighborhood sign size enforcement, removal of excessive slash on lots, and research on options for chipping parties.

## V. February 2014

- a. The Treasurer completed audit for the last 5 months of 2013, registered AIA with the State of Colorado, worked with Board members on the 2013-14 budget.
- b. Continued work on By-Laws and delayed slash surveys until spring 2014.
- c. Neighborhood Watch Committee agreed on a network and areas of responsibility, updated information on the AIA website, and drafted a revision of welcome package.

## VI. March 2014

- a. Continued work on By-Laws.
- b. The Treasurer renewed AIA's policy with CB insurance for 6 months.
- c. The Architectural Control Committee approved request from owner on 215 Pinewood Loop.
- d. Neighborhood Watch Committee completed the revision of the welcome package and increased membership to 20 members.
- e. The board closed actions on neighborhood sign size enforcement and lack of gritting during snow storms at the Arrowwood Drive and Stirrup Trail intersection.
- f. The Board decided to initiate action on revising the rules of the association.



# AIA ANNUAL REPORT OF THE BOARD

OCT 13 – JUL 14

## VII. April 2014

- a. Continued work on By-Laws – finished the reviews and revisions, and delayed discussion on the rules of the association.
- b. Neighborhood Watch Committee determined area assignments for members.
- c. The board set the date for the chipping party (May 17<sup>th</sup>) and the date for the AIA election (Aug 30<sup>th</sup>).

## VIII. May 2014

- a. Continued work on By-Laws and rules of the association.
- b. The Architectural Control Committee approved request from owner on 18620 Arrowwood Drive.
- c. The Treasurer renewed AIA's policy for accident insurance for 1 year.
- d. Neighborhood Watch Committee started visits to homeowners in the respective committee assigned areas.
- e. The slash survey was completed and used in assigning the route for the chipper. The chipping party was completed as scheduled on May 17<sup>th</sup> with over 20 lots serviced.
- f. The election process continued with selecting the nominating committee.
- g. The board initiated planning for disposal bin rental for duff removal.
- h. The board set the date for the ABM as September 13<sup>th</sup>.

## IX. June 2014

- a. Continued work on By-Laws and rules of the association.
- b. The Architectural Control Committee agreed to address a concern with excessive slash and cut timber on Pinewood Loop.
- c. The election process continued with receiving names of candidates.
- d. Started work on coordinating an evacuation drill with Woodmoor HOA.
- e. The Board determined the duff bin removal dates to occur in late June-early July.

## X. July 2014

- a. Continued work on By-Laws, rules of the association, and the evacuation drill.
- b. The Architectural Control Committee investigated concerns with excessive slash and cut timber on Pinewood Loop and unapproved construction on Arrowwood Drive.
- c. The Board agreed to present cost-share grant information to the membership during the ABM.

## XI. August 2014

- a. As mentioned in the reading of the meeting minutes.