

GUNBARREL GREEN HOA – BOARD MEETING Minutes

Meeting date: September 1, 2022

Meeting Location: Zoom call

Board members present: Marc Rochkind (President), Melissa Haapala (Vice President), Pam Anderson (Secretary), Jim Elkins (Director)

Board members not present: Tarek Sammakia (Treasurer)

Total # of Participants: 12

Meeting was called to order by Marc at 7:00 pm. The meeting was recorded. A quorum was present.

Discussion Topics

1. Housekeeping
 - a. Protocol of Community Involvement
 - b. Approval of minutes – **Motion:** Pam moved that the draft minutes from the July 7 minutes be approved; Jim seconded. Motion passed unanimously.
 - c. Homeowner additions to agenda – see below
 - d. Board meeting frequency – propose quarterly meetings starting in 2023. **Motion:** Pam moved that the Board meetings be moved to quarterly cadence following the November 3 meeting. Jim seconded. All board meetings have to be public actions. Board would have to hold special meeting between regular meetings to conduct any business. Melissa suggested we table this topic until the November board meeting so that the new director can chime in. **Pam withdrew the motion.**
2. Doug Hamilton, co-chair Boulder Library District campaign – Deferred since Doug Hamilton is not on the call.
3. Annual Meeting Planning – Tuesday October 4
 - a. Location: Marc booked the firehouse room for this meeting. **Motion:** Melissa moves that we hold the annual 2022 meeting at the firehouse (only in-person, not Zoom for this meeting); Jim seconded. Motion was approved unanimously.
 - b. Attendees: We need to have a list of “valid” members. We will ask Tarek to generate this list.
 - c. Time: 7:30pm prompt start of business; suggest homeowners arrive early for check-in
 - d. Meeting announcement – Board will send email + postcard with meeting logistics in mid-September. Marc will do this.
 - e. Moderator: Melissa volunteered to do this
 - f. Draft Agenda for this member meeting:
 - i. Election for vacant director
 1. Election Speeches & Voting Process – One open board position
 2. Nominees from the floor – there were none
 - ii. Short committee reports including questions from the members
 - iii. Guest speaker – (Possible) Boulder Rural Fire Department (including lessons learned from Marshall and Red Fox Hills fires)
 - iv. Suggestions from homeowners can be made for the agenda up to the actual meeting.
4. HOA Vacancies
 - a. Volunteers needed for all of these areas. **Please reach out to any board member or to gunbarrelgreen@gmail.com.**
 - i. Architecture Committee – this committee has operated very efficiently using the new online process. After October, we will have three members, and we would like to add at

least one additional person. Dale Carson volunteered to be on this committee and to assume the role of AC secretary (taking over from Marc). Thank you Dale!!

- ii. Covenants – currently the board acts as this committee and the president has acted as the chairman. In the past year, there has been only one “major” issue that required legal review. All other covenant issues were successfully resolved using letter to owner.
 - iii. Communications
 - iv. Safety
 - v. Social
- b. Board – One director vacancy to be elected at Annual meeting
- i. Nomination process – Any member who is interested in joining the board should send email with statement of interest to gunbarrelgreen@gmail.com. Nominees who are present at the meeting will get to speak for 2 minutes. Those not present will be instructed to send statement of interest to gunbarrelgreen@gmail.com and indicate preferred person to read statement, or Melissa can do it as the moderator.
 - ii. Voting process – Secret paper ballot.
 1. Eligibility – one ballot per home. In addition, one ballot per proxy held at meeting. Proxy must be in writing and filed with secretary (Pam) before the vote. Dues must be paid up in order to be eligible to vote.

5. Committees

- a. Treasurer – HOA registration with the state has been completed and the email address changed to include the treasurer’s address and the HOA main address. Marc is registered agent; though we need to update once he is no longer a member. Spending actuals were presented. September column includes checks that have been mailed but not yet cashed. Bookkeeper – This has been discussed last November; however, we have not acted on it. Tarek would like to pick this up and get bids for this work. Need explanations from Tarek on yellow-highlighted items in current financial report. All financial questions should be emailed to Tarek at gbgtreasurer1@gmail.com.
- b. Architecture – Since July, we have had ~12 AC submittals (windows, solar, paint, roofing).
- c. Archway & Grounds – Chick reported we are in the “watch it grow” phase! Minor repairs, etc. **Motion for archway insurance:** Jim moved that we go with the quote from Andrew Vega on our existing State Farm insurance policy, where we increase our building coverage and double our general liability. Motion was seconded by Melissa. Discussion: Jim recommends that we go with the quote from Andrew Vega from State Farm, which is the following: (1) Increasing building coverage (the arch) from \$140,700 to \$500k and (2) Increasing general liability from \$1mm-\$2mm. The premium would increase from \$2502 to \$3748/yr. Motion was passed unanimously.
- d. Communications – Due to lack of resources, we have not been able to distribute a summer 2022 newsletter. However, the website is kept up-to-date.
- e. Covenants – Marc sends approximately one or two emails per month regarding infractions. All except one over the last year were self-corrected. The infractions typically come in via email or phone; however, sometimes just noticing infractions.
- f. Welcoming committee – Jen does a great job of keeping track of who is new in the neighborhood.

6. Next Board meeting – November 3, 2022 @ 7:00pm via Zoom.

7. Community Discussion

- a. County to be contacted for pot holes at archway entrance – Gina will send email to Pam with county and city contact info for this. Boulder County is responsible for condition of our streets, not the HOA. Any homeowner can call the County on any issues with the roads.

- b. Street sweeping – Pam will contact the county to come thru and do this.
8. Adjourn Meeting – **Motion:** Melissa moved to adjourn the meeting; Pam seconded it. Passed unanimously.