

GUNBARREL GREEN HOA – BOARD MEETING MINUTES

Meeting date: November 3, 2022

Meeting Location: Zoom call

Board members present: Melissa Haapala (Acting President), Tarek Sammakia (Treasurer), Pam Anderson (Secretary), Jim Elkins (Director), Dale Carson (Director)

Board members not present: (none)

Total # of Participants: 9

Meeting was called to order by Melissa at 7:02 pm. A quorum was present.

Discussion Topics

1. Housekeeping
 - a. Approval of minutes
 - a.i. Prior Board meeting on Sep 1 – **Motion:** Melissa moved that we approve the Sep 1 Board meeting minutes. Pam seconded. Approved by Jim, Dale, Melissa, and Pam (Tarek not yet in meeting).
 - a.ii. Annual Meeting minutes - **Motion:** Melissa moved that we approve the Oct 4 Annual meeting minutes. Jim seconded. Approved by Jim, Dale, Melissa, and Pam (Tarek not yet in meeting).
 - b. Other – Melissa welcomed Dale Carson as new Board member. Melissa also described the order of the meeting.
2. Board Officers Election
 - a. President – **Motion:** Pam moved that Melissa be nominated as President. Jim seconded. Approved by all.
 - b. Vice President – This role fulfills the duties of the President in the event that the President cannot do so. **Motion:** Pam moved that Tarek be nominated as Vice President. Melissa seconded. Approved by all.
 - c. Treasurer – Dale expressed interest in this role if Tarek wants to resign from this role. Tarek described the current duties. Tarek is interested in stepping down from this. Dale is willing to step into this role. Tarek will work with Dale to transition this. **Motion:** Melissa moved that Dale be nominated as Treasurer. Tarek seconded. Approved by all.
 - d. Secretary – Pam is currently in this role and will remain in this role going forward.
3. **Board meeting frequency** – Proposal to change to quarterly meetings going forward. **Motion:** Melissa moved that HOA Board meeting frequency be changed to quarterly (every three months) starting immediately (Board will send postcard to all homeowners to notify them of this change). The standing schedule will be first Thursday of the month in February, May, August, November. Pam seconded. Approved by all.
4. **Website conversion and maintenance** – Current website requires professional IT for maintenance. Board would like to convert the website to Google Sites so that it can be more easily maintained. Tarek will work with Freeland Abbott to do this. At the Annual Meeting, Freeland volunteered to do this. **Motion:** Melissa moved that, if necessary, Treasurer can pay up to \$5000 toward conversion of the website if it becomes necessary to hire someone to do this work. Tarek will work with Treasurer if needed for this expenditure. Seconded by Dale. Approved by all. Additionally, for transparency issues with homeowners, Jim Elkins recommended that we update our website to include a more recent HOA

liability insurance policy as the last one posted was from 2020. Tarek agreed that it would be a good idea to update.

5. Committees

- a. Treasurer (Tarek's report; bookkeeper) – Tarek presented the YTD financial report. Jim requested the updated insurance liability policy be posted to the website. Tarek will work with Dale on this during the transition. A homeowner (Al Coelho) requested we establish a Reserve goal in the budget. This will be discussed in the February Board meeting. The 2023 Budget will be circulated to the Board and will be voted on by Action Without Meeting. If it does not pass, this will be discussed and voted on in the February Board meeting.
- b. Architecture – Dale has assumed the position of AC secretary and reported there were no new submissions since Annual meeting. Tarek and Pam will check to make sure website link is working.
- c. Archway & Grounds
- d. Covenant Interpretation (Elevated Tanks) – A homeowner raised this at the Annual Meeting. Covenant 11.3 addresses “elevated tanks”. This does not clearly address rain barrels. The HOA attorney has advised the Board can issue interpretations to covenants. **Motion:** Melissa moved that the Board issues a covenant interpretation for 11.3 - "elevated tank" does not include rain barrels allowed pursuant to state regulations. Seconded by Tarek. Approved by all.
- e. Welcoming committee – Jen reported pipeline to get notification of new homeowners has slowed down. Tarek said he has a small backlog of these and will get that info to Jen. Jen volunteered to help keep directory updated with sales transitions. Melissa reported that we do need help with the directory; however, we will defer this discussion to future meeting.
- f. Safety – Drainage project Idylwild & Carter Trail – Pam reported there has been progress from Boulder County engineer on a proposed solution. Pam will report on further progress in next board meeting.

6. Next Board meeting – Feb 2, 2023 @ 7:00pm

7. Adjourn Meeting – **Motion:** Melissa moved to adjourn the meeting. Pam seconded. Approved by all.