

ARROWWOOD IMPROVEMENT ASSOCIATION
BOARD MEETING MINUTES
April 13, 2016

I. Call Meeting to Order

a. Ms. Fiala called the meeting to order at 7:05 p.m. Audio recording of the meeting was conducted. It was not deemed necessary to review the Rules of Order.

b. Board Members present:

i.	Craig Rhodine	President
ii.	Deb Fiala	Vice President
iii.	Dana Merveldt	Treasurer
iv.	Jeanne Gardner	Secretary
v.	Steve Merveldt	Member-at-Large
vi.	Lonnie Wheeler	Member-at-Large
vii.	Greg Bielanski	Member-at-Large
viii.	Robert Efram	Member-at-Large
ix.	Laurie Efram	Member-at-Large

c. Board Members absent: None.

d. AIA Member Attendees: listed in the attendance roster at the end of this set of minutes.

II. Minutes

After approval of the January 13, 2016 meeting minutes at the February 10 meeting, an item needing correction was discovered. The January minutes were corrected and emailed to the Board along with the minutes from the February meeting and, therefore, were not read at this meeting. The amended January meeting minutes and the February minutes were both unanimously approved. Both sets of minutes will be posted on the AIA website.

III. Treasurer's Report

a. Ms. Merveldt gave the Treasurer's report for February. She mentioned that she had discussed lien filing with the AIA attorney's office and also met with the new accountant regarding the 2014 taxes. The report was unanimously accepted as read.

b. Ms. Merveldt then read the March Treasurer's Report, adding that she had met with attorney Steve Lebel regarding delinquent dues matters; the 2014 tax return was filed by the new accountant; and one delinquent dues account was resolved. CB Insurance had offered to renew the Association's accident insurance policy to cover volunteers for neighborhood activities. Originally, the policy was taken to cover volunteers on Chipping Days, and recently the Board has chosen to hire a chipping company which is bonded and insured. As the Board also has a General Liability policy, the question was whether that policy would be sufficient to cover both volunteer activities on behalf of AIA, such as Neighborhood Watch and committee members on Board business. It was decided to table the matter for further research. The March Treasurer's report was unanimously accepted as read.

The February and March Treasurer's Reports are attached at the end of this set of minutes, and will be available on the AIA website.

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IV. Committee Reports

a. Architectural Control Committee. Mr. Wheeler reported that a fence was approved for a property on Arrowwood, and that homeowner advised that it had been installed. It was mentioned that there is a house on Stirrup which is replacing siding; and that the signs the contractor has put up are allowed to remain until the work is done. Plans have been submitted for lots on Deerfield, which the ACC is considering and expecting to approve soon.

b. Neighborhood Watch/Emergency Evacuation.

i. Jackie Heyda reported that there has been a lot of fire information sent out recently; and she has sent out information about "Coffee with a Cop." She stated that she and Bob had attended one recently and that it was very good and informative. She was contemplating how to make them sound more interesting so that they would be better attended. The main deterrent seems to be that they are held at an awkward time for people who work. Jackie said she would suggest a time change to them.

ii. Ms. Fiala reported that she had put out in the newsletter that, if anyone wants to receive updates by Neighborhood Watch, they will need to request them, as we cannot give out homeowner emails for that purpose. She did hear from a few people who wanted to be included.

V. OLD BUSINESS

a. Firewise.

i. Mr. Wheeler reported that they were working from a very complete template they received from Dave Root through Duane Steinke. The Firewise Committee highlighted some areas that need to be changed and made some updates. The main task remaining is to insert the photographs of items pointed out by Dave Root (and which were taken from the street) into the document. Once that is done, it will be posted on the AIA website for input from the Board and the Firewise Committee in advance of filling out and submitting the application.

ii. Mr. Rhodine mentioned that he has continued to call the County about cleaning up three right-of-way areas, and he has been told repeatedly that we are "on the list." Elizabeth Mayo recalled that, in meetings with Fire Marshall John Vincent, he had indicated that he could work with the County on our behalf to get those areas cleaned up. The County is actually responsible for doing this, and this issue will be included in the Firewise report. Ms. Fiala reiterated that we had also asked for a couple of Dead End signs at Deerfield and Stirrup, and for West Way, which the Fire Marshall had recommended for the safety and efficacy of firefighters. We need to follow up with the John Vincent to have him approach the County for us; the Committee will pursue this once the Firewise application is ready. André Mouton informed the Board of a Firewise Community Day to be held May 7 at Tri-Lakes United Methodist Church, at which John Vincent and Dave Root will provide information about the Firewise program and mitigation.

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b. Covenants Review. Ms. Merveldt reported that the process was ongoing, that they were meeting about once a month, working through one section at a time.

c. NEPCO Meeting Report. Ms. Fiala attended the meeting and reported that NEPCO has a new website. Some parts will require a login (password "NEPCO16"), because the NEPCO board wanted to give value to existing members and encourage the few remaining non-member communities to join. This information was included in the last AIA newsletter. Speakers included State Rep. Terry Carver, who (along with Lenard Rieth) was responsible for the CCIOA exemptions. (As long as AIA Covenants provide that annual dues will never be higher than \$300, AIA is exempt from CCIOA.) Other speakers were El Paso County Engineer Andre Brackin and Victoria Chavez, Principal Transportation Planner, who spoke of the major transportation plans for this area. People can sign up to receive updates at www.epcroadplan.com. At the next NEPCO meeting will be about forming a partnership with all the neighborhood watch organizations; the various members will present on their Neighborhood Watch efforts. Mr. Rhodine will go and present on behalf of AIA.

VI. NEW BUSINESS

a. Damaged Arrowwood Sign. Mr. Bielanski reported that a driver lost control and collided with one of the Arrowwood signs, damaging it. He determined the identity of the driver, connected with their insurance company, and was receiving three quotes for repair/replacement. He had scrubbed the sign and there did not appear to be an oil stain at this point; but it was decided that there may be undiscernible damage that could cause it to fall apart later. After discussing the details of the bids, it was decided to get the entire sign replaced and submit the bill to the driver's insurance company. Possibly the old sign could be stored and reused at some future time, but there may not be a place to store it, and a crane would be needed to move it. Mr. Bielanski offered to replace the solar lighting.

b. Roads and Grounds. Mr. Bielanski reported that he had surveyed all the roads in the neighborhood: Martingale and Stirrup are in terrible condition, and he recommends they be chip sealed. He called the County and was told that we were "on the schedule." Mr. Bielanski will write a letter to the County Engineer first; Diane Lee offered to speak with County Commissioner Glenn if that doesn't work.

c. Fire Mitigation/Chipping.

i. Ideally, the Chipping Day must be held before the beetles fly in June. Bids will be sought from A&M Tree and Dale Landscaping for June 4-5. Duff bins will be placed in the neighborhood again; Ms. Fiala will approach the lot owner on Stirrup who has allowed the bins to be placed on her lot in the past. The duff bins need to be placed no later than mid-to late June and will be removed by July 4. It was suggested that we consider putting bins out around April 1 next year, as many people do yard clean-up as soon as it starts to warm up. For an attendee's benefit, there was a discussion of what could be put out for chipping, how large and how much. One of the few homeowners along Hwy 105 who do not have access to side streets had asked a Board member about how they could participate in Chipping Day. The chipper can be driven into a driveway, so if they can get the slash alongside their driveway, it can be chipped; this option is also available to homeowners with flag lots or who cannot otherwise get their slash all the way to the street.

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ii. **Forest Service Inspection.** The inspection should be planned for the end of July this year; Elizabeth May offered to coordinate this with Ms. Fiala's assistance. Pine Beetle pitch won't be visible until July, even though the beetles fly in June. The identified beetle trees need to be removed as soon as they are taken down, but the slash can be disposed of on the fall Chipping Day. Black Forest Slash and Mulch won't take anything more than 10". The Forest Service will be asked if they will look for any kind of pest.

d. Annual Meeting. September 17 is the first choice for the Annual Meeting, with the 24th as second choice. Ms. Fiala offered to contact the Church at Woodmoor about using their pavilion; Diane Lee offered that the Masonic Lodge might be available if the weather is inclement.

e. Election. The Nominating Committee must be created immediately. Ms. Fiala will speak with Pete Olejnik, and ask him if he will be on the committee, and who served on it last year. If August 31 is set for Election Day, then June 3rd will be the deadline to nominate board candidates. Up for re-election this year are Craig Rhodine, Steve Merveldt and Jeanne Gardner. This will be published in the May newsletter and on the website.

VII. HOME OWNER MEMBER ATTENDEE CONCERNS

A homeowner who had received a letter concerning delinquent dues expressed concerns and complaints about conditions in the neighborhood which gave rise to the dues not being paid for many years. The homeowner claimed to have brought these conditions up to previous AIA Boards and felt that the concerns had been ignored. Hearing the complaints for the first time, this Board agreed to look into the specifics of the matter, but encouraged the homeowner to become a member in good standing, come to meetings and become involved.

VIII. CLOSING

There being no further business to come before the Board, Mr. Rhodine adjourned the meeting at 8:30 p.m. The next Board meeting will be held on May 11, 2016.

**Arrowwood Improvement Association
Treasurer's Report March 2016**

FINANCIAL STATUS:

Current cash on hand: \$20,162.73

Expenditures: \$ 9.99 Yahoo website
 10.82 Wal-Mart, envelopes & stamps

\$ 20.81 Total Expenses

Receipts: \$ 324.00 Dues
 .80 Interest Income

\$ 324.80 Total Income

TASKS COMPLETED:

Dues deposits

Sent past due invoices

Contacted Jane McClintock with L. Rieth's office re: filing liens

Met with Brian Werner, CPA, re: AIA accounting/taxes

NEW TASKS:

Dues deposits

File liens (2)

**Arrowwood Improvement Association
Treasurer's Report April 2016**

FINANCIAL STATUS:

Current cash on hand: \$20,202.84

Expenditures:	\$	9.99	Yahoo website
		12.25	Post office, stamps
		68.00	Post office, annual box rental
		345.00	BRW Tax & Accounting, 2014 tax return
		<u>25.50</u>	Anderson, Dude, Lebel – phone conf. re: lien
	\$	460.74	Total Expenses

Receipts:	\$	500.00	Dues
		<u>.85</u>	Interest Income
	\$	500.85	Total Income

TASKS COMPLETED:

Dues deposits
Paid NEPCO dues
Met with Steve Lebel re: letter to delinquent homeowner, filing lien
2014 tax return filed by BRW Tax & Accounting
Resolved delinquent account at 18050 Arrowwood Dr.

NEW TASKS:

Dues deposits
Send letter to delinquent homeowner, 30 days to respond

