

WELLINGTON NEIGHBORHOOD ASSOCIATION

Board of Directors Minutes

November 3, 2010

1:30 – 3:00 pm

- ❖ Call Meeting to Order: The meeting was called to order at 1:42 pm. The following members were in attendance: Courtney Kenady, Deb Drayton, Scott Reid, Michael Mosher and the association administrator Jennifer McAtamney.
- ❖ Public Comment Session: No public comments.
- ❖ Approval of BOD Minutes:
 - M/S/P – Scott/Mosh/ 4-0
- ❖ Approval of Neighborhood Administrator Hours:
- ❖ Finance
 - Approve bills and sign checks:
 - Jennifer McAtamney – \$195 for storage, \$214 for poop bags
 - Carol March - \$200.00
 - Auto – payments
 - COPAC – 0
 - Payroll – 0
 - Xcel Energy – \$58.77
 - Delinquent Dues:
 - See separate document. To be reported as of 10/31/2010:
- ❖ HOA Hot Issues:
 - Parking: Debrief from meeting. People were concerned about the esthetic of the signs but want the town to do the enforcement.
 - Board discussion involving this understands the desire for a better esthetic but has concerns that the money spent on prettying up the signs would not be well spent because of the initial costs and the on going maintenance of the sign frames. We are going to try and make the current ones as attractive as possible. Mosh is going to work on mocking them up so we can see the possibilities.
 - Homeowner responsibilities and education: Next steps: Determine and define areas of responsibility for both homeowners and Association. Let's discuss responsibilities. Eg. Replacing trees in ROW, Fences (esp on greens), gates, irrigation, shoveling and plowing etc front yard irrigation – Jen is going to start a comprehensive list and we will determine policy on each item at our winter meetings. This document will become part of the homeowner manual. Note: We need to also note the plowing damage things is the owners responsibility to take care of it as well.
 - DRC – Standards were published and will be used going forward. – They should be on the web site. We still need to adopt these at a big meeting.
 - Memorial Bench:
 - Memorial bench for Mary Gervais brother. She sent a sample of it. We could not view it via online today. Jen will send it out online. The one Mary liked was probably not sturdy enough let's get some suggestions for her. We are going to look at finding a standard sturdy bench where people can then customize a memorial plaque. We really like the town benches. They are very sturdy and nice looking. We are going to find out where they are made and the cost and then work from there. – No update.
 - Enforcement Issues: A Blue Bird Electric truck was parking on the green and Jennifer has addressed this. I am currently working on an issue with a red car on huckleberry green but we

are not sure of the owner. Jen will send a note to the owners of the house at 92 Union Mill to tell them not park on the street. There is a camper on Bridge St/Union Mill alley way let's fix that too. On the Meadowlark/Bridge alley there is a slide in camper that is without its truck. We need to check in on the end of Union Mill for some extra parking on the green spaces that is happening there.

❖ Budget Decisions:

- Look at landscaping bids – Fall tree replacement \$2940.00 with planting for 16 Multi stem aspens and 5 englemen spruce. Just a note: These are still in line to be replaced. The trees were being dug by Native Landscaping and hunters on the land delayed delivery. If possible they will be delivered soon and planted – they have assured me that they are fine to plant because they are dormant and will be warrantied for 1 year.
- Talk about painting fences and bus stop – if the weather cooperates we will be painting the bus Stop, Cedar, Impatient and Silver Greens. In the spring we will paint Huckleberry, Willow and then see what else might need some love.
- Parking signs – see notes above.
- Website redesign: The board discussed this issue in depth determined that it was important that the HOA to be able to proactively be able to manage and change info on the website. A newly designed website will also help with some of the platform and navigation issues we have seen. The board really appreciates all of Dougs work over the years on this and also understand that he is busier with his business and does not have as much time to devote to the work on this site. With these two matters top of mind we will look at moving the URL and working on a new site which will help with some of the navigation challenges we have see
- Rodeo spiff up request – EPA and Wolff Lyon is looking at this land for improving it. Scott mentioned that we need to do some grading, take out the trash, and put seed down to make it better immediately. David believes this is a developer responsibility but does not want to do something extensive because of the future plans for the community building. Scott is proposing that the developer moves the dirt and does the clean up. Then we put down top soil and seeds. David is suggesting that his guys pull out the garbage, and weeds and that we take a look at it at our November meeting. David is going it and send an email on proposal on Monday via email.
 - Doug asked about the detention pond. A. It may change down the road and it is a serious financial commitment. This will be part of the further work. – The grading and seeding work will be in the spring.
 - Doug would like an update on when things will be cleaned up – We will ask David.
 - Silver Green - revamp – let's look at this as part of the business discussion. This is probably should be posed to the green to find out how to do this. Let's suggest we put this in the reserve budget for \$1,500.00 and ask them to look at a plan to present to the board. The plan needs to be sustainable with hard use. We can do this annually as part of our maintenance plan.
- Snow Shoveling – It was unamious to choose Visor again this year. They did a great job and we want them back again. We really like how they waited until the plows had come and then come so he also shoveled the windrows.

❖ Policy Decisions:

- Trellis lights – how to proceed – Fix the one on Cedar Green. Low cost. Low maintenance is a consens. I received a cut sheet from Tom Lyon and have it sent out to All Electric, Triangle Electric and Electrical Integration. I do not believe I will have pricing until after our meeting so will send out via email. The plan is to repair cedar green and add lighting to the trellis which do

not have them including Impatient, Meadowlark, Leap Frog, RainDrop, Madeline, and Dragonfly once we have bids on these we will decide how to proceed.

- Landscaping – for 2011 season – This year is the best it has been. We can get some bids while it is still green and you can see the grass. Meeting with people in the next two weeks for next year.
 - Budget thoughts for 2011. Let's stay the course and keep our reserves working as they are.
 - How do we want to contract with Jennifer as a employee or contractor? – We are going to restructure with Jennifer as a contractor. This saves the HOA about \$1000/annually as Jennifer takes on insurance, unemployment and taxes. Right now the HOA pays \$660 a year for payroll, \$200 in workman's comp, over \$2000 in taxes in addition to payroll.
- ❖ Final Board Comments:*None*
 - ❖ Meeting Adjournment: 3:26 pm.

WELLINGTON NEIGHBORHOOD ASSOCIATION

Board of Directors Agenda

September 1, 2010

18 Dragonfly Green – 1:30 – 3:00 pm

- ❖ *Call Meeting to Order:*
- ❖ *Public Comment Session: Doug Briggs: Queen of the West is a dumping ground and is still being used as such. The concrete truck cleaned out there after the pan was poured. It is revolting. It needs to be cleaned up. The board agrees it needs to be cleaned up and if we also provide area for yard waste and promote it. Then the hope would be that things would not need to be signed. Is there any suggestions as to where we could put a yard waste compost pile? We will look further at this. Dan and Andrew will clean it up and then we can take a look at it to see what else it needs.*
- ❖ *Approval of BOD Minutes:*
- ❖ *Approval of draft member meeting minutes: Approval of May minutes. July was the board walk through. M/S/P Scott/ Michael 4 - 0*
- ❖ *Approval of Neighborhood Administrator Hours: July 78 hours, August 84 hours*
- ❖ *Finance*
 - *Approve bills and sign checks:*
 - *Leslie Debaggis - \$ 1500 for July, \$1500 for August*
 - *Zen 4 You – 5045.00 – July, August and Sept maintenance'*
 - *Sam Murray – Fence repairs - \$280.00*
 - *Insurance - \$ 2526.00*
 - *Neils Lunceford - \$1020.00*
 - *Holly Van Der Hoeven – \$773.06*
 - *Jennifer McAtamney - \$585 – Storage June, July, August*
 - *Auto – payments*
 - *COPAC – 0*
 - *Payroll – 0*
 - *Xcel Energy – \$60.67, \$60.98*
 - *Delinquent Dues:*
 - *See separate document. To be reported as of 8/31/2010:*
- ❖ *HOA Hot Issues:*
 - *Parking: Jen is meeting with the Chief to discuss the parking signs and how it will all be handled. Note since we worked out our original agreement the parking department has moved from Public works to the police dept. So we are kind of at the beginning again.*
 - *Homeowner responsibilities and education: Next steps: Determine and define areas of responsibility for both homeowners and Association. Examples are: Fences on Greens, Gates on Greens, Trees (both subdivision, common area and personal), irrigation systems, shoveling etc... this will be addressed after we conquer parking and fences. Jen will work on this in March and April. Mosh has a new high res photo of the neighborhood which will aid in creating this.*
 - *DRC has completed the design guidelines and maintenance standards. And will present them. We should comment and provide feedback in preparation for presenting them at the October meeting.*
 - *Memorial Bench:*
 - *Memorial bench for Mary Gervais brother. She sent a sample of it. We could not view it via online today. Jen will send it out online. The one Mary liked was probably not sturdy enough let's get some*

- suggestions for her. We are going to look at finding a standard sturdy bench where people can then customize a memorial plaque. We really like the town benches. They are very sturdy and nice looking. We are going to find out where they are made and the cost and then work from there. – No update
- Enforcement Issues:
 - 31 Letters were sent out.
 - Illegal parking – Deadline until next fall to install pad
 - Clean up/store items - deadline September 15th
 - Boats and trailer – remove
 - Garage doors – paint to match trim or body color of house
 - Paint second side of home
 - Yard Maintenance – all of those were completed
 - ❖ Budget Decisions:
 - Look at landscaping bids – Fall tree replacement \$2940.00 with planting for 16 Multi stem aspens and 5 englemen spruce. Jen will let Darryl know.
 - Talk about painting fences and bus stop – holding until fall – Jen is getting quotes
 - Parking signs – see notes above.
 - Website redesign – Let's look at this again in the late fall – Doug can do some and can take off security right away.
 - Rodeo spiff up request – EPA and Wolff Lyon is looking at this land for improving it. Scott mentioned that we need to do some grading, take out the trash, and put seed down to make it better immediately. David believes this is a developer responsibility but does not want to do something extensive because of the future plans for the community building. Scott is proposing that the developer moves the dirt and does the clean up. Then we put down top soil and seeds. David is suggesting that his guys pull out the garbage, and weeds and that we take a look at it at our November meeting. David is going to do it and send an email on proposal on Monday via email.
 - Doug asked about the detention pond. A. It may change down the road and it is a serious financial commitment. This will be part of the further work.
 - ❖ Policy Decisions:
 - Trellis lights – how to proceed – Fix the one on Cedar Green. Low cost. Low maintenance is a consensus. Mosh is going to talk to Joe about getting a spec.
 - Letter regarding the Baker Trailer – see below – For the next two weeks it will be fine but it will need to move after that.
 - Camper clarification – is a slide in allowed if it is on the truck? – Yes people are comfortable with this.
 - Plowing for 2010 – 2011 season – all are in agreement that we want to keep AllPhase on board. Jen will seek quotes for shoveling.
 - Landscaping – for 2011 season – This year is the best it has been. We can get some bids while it is still green and you can see the grass.
 - ❖ DRC Members – We only had one applicant this summer for Megan's vacant position. Jen will call Mary and ask her to join the group.
 - ❖ Final Board Comments:
 - ❖ Meeting Adjournment: 2:46 pm