



Glen Oaks Home Owners Association  
Castle Pines, Colorado 80108

## Glen Oaks BOD Meeting May 28, 2015

Meeting called to order by Skip Thurnauer at 6:28 pm. Members present: Skip Thurnauer, Bria Berry, Melanie Williams, Carmen Decker, Matt Amerlan

ARC Committee Members present: Molly Lush, Mike Decker, Skip Thurnauer  
Tasha Verebelyi present to provide transitional information to new ARC Members.

### Approval of Minutes

Skip moves to approve last meeting's minutes, Melanie seconds.

### Financial Update

- a. **Budget-** Financial report by Melanie and discussion of budget. July 1<sup>st</sup> – fiscal year begins. Matt moves to approve budget with amendments and Skip seconds approval of budget.
- b. The special assessment will proceed as approved. A letter of explanation will be mailed to homeowners and a special meeting will be scheduled and noticed following assessment letter in June or July, 2015. Extra funds will be designated if surplus.
- c. **Accounts Receivable-** Accounts 60 days overdue will be sent a letter for overdue balance of HOA fees.

### Architectural Review Committee

- a. **Update 7963 Glen Ridge:** follow up on fence and playset. ARC and HOA waiting on final planting of trees at 7963 Glen Ridge. Owners have reviewed their plans for planting with ARC, and trees have been approved by ARC. ARC has discussed and homeowners have agreed that drip line/irrigation system needs to be put in place under trees. A timeline for planting was discussed with the owners, who agreed it would be done following rainy season. Tasha will continue to discuss with owners

timelines regarding milestones and appropriate timing for planting trees and will report to Skip.

President moves to send letter to owners at 7963 Glen Ridge with a copy to landscape architect. Letter will be deferred until after discussion with owners. The letter will outline that owner was granted a variance based on agreement by owner to complete plantings approved by ARC and that owner needs to provide to the ARC and BOD a bona fide plan to complete planting within a reasonable timeframe. Matt seconds and Mike thirds.

- b. Discussion of other historical issues presented before ARC Committee
- c. Tasha hands off binder – to Mike Decker, Chief of ARC. Tasha will hand off file storage
- d. Discussion regarding recent ARC requests
- e. Discussed possibility of revising guidelines for ARC review committee- currently CPN specifies guidelines– would be done with Board/Arc Committee and consults – guidelines to maintain integrity – goal is to preserve and enhance community
- f. ARC members officially excused at 7:42

#### **Unfinished Continuing Business**

- a. **Document Management-** Skip provided older HOA documents for Secretary to scan and save in document repository Google docs.
- b. **Newsletter-** Discussion that as part of gift basket – outline in newsletter that questions about home improvement to be approved through ARC committee
- c. **Document review with Elena Griffin-** President reviews draft letter to Home Owners outlining the two assessments, one in 2015 with a reassessment of no more than \$150. Board will notice a special meeting need and reason for revision of documents, including need for schedule of fines. Melanie is going to take lead on scheduling time for next meeting. Matt will reserve the Castle Pines Community Center. Secretary will communicate with attorney to discuss plan.
- d. Discussed recent sales and upcoming sales
- e. Communicating with HOA members
  - a. Special Assessment Letter

- b. Newsletter to be developed between Briea and Melanie – will review archives and older newsletters. Will be paper mailed in mailboxes. Will have a reminder that home improvements to be approved through ARC committee

### **Committee Reports**

**a. Welcome Committee-** Tasha will prepare and provide basket to recent new resident. Briea and Melanie will continue on Welcome Committee. Need to make new gift baskets. Reserved four baskets all spoken for. Tasha will remain hospitality chair and will buy more materials. Going forward- will need another 10 baskets, Melanie moves to renew budget item and Carmen seconds motion.

**b. Summer Party Committee-** Party is currently planned for 8/018/2015. Briea, Melanie and Carmen will be on Summer Party Committee. Tash will be chair and take lead. Committee meeting in next two weeks

### **Master Association**

No new business

### **Contact Information List**

Skip Thurnman: 630-728-6630

Briea Berry: 303-748-9264

Matt Amerlan: 510-809-6833

Melanie Williams: 720-917-9305

Carmen Decker: 720-427-5480

### **Next Board Meeting**

Adjourned at 8:16 – Skip moves and all seconds

Special Meeting to be scheduled with homeowners to discuss special assessment in June or July, 2015