

## GUNBARREL GREEN HOA – BOARD MEETING MINUTES

Meeting date: February 2, 2023

Meeting Location: Zoom call

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

Board members not present: (none)

Total # of Participants: 7

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

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### Discussion Topics

1. Housekeeping
  - a. Action Without Meeting (AWM) update – All AWMs are posted on website. These are voted on between board meetings, and they must pass unanimously. Following are summaries for the 3 AWMs since last meeting:
    - i. Battery for speed sensor on Idylwild
    - ii. Approve 2023 budget
    - iii. Bank transfer of treasurer/authorization from Tarek to Dale.
  - b. Announcement at end of agenda
2. Legal expense approval for contacting HOA attorney – Melissa proposing that a Board member contact Melissa Garcia for her advice on the following:
  - a. Reserve amount for possible legal expenses – for Covenant enforcement
    - i. Possibility of Dues “credit” in future years
  - b. Records retention – best practices. Would like to move to electronic records as much as possible. What records must be retained and for how long.
  - c. Miscellaneous questions relevant to Treasurer’s role (Tarek and Dale have these).

**Motion:** Melissa moves that Tarek and Dale prepare and contact Melissa Garcia and to spend no more than \$2500 to get answers to the above (a, b, and c). Dale seconded. Motion was passed unanimously.
3. Discussion on Insurance –
  - a. Arch Liability – We are investigating the proper level of liability insurance for the Arch and this will be one of the discussion items with Melissa Garcia. Dale is looking for documentation on the property surrounding the arch and ownership. Jim has requested info from past board members and from Boulder County. There does not appear to be a written record of this. The arch was rebuilt in 2008 when a construction truck hit it. A board member suggested that the construction truck company paid for the rebuild. Chuck Simmons was the President during this time, and he may have information on this. Tarek will reach out to Chuck to get information. Bottom line is we need adequate liability insurance on the arch. Actions:
    - i. Increase liability insurance on arch – Continued action by Tarek and Dale.
    - ii. Need to get arch origination/ownership information – Tarek to contact Chuck Simmons. Jim and Dale will go to storage unit to look through files.

4. Storage rental – See “Records retention” above. After Dale and Jim look through the storage unit, they can assess how much of the physical items need to be retained versus being digitized and stored electronically. We will discuss this in future board meeting once we have additional legal and eyewitness information. Next meeting, we will have discussion on whether we can dispose of the storage rental.
5. Website conversion/maintenance – Tarek has been maintaining the website. He is in communication with Freeland Abbott, who has investigated moving the website to Google sites. We approved budget in the last meeting in case we need to hire someone to do the conversion. Tarek will continue working on this.
6. Committees
  - a. Treasurer (Dale) – Dale walked through a very detailed presentation on 2023 financial summary and budget. Dale is working on a Treasurer Operations Manual.
  - b. Architecture (Dale/Pam) – Dale has stepped into the AC Committee secretary role (Thank you Dale!). There have been very few AC requests since the last board meeting in November - a few for new windows and one major renovation.
  - c. Archway & Grounds - Chick sent email to board that he is working on getting a quote for tree trimming on the archway grounds. He will be sending the bid to the board for approval. Tarek will reach out to Chick for status.
  - d. Covenants (Melissa) – No update
  - e. Welcoming committee (Jen) - No update
  - f. Safety (Pam) – Idylwild/Carter drainage project is making progress. Boulder County is targeting spring 2023 to start construction of drainage improvements at the concrete swale next to the BCC golf course crossing on Idylwild at Carter Trail. They are working in conjunction with expected BCC golf course improvements on several holes and ponds targeting to start in the fall 2023.
7. Announcement: Melissa Haapala is resigning her position on the HOA board, effective Feb 28. Tarek will fill in as Acting President for the time being. \*Anyone who is interested in serving on the board until the next election cycle (October) can send their interest to [gunbarrelgreen@gmail.com](mailto:gunbarrelgreen@gmail.com). The board will discuss offline whether to send out notice of vacant position to homeowners using MailChimp or a postcard. The board will appoint a new director at the next meeting in May.
8. Next Board meeting – May 4, 2023 @ 7:00pm → ***\*Due to different date printed on meeting summary postcard and mailed to homeowners, next board meeting will be on May 11 @ 7:00pm.***
9. Adjourn Meeting – **Motion:** Tarek moved to adjourn the meeting. Dale seconded. All approved.