

PLUM CREEK MASTER HOMEOWNERS ASSOCIATION
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BOARD OF DIRECTORS MEETING
FEBRUARY 13, 2008

CALL TO ORDER & VERIFICATION OF QUORUM

The meeting was called to order at 6:00 p.m. by John O'Connor of Pristine Communities, Inc. Also present were board members Jackie Brackin, Tom Flenner, Al Holowinski, Fred Jauch, Jason Johnson, Mark Kramer and Rob Lytikainen. Mr. O'Connor noted there was a full quorum.

ELECTION OF OFFICERS

The following board officers were elected for 2008, noting that the board had again voted to combine the positions of Secretary and Treasurer:

President	Mark Kramer
Vice President	Rob Lytikainen
Secretary/Treasurer	Tom Flenner

President Kramer chaired the remainder of the meeting.

APPROVAL OF NOVEMBER 14, 2007, MINUTES

Motion was made, seconded, and passed unanimously to approve the November 14, 2007, minutes. The minutes will be posted on the website.

A draft of the January 9, 2008, annual meeting minutes was reviewed by the board and will be posted on the website as draft minutes in response to a request from a homeowner at the 2008 annual meeting. These minutes will be presented to the homeowners for approval at the 2009 annual meeting.

MANAGEMENT REPORT

Mr. O'Connor reviewed key points of the January 2008 financial statements, as follows:

- Income year-to-date	\$ 12,450 actual	\$ 11,824 budgeted
- Operating expenses year-to-date	\$ 5,892 actual	\$ 12,190 budgeted
- Net operating income (loss) year-to-date	\$ 6,558 actual	\$ (366) budgeted

The unusual positive variance in operating expenses is because the budgeted payment for Christmas lighting is temporarily being held awaiting discussion and adjustment of the invoice submitted by the vendor.

Mr. O'Connor also reviewed for the board the status of several delinquencies.

NEW BUSINESS

Collection of Delinquent Assessments—Mr. O'Connor presented correspondence from Mr. Rich Johnston, association attorney, regarding the need to amend the association's collection policy along with the proposed document incorporating the needed changes to be considered by the board.

After review and discussion, motion was made, seconded, and passed unanimously to adopt the Collection Policies and Procedures as presented.

Christmas Tree Lighting Invoice—Mr. O'Connor discussed the billing from Swingle Tree Company and his written response detailing the lack of service and maintenance. The board agreed with Mr. O'Connor's assessment of the issues and his suggestion for an amount to be paid.

Motion was made, seconded, and passed unanimously directing Mr. O'Connor to negotiate a reasonable reduction to the amount billed.

Audit of Financial Statements—Mr. O'Connor presented proposals from several CPAs to audit the 2007 financial records of the association and prepare the related tax returns. This follows the board's prior motion that audited financial statements be prepared every other year.

Motion was made, seconded, and passed unanimously to accept the proposal of James Moore & Associates P.C. to perform the 2007 audit and prepare the 2007 tax returns.

Rock Wall Improvements—Mr. O'Connor presented a preliminary bid for rebuilding several of the other rock walls in the median of Plum Creek Boulevard. As previously decided by the board, the new walls would be rebuilt using rebar and concrete construction giving it the same general appearance as the walls at the main entrance to Plum Creek Boulevard. Mr. Johnson recommended that these major improvements be scheduled over several years. After discussion, Mr. O'Connor was asked to obtain additional bids for doing all of the remaining rock walls along the boulevard.

Maintenance of Ground Area at Rebuilt Rock Wall—Mr. O'Connor discussed the need for certain leveling and maintenance of the ground area above and around the rock wall that was rebuilt in the median of Plum Creek Boulevard near the Champions Court entrance. The board directed Mr. O'Connor to have Douglas County Maintenance & Repair LLC (DCM&R) complete this needed work under its maintenance contract.

Address of Association—As required by the Colorado statutes governing homeowner associations, the board confirmed that its valid address and telephone number is that of its management company, Pristine Communities Inc., which is P. O. Box 124, Castle Rock, CO 80104, 303-663-3615.

Water Conservation by Association—Mr. O'Connor updated the board on his conversations and correspondence with the Town of Castle Rock regarding the association's voluntary shutdown of an irrigation water meter to do its part for water conservation. While the Town provided its thanks, it stated that it would still bill a monthly "stand by" charge for the service connection that is near the monthly "no use" fee that the association is paying. The board asked Mr. O'Connor to further discuss the matter with the Town and decide if the "status quo" should be maintained on the meter.

Shrub Removal at Mount Royal Drive—Mr. Johnson informed the board that he agreed with the homeowner's request at the annual meeting to remove the large shrubs in the median on the corner of the boulevard at Mount Royal Drive that blocks drivers' view of oncoming traffic from the south. The board requested that Mr. O'Connor have DCM&R remove the shrubs.

Letter to Town of Castle Rock—President Kramer and Mr. Johnson requested that Mr. O'Connor send a letter to the Town requesting that the traffic light at the intersection of Plum Creek Parkway and Plum Creek Boulevard be returned to "need use" rather than the present "timed use" and that the many potholes on the north end of the boulevard be repaired.

ADJOURNMENT

There being no further business before the board, a motion was made, seconded, and passed unanimously to adjourn the meeting at 6:48 p.m.

NEXT BOARD MEETING—**Wednesday, March 12, 2008, at 6:00 p.m.** at Philip S. Miller Library, 100 South Wilcox Street.