

JOINT BOARDS' MEETING  
FEBRUARY 18, 2006

IN ATTENDANCE CLWSA: Herb Cooper, Steve Koeckeritz, Barb Rosenbrock, Joe Sarjeant, and Manager Jody Sandquist.

ABSENT CLWSA: Jack Watson.

IN ATTENDANCE CLRRA: Inge Hongsermeier, Francis Podorski, Rex Schweers, Steve Smalley, David Smith, and Marvin Thomas.

ABSENT CLRRA: Ruth Ludwig.

PROPERTY OWNERS & OTHERS IN ATTENDANCE: Seven (7).

WATER & SEWER PRESIDENT STEVE KOECKERITZ CALLED THE FEBRUARY 18, 2006, JOINT BOARDS' MEETING TO ORDER AT 10:14 A.M.

ADOPTION OF AGENDA: Steve Smalley asked for the addition of Accounting Programs, and Steve Koeckeritz for Investment Strategies.

MOTION: Steve Smalley moved to approve the Agenda with those additions. Inge Hongsermeier seconded the motion, which passed unanimously.

APPROVAL OF MINUTES:

MOTION: Steve Smalley moved to approve the January 21<sup>st</sup> minutes. Marvin Thomas seconded the motion, which passed with one abstention: Barb Rosenbrock.

- WEB PRESENTATION-Tom Selders: Tom was unable to attend, but he submitted a written report for the Board to review. This report has suggestions for updating the Web Site.

MOTION: Steve Smalley moved to approve us making those changes to the Web. David Smith seconded the motion, which passed unanimously.

MEMBERS' COMMENTS: None.

- COLLECTION REPORT: Written report. Jody stated that we have received the deeds to three properties; one is owned by Water & Sewer, and two are owned jointly. She has requested a market analysis from three realty companies, and to date two have responded. Steve Koeckeritz stated that Water & Sewer would need to discuss as to where the money from the property that they have foreclosed on is going to end up. The 35 acres parcel on which they have a deed is in Elk Ridge, and parcels nearby have sold from \$59,000.00 on up to \$100,000.00. One of the options is to put that money into Major R & R, and the other is to offset operating expenses. Jody suggested

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that Board Members drive up to the property, as she has heard that the property has some challenges to it.

- **MANAGER'S REPORT:** The Associations have received CAI Showcase information and the Showcase will be held at the Denver Merchandise Mart on April 25<sup>th</sup>. She and Rick attended a course titled ABC's for Association Leaders. The instructors are willing to take this course on the road and would be happy to come to Crystal Lakes. They like to give presentations to about 30 people, and the cost would be the price of the booklet, which is \$25.00 to \$30.00. Jody recommends that the Boards extend an invitation to the course leaders to conduct the course here in June or July. She suggested inviting Glacier View and Fox Acres leaders as well as Board Members and committee chairs. Steve Smalley and Steve Koeckeritz both agreed that we should take the initiative on this, and that Jody should invite leaders from Glacier View and Fox Acres. Steve Koeckeritz stated that it's money well spent to educate the Board Members and committee chairs, and suggested that the Associations fund the cost for them. Others who attend can pay their own registration fees.

CLRRA MOTION: Rex Schweers moved that we direct Jody to make arrangements for us to host the CAI meeting in June or July and pay the registration fee for Board Members and committee chairs. Marvin Thomas seconded the motion, which passed unanimously.

CLWSA MOTION: Joe Sarjeant moved that we direct Jody to make arrangements for us to host the CAI meeting in June or July and pay the registration fee for Board Members and committee chairs. Herb Cooper seconded the motion, which passed unanimously

Continuing her report, Jody stated that Ray Williams, Rick, and she attended a class discussing SB 89, which is a clean-up bill for all the statutes that were passed in SB 100. One of the revisions that will impact Road & Rec. especially would give the option to elect directors by acclamation rather than requiring a secret ballot. Copies of SB 89 have been given to Policy & Documents and to the Boards. Jody stated that one of the most interesting aspects of both of the seminars was their suggestion that the Boards hold forums. Other Associations have had one or two Board Members meet with community members in a forum situation so there is a one on one as far as answering questions and hearing concerns. It seems to alleviate time spent in Board Meetings because you've given the property owners a place to discuss their concerns and issues. Those concerns and issues could then be brought to the Board and let the Board discuss, analyze, and make decisions on the issue. It is recommended that this is a monthly occurrence. There are enough Board Members that each one would only have a commitment of twice a year. There were 18 attendees at last week's new owners' orientation, three of which were members of the Bear Aware Team. There were lots of good questions and discussions. Inventories have been taken of all of the office equipment and tools other than pencils and paperclips. The shop has been inventoried and the inventories have been entered into the computer. Time has not allowed values to be put on all the items at this point. Equipment and tools in the restaurant still need to be inventoried. Don and Theresa Garcia have agreed to return as hosts this summer. Don will be working in the 6<sup>th</sup> Filing and Theresa will hopefully be down here working with the photo ID project. Steve Shapland will be here for part of the summer. Jody is hopeful that both Boards will consider the purchase of a hotsy machine, which is a steam cleaner. One was used to open a septic system and it would have been time efficient to have one when a culvert had to be opened last week. Steve Koeckeritz suggested that, after all the effort to split into two separate Associations and not own equipment jointly, it might be better for one Association to buy it and the other to rent it. David Smith asked, in regard to inventory, if there would be anything

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for the Board to see to they can compare this year's inventory with last years. Jody replied that the report could easily be printed out for the Boards.

MOTION: David Smith moved that we do get a report on inventory. Rex Schweers seconded the motion, which passed unanimously.

Because the inventory list is very lengthy, one copy will be made and it will be in a binder for anyone to see. The list will be separated into Road & Rec.'s inventory and Water & Sewer's inventory.

- ESTABLISH COMMISSION RATE FOR LOT SALES: Steve Koeckeritz stated it's been quite a while since anyone has been involved with the sale of Association lots. In the past, lots were made available on an open listing basis to all offices that wanted to show them, and he believes the commission rate was 10%. Where land is concerned, if the listing price is lower, the commission is higher. Inasmuch as the realty offices are not being asked to advertise so they are not incurring some of the expenses they normally do, a lower percentage would not be out of line.

CLRRA MOTION: Steve Smalley moved to make them open listings and that we pay a 6% commission for the successful sale of a piece of property. Marvin Thomas seconded the motion, which passed unanimously.

CLWSA MOTION: Herb Cooper moved that Water & Sewer have the same motion about the commission rate (that we pay a 6% commission). Barb Rosenbrock seconded the motion, which passed unanimously.

- 03099 STATUS: Jody reported that we had received the tax statement for this property and research revealed that this has been deeded from Road & Rec. to Water & Sewer. This was done several years ago when Water & Sewer was considering putting a digester on the lot. Steve Koeckeritz stated that the adjoining property sold in the past year for \$12,000.00. He does not foresee any reason why the Association should hold onto this and he realized that Water & Sewer has not been paying dues to Road & Rec. since they acquired the property. He believes that Road & Rec. should be paid the past dues when the property sells.

MOTION: Herb Cooper moved to put the property on the market for \$11,900.00 with the contingency that we pay the back dues to our sister Association if possible. Joe Sarjeant seconded the motion, which passed unanimously.

- ELK RIDGE RANCHES: Elk Ridge properties have recently closed and as part of those closings the title company requested a dues statement. Initially, the idea was for dues to go back to the beginning of the fiscal year even though the properties did not exist as separate parcels until the plat was recorded. Communication between Board Members brought about a consensus that the pro-ration of dues should be to the date of recording of the plat.

MOTION: David Smith moved that we pro-rate it (dues) to the date of recording of the plat. Inge Hongsermeier seconded the motion, which passed unanimously.

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- **POLICY & DOCUMENTS ITEMS:** Jody stated that these are documents that the Committee has reviewed several times, and some have been reviewed by Dan Muffly at the attorney's office. The controlled substance and drug abuse policy is one that specifically deals with those who have a CDL.
  - Drug & Alcohol Policy:

MOTION: Steve Smalley moved to approve the Drug & Alcohol Policy. Francis Podorski seconded the motion, which passed unanimously.

- Controlled Substance & Alcohol Testing Policy:

MOTION: Marvin Thomas moved to adopt this policy. Francis Podorski seconded the motion, which passed unanimously.

- Employee Acknowledgement Form:

MOTION: Herb Cooper moved to accept the Employment Acknowledgement Form that will go in the Employee Manual. Francis Podorski seconded the motion, which passed unanimously.

- Employee Hiring: Discussion commenced as to whether this would apply to full-time and/or part-time employees.

MOTION: Francis Podorski moved to postpone any further discussion until Jody has the opportunity to respond. Herb Cooper seconded the motion, which failed with 3 ayes: Rex Schweers, Barb Rosenbrock, and Francis Podorski, 6 nays: Herb Cooper, Inge Hongsermeier, Joe Sarjeant, Steve Smalley, David Smith, and Marvin Thomas. .

MOTION: Steve Smalley moved to approve the Employee Hiring Policy. David Smith seconded the motion, which passed with one abstention: Rex Schweers.

- Dues & Fees Schedule: Jody reviewed the information contained within the schedule. Steve Smalley asked whether Water & Sewer wanted to utilize the Hearing Panel, which is currently under the auspices of the Road & Rec. Board, and noted that the only appeal process was for Covenant violations. Discussion proceeded in regard to both Associations using the Hearing Panel for all appeals. That issue will appear on the Water & Sewer meeting agenda in March. The Dues & Fees Schedule has been tabled for revision.
- SB 100 Policies: This will be addressed at a later date.
- **PENSION STATUS-**Steve Smalley, Steve Koeckeritz, Herb Cooper, David Smith: Gary Kietzman is available to meet with the above mentioned individuals within the next week.
- **VACATION REQUEST-Manager:** Jody requested vacation from April 20<sup>th</sup> through the 24<sup>th</sup>. She further requested a day off on June 25<sup>th</sup> as she will be conducting Fire Department Evacuation Training for the Panhandle Dam and Evacuation Training for fire. Don Rogers has taken vacation days to conduct training as well. Steve Koeckeritz questioned whether employees should have to take vacation time as opposed to release time for duties other than those directly related to their positions. From a Water & Sewer viewpoint, Steve doesn't feel it's necessary for our Manager to take a vacation day to train for an evacuation plan for Panhandle Dam.

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Jody further informed the Boards that the Fire Department holds three Sundays of training during the summer.

MOTION: Marvin Thomas moved that we give Don Rogers and our Manager release time for the three training days (Fire Department). Francis Podorski seconded the motion, which passed unanimously.

MOTION: Rex Schweers moved to approve the Manager's request for vacation. Francis Podorski seconded the motion, which passed unanimously.

- ACCOUNTING PROGRAMS: Steve Smalley suggested that we might want to consider investigating accounting programs tailored to Homeowner Associations rather than Peachtree. This will be discussed further at the Road & Rec. meeting this afternoon. Steve Koeckeritz recommended that this issue remain on the Joint Meeting Agenda inasmuch as it affects both Associations.
- INVESTMENT STRATEGIES: Steve Koeckeritz reminded the Boards that they need to reexamine where their money is invested, and what kind of returns they are getting on their current investments. Both Associations have sizeable cash balances in a variety of accounts. Currently, those monies are in money market or savings accounts with returns in the 1.4% to 1.6% range. Water & Sewer has a need to increase the amount of return in their funds, particularly in the ULPL and SIA funds. He suggests the two Boards work together to co-ordinate any research that they do, and they are both under an obligation to protect against bank failures by dispersing the funds. They are overloaded at the institutions they are at right now. Steve suggested that representatives of the two Boards form a short-term committee to look at these approaches. Herb Cooper, Francis Podorski, David Smith, Joe Sarjeant, and Steve Koeckeritz volunteered for the committee and encouraged any property owners to join.

MOTION: Francis Podorski moved to adjourn. Inge Hongsermeier seconded the motion, which passed unanimously.

THE JOINT BOARDS' MEETING ADJOURNED AT 12:00 P.M.

Respectfully submitted,  
Bev Eddinger  
Recording Secretary