

## **GUNBARREL GREEN HOA – BOARD MEETING MINUTES (Draft)**

Prepared 11.16.20

Date: November 14, 2020 (Saturday)

Location: This meeting was held virtually via Zoom due to Covid regulations in Boulder, Colorado

Board members attending: Pam Anderson, Gina Hyatt, Sandi Misura, Marc Rochkind and  
Tarek Sammakia

Also attending: Melissa Garcia of Altitude Community Law

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The meeting was called to order at 3:00 p.m. by Marc Rochkind. Marc announced that a quorum was present and that the meeting was being recorded. The floor will be open for member input prior to voting on a motion.

Marc thanked outgoing Board member Ron Podhajsky for his recent work as Acting President.

He also thanked Gina Hyatt for her many years volunteering as HOA Treasurer. She recently resigned from this position.

Mike Dorsey was also recognized for all his work as the Documents Committee Chair. Mike resigned from this position recently.

Also recognized was Melissa Garcia of Altitude Community Law for her help with our recent election of officers.

Marc thanked the three hosts who set out the election ballot boxes every day – Ann and Patrick Zachwieja, Tim Johnson and Carla Ho-A, Nicole and Julio Olalla.

**NEW DIRECTORS** -The results of the mail in ballot election (new this year due to Covid) for the two vacant Board of Directors seats are Tarek Sammakia and Pam Anderson.

**ELECTION OF OFFICERS** – the decision regarding who will be president, who will be vice president, etc. is decided, per our documents, by majority vote of the five members of the Board of Directors.

To elect Marc Rochkind as President - Motion by Tarek, second by Pam – four in favor, one opposed (Sandi), **Motion passed.**

To elect Pam Anderson as Vice President - Motion by Tarek, second by Marc – all in favor – **Motion passed.**

To elect Tarek Sammakia as Treasurer - Motion by Pam, second by Marc – all in favor – **Motion passed.**

### **TANGLEWOOD/BRIAR RIDGE/OLD POST LOT OWNERS WANTING TO OPT OUT OF THE HOA -**

There are 31 lots in this area and several lot owners have expressed interest in leaving the HOA. This situation will be explored by meeting with all of the lot owners to determine what their concerns are and how to solve them. Our attorney will become involved if so directed by the Board after meeting with these residents.

Motion by Tarek, second by Pam –

“Melissa Garcia of Altitude Community Law is authorized to work up to 5 hours to investigate and report on the range of legal options to provide independence for the 31 homes in the Tanglewood/Briar Ridge/Old Post (TBO) area of Gunbarrel Green. If additional time is needed. The President, after consulting with the Board, has the option to approve an additional 5 hours.”

All in favor – **Motion passed**

**GOVERNING DOCUMENTS (BYLAWS, ARTICLES OF INCORPORATION, COVENANTS) COMMITTEE –**

new Chair, Tarek Sammakia

Motion by Marc, second by Pam. “The Fall 2019 Governing Documents shall be maintained as a resource for further committee work. The committee shall have the option of taking a new approach. Tarek Sammakia is appointed Chair of the Governing Documents Committee and shall select committee members.” All in favor.

**Motion passed.**

Melissa Garcia pointed out that the 2019 draft documents brings our old documents into compliance with Colorado law. Melissa also said the Board needs to decide what level (if any) of CCIOA (Colorado Common Interest Owners Association) language it wants to incorporate into our revised documents. We are a pre-CCIOA HOA.

Further discussion may be needed regarding the new committee members. Cynthia Arey suggested asking for volunteers from all of our members.

**STATUS LETTER AND POSSIBLE FEE** – HOA’s charge a fee for work done to provide a Status Letter to the bank when a property is sold or re-financed. This formal letter from the HOA includes information such as current dues status, any covenant violations and any pending architectural issues to assure the title company and the lender that there are no forthcoming liens or litigation. For the HOA to generate this status letter, a fee is charged and is typically paid by the buyer at closing. Historically, the Gunbarrel Green Status Letter fee was \$100.

This needs to be incorporated into our revised documents and would likely be an amendment to the Articles of Incorporation. The language could use a suggested dollar range. This issue will be forwarded to the Governing Documents Committee for inclusion.

**HIRING A BOOKKEEPER –**

Motion by Tarek, second by Pam.

“HOA bookkeeping, including financial statement and tax preparation, shall be outsourced to a professional bookkeeper, under the supervision of the Treasurer. The bookkeeper shall be nominated by the Treasurer, but must be approved by a resolution of the Board.” We will need to investigate costs and bring this to the Board.

Four in favor, Gina abstained. **Motion passed.**

**COMMUNICATION AND CHANGING THE WEBSITE URL -**

Motion by Tarek, second by Pam.

“The text of all existing and future approved Actions Without Meeting, along with the date and vote count, shall be posted on the website as soon as practical without further Board action.” All in favor. **Motion passed.**

Action Without Meeting has to be a unanimous Board vote, per our documents.

Discussion about changing the website URL from gunbarrelgreen.com to gunbarrelgreenhoa.net (or .org). This is tabled for now.

Al Coelho suggested we put dates on pertinent documents on the website and if they are updated, put a flag on the old document so members know it has been updated.

Motion by Tarek, second by Pam.

“A majority of the Board may suggest edits and shall approve the newsletter or any other communication before it is distributed to the membership, via email, US mail or any other means.”

All in favor. **Motion passed**

**BUDGETS AND DISBURSEMENTS** –

Motion by Tarek, second by Pam.

“The annual budget shall not serve as a resolution of the Board for the purpose of disbursing funds under Bylaw X.6.” Recurring expenses would be approved.

Four in favor. Sandi abstained. **Motion passed.**

**SCHEDULING REGULAR BOARD MEETINGS** -

Motion by Pam, second by Tarek.

“Until further notice, the Board shall meet regularly via Zoom on the first Wednesday of each month at 7:00 p.m., and a single notice of this regular meeting day and time shall be provided to the residents, either by a special USPS mailing or via the newsletter.”

All in favor. **Motion passed.**

**HOA ATTORNEY ATTENDING BOARD MEETINGS** -

Motion by Marc, second by Pam

“The August 13,2020 Board resolution authorizing the HOA attorney to attend all Board meetings is repealed. The HOA attorney is authorized to attend Board meetings by majority vote of the Board prior to a meeting.”

Four in favor. Gina abstained. **Motion passed.**

**ANNOUNCEMENTS** –

Jenn Rodehaver would like to see a list published in the newsletter of those homes with festive holiday decorations.

Pam Anderson reported on her project to look into the “lake” of water that continually forms near Idylwild and Carter Trail whenever we have wet weather. Pam is in contact with people in Boulder County and the Boulder Country Club. All are in agreement to come up with some options for a solution. This is a work in progress. Pam will keep us informed.

Marc showed photos of some stone pillars on Lookout Road. Several appear to be leaning. Chick Misura was asked to look into this several months ago and provided a written report and a drawing, both of which are on our website.

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The Draft Minutes from the August 13, 2020 Board Meeting were presented for approval. Motion to approve by Marc, second by Sandi. All in favor. **Motion passed.**

The Draft Minutes from the October 1, 2020 Board Meeting were presented for approval. Motion to approve by Marc, second by Pam. All in favor. **Motion passed**

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Meeting adjourned at 5:29 upon Motion by Sandi, second by Gina. All in favor. **Motion passed.**

Sandi Misura, Secretary