

**MINUTES**  
**COPPER CREEK NORTH HOME OWNERS ASSOCIATION**  
**BOARD of DIRECTORS MEETING**  
March 7, 2019

Held at the home of Clarke Cohu  
2494 Park Vista St. Unit C, on March 7, 2019

**I. CALL TO ORDER.** Board Chair Lisa Cox called the meeting to order at 7:09 PM

**II. ROLL CALL OF OFFICERS**

Present: Lisa Cox, Paula Willis, Amy Wright, Abby Akin, Clarke Cohu

Absent: None

**III. APPROVAL OF MINUTES.**

The minutes of the CCN HOA Board of Directors Annual Meeting in Grand Junction , Colorado on February 5, 2019 were entered as a motion for approval by Paula Willis and second by Abby Akin. Minutes were approved. Minutes of CCN HOA Board of Directors meeting held February 7, 2019 were entered as a motion for approval by Abby Akin and second by Paula Willis. Approval of Minutes carried.

**IV. MEDIA MANAGER'S REPORT**

The first CCN HOA Newsletter was delivered to all known addresses of current homeowners via email, some requested snail mail. **ACTION ITEMS:** Abby Akin is working to secure copies of Robert's Rules and Regulations for board members. Abby Akin will monitor CCN HOA email in box through month of March 2019 and provide an outline of topics for April Newsletter and report to the board for review, prior to a draft copy of the Newsletter. Abby Akin will include Newsletter topic item of homeowner submission of mortgage lender information to CCN HOA. Abby Akin will send email blast regarding solicitation of 2 DRC committee members, accompanied by current CCN HOA DRC guidelines.

**V. SECRETARY'S REPORT**

CCN HOA Annual Meeting Minutes of February 5, 2019 and Minutes of CCN HOA meeting of February 11, 2019 were distributed to all board members prior to March 7, 2019 meeting. The Agenda of March 7 board meeting was distributed to all board members of CCN HOA prior to March 7, 2019 meeting. Clarke Cohu will request CCN irrigation system plans, equipment documentation and maintenance schedules, ground water distribution systems plans for the purpose of referral for maintenance and system back check knowledge for the CCN HOA inventory of responsibilities and insured properties, and report to the board on March 21, 2019. Nine boxes of dog waste bags were received and distributed to the 3 dispenser units at the 3 current parks. Clarke Cohu has one box in reserve, as each dispenser holds 3 boxes. Clarke Cohu will monitor CCN HOA email account traffic and report to the board items to take possible actions on. Clarke Cohu will forward to Abby Akin the domain name access information credentials for the web page.

## **VI. TREASURER'S REPORT**

The CCN HOA checking account has been converted from CCB to the new board. New checks are on order. Members signed to the account are Lisa Cox, Amy Wright and Paula Willis. Two signatures are required for payments. **ACTION ITEMS.** Amy Wright is seeking to reconcile and balance the budget report voted on at the Annual Meeting of February 5, 2019. To date, not all information is available to make a financial report, as there needs to be a status report of a savings account held by CCB. Amy Wright will contact Sunni via email for the status of a savings account. Amy Wright will verify purge of previous account authorized persons and establish new access credentials. Quick Books have not been transferred to the new board. Amy will press CCB for this transfer. Dues payments are being received at the PO Box address and deposits made. Amy Wright will transfer current Excel account and establish new access credentials, and update/establish method of account payment. Amy Wright will notify Paula Willis regarding status of savings account as is needed for D & O insurance coverage. Amy Wright will monitor July 2019 email traffic and report to the board on time sensitive items.

## **VII. VICE PRESIDENT'S REPORT**

D & O Insurance remains in review process. Current quote by SCU is regarded as competitive. The insurance quote is contingent upon current inventory of CCN HOA asset holdings, liabilities and responsibilities ( gazebo, pumps, fencing) President Lisa Cox will acquire a list from Silas Colman after a walk through of CCN. Current policy in force lapses in August. Annual Report filing and fee payment (1\$10.00) of CCN HOA to State of Colorado has made for 2019. Paula Willis is now the registered agent for report filings. **ACTION ITEM.** Paula Willis is awaiting status of CCN HOA savings account for insurance coverage. Paula Willis is now the registered agent for report filings. **ACTION ITEMS.** Paula Willis will contact Sunni Gagler for tax exempt certification, if tax exempt status exists. . Paula Willis will monitor the email account and report activities/action items for the month of May 2019.

## **VIII. PRESIDENT'S REPORT**

Lisa Cox has searched active/open contracts with the CCN HOA. There are none. Lisa Cox has recommended to the board that Arnie Gurule Lawn Care, under contract in 2018, be retained, given approaching start up date in March and previous good reviews. A bid for 2019 lawn maintenance services was received by Lisa Cox, however, with Filing 3 lawns coming online this year, a new bid was requested to include Filing 3. **ACTION ITEM.** Lisa Cox suggested that she be given board approval to negotiate this new bid, and a second bid, to include spraying and a la carte services as needed above the contract amount, payable on demand by the board, after services rendered. New bid will specify areas of lawn associated services, as covered responsibilities set forth in the CCN HOA. Once the new bids are secured, Lisa Cox will forward these to all board members for review and adjustments, if necessary, and then sign contract. Motion was made by Paula Willis, second by Amy Wright. Motion carried. **ACTION ITEMS.** Lisa Cox agreed to secure electrical/mechanical equipment information/warranties pertaining to irrigation controls, pump access keys from CCB (Silas Colman). Clarke Cohu, has also requested companion documents as pertaining to water system controls for the CCN HOA board. Lisa Cox will monitor status of CCN HOA tax filing by Joel Soronen, CPA. Lisa Cox will monitor the CCN HOA email account for the month of June and will report to the board as needed on demand action items.

## **IX. NEW BUSINESS**

EMAIL. Current CCN HOA email address, [coppercreeknorthhoa@gmail.com](mailto:coppercreeknorthhoa@gmail.com) is active and

accessible to board members. Screening of email is rotated monthly by the 5 board members through July 2019.

#### DESIGN REVIEW COMMITTEE

The appointment of new DRC members is approved without motion, with 3 members from the CCN homeowners community, two of which will be solicited through email blast and the third member, Clarke Cohu, secretary of the CCN HOA board, reports to the CCN HOA board of directors. There was brief discussion regarding a 30 day active window to approve/disapprove requests once homeowner has met all paperwork filings, conditions, fees, set forth by City of Grand junction and or applicable agencies, prior to submission to the board. There's one solar panel install project which was submitted via a board member to the board. This project will be address by the acting DRC for approval once the board of directors gains knowledge of approval process. It is not clear as of this date whether owner has met all conditions. Until the other 2 DRC members can be confirmed, acting DRC members are now Amy Wright, Paula Willis and Clarke Cohu.

#### DOMAIN NAME

The domain name Living At Copper Creek North.com is adopted by the board without motion. Clarke Cohu owns the domain name and has offered to sell it for \$31.32, which is the cost to secure the name and register the .com and privacy provisions for the next 2 years.

#### NEWSLETTER FORMAT

The board adopted that the Newsletter be delivered to all current homeowners through email accounts, which are actively updated on the master homeowners contact listing, which is currently stored on CCB drop box account. There was brief discussion about purchasing a new drop box for CCN HOA. Newsletter to serve as feedback loop for new business items. Blast email notifications for special situations as deemed needed by the board is approved. Abby Akin will provide Newsletter topics as outlined in her report in these minutes. Public posting of the Newsletter and privacy of homeowner information was discussed and carried forward to the next meeting of March 21, 2019.

#### RECORDS STORAGE

Paula Willis offered to begin research of records storage and retention. Reference CCIOA compliance. This matter is carried forward to the next meeting of March 21, 2019.

#### TRAFFIC COMPLAINTS

There was brief discussion of this topic. Paula will begin research of complaints and compliance. (Check with Andrew, conditions of roadway approvals) This matter is carried forward to the next meeting of March 21, 2019.

Forward new business items to Lisa Cox for review/inclusion on next Agenda notice.

#### **X. NEXT MEETING**

The next meeting of the CCN HOA is scheduled for March 21, 2019, 7 PM at the home of Clarke Cohu, 2494 Park Vista St. Unit C, Grand Junction, CO. Motion to adjourn at 9:13 PM was made by Lisa Cox, second by Paula Willis. Motion to adjourn carried.

#### **XI. ADJOURNMENT.**

A motion to adjourn at 9:13 was made by Lisa Cox, second by Paula Willis. Motion carried.

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