

Quarterly Board Meeting: Maple Hill Master Association

Tuesday, March 5, 2024 at 6pm

In Person: the Community Room at Fire Station 12 at 321 Country Club

Remote: <https://us06web.zoom.us/j/89450605841?pwd=fa4FGsjv6gMxKC5YYrUmbCeW4pxE3i.1>

Meeting ID: 894 5060 5841 || Passcode: 904960

Please note: this updated version of the agenda is based on the discussions held during the BoD work session on Saturday, February 24, 2024 and also includes the time of the March BoD meeting.

Agenda

1. Establish quorum
2. Approval of minutes of prior meetings.
 - a. December 5, 2023 >> these will be approved at the next Annual Members meeting in December, but the Board has requested the draft from CCG
 - b. December 21, 2023 (included in this packet)
 - c. It was determined that CCIOA does not require meeting minutes for the Town Hall that was held in January. The slide deck and survey results were provided in the January Newsletter and will be added to the HOA website behind a password.
3. Member forum
4. Old business
 - a. 2019 Covenant & Bylaw Amendment Results (included in this packet)
 - b. Policy changes from previous Board
 - i. **Request for Member Input before Board Vote:** Instead of spending more money with the lawyer to finalize these and instead of creating policies that any future Board could change at any time without homeowner input, the current Board is considering adding any non-CCIOA required policies to the Board Manual as best practices.
5. New business
 - a. We still have 1 vacant spot on the Board of Directors! Please email us at bod@maplehillhoa.org if you are interested!
 - b. How to [join a committee](#)
 - c. Trash selection deadline: [April 30th, 2024](#)
 - d. February [survey results](#)
 - i. Please be sure to complete the survey each month as this directly impacts the priorities for the Board
 - e. Legal & Bylaws
 - i. **Request for Member Input before Board Vote:** allow all historical governing documents and communications to be made available behind a password via the HOA website
 - ii. **Request for Member Input before Board Vote:** allow all signed contracts and a monthly summary of invoices to be made available to homeowners behind a password via the HOA website

- iii. **Request for Member Input before Board Vote:** Conduct of Meetings Policy (included in this packet)
 - iv. **Request for Member Input before Board Vote:** Regarding the authority of CCG to provide 1x fee waivers to homeowners per their contract - so long as CCG provides a monthly report to the Board as to which fees were waived by CCG, the Board feels that the contract is fine as it stands and does not require the money required to be rewritten.
 - v. Per homeowner request, the Board discussed how to fairly address the covenant violation of the gates into common areas (perimeter vs. non-perimeter). Many pros and cons were discussed but no decision has been made at this time. The Board plans to add several questions to upcoming surveys regarding this topic.
- f. Budget & Finances
- i. **Request for Member Input before Board Vote:** The Board would like to print newsletters and other communications locally (perhaps at FedEx or somewhere similar) and hand-deliver to homeowners that prefer USPS instead of email
 - ii. **Request for Member Input before Board Vote:** The budget of \$1,500 for all community events for the whole year is unrealistic, especially after reviewing how much previous Board members were reimbursed for expenses for specific events. Therefore, the current Board would like to keep accurate track of the spend for each event so that this line item can be accurately budgeted for in 2025. This will not cause a change in dues so we do not need to send a new budget out for ratification.
 - iii. **Request for Member Input before Board Vote:** The Board is considering setting up a Google Voice phone number for homeowners who do not prefer electronic methods of communications. This would be configured so that all calls, texts, and voicemails to this phone number would go to all Board members for visibility. Additionally this is sustainable and can be passed on to future Boards.
 - iv. During the Work Session, the Board discussed the various HOA bank accounts and balances including the CD, the reserve study, and how to best invest the money to ensure we have enough money for future reserve projects while maintaining lower dues. No decisions were made.
 - v. Per homeowner request, the Board reviewed Back40's budget (the company that maintains the Natural Area) to ensure that it includes the maintenance as mandated by the city. The Board determined that the current contract meets the cities requirements and that The Natural Area & Landscaping committee should report to the Board if more maintenance is required throughout the year. Additionally, the Board is still reviewing if maintenance for this entire area falls solely on the association or government entities.
- g. Design Review Committee (DRC) + Rules & Regulations Compliance

- i. The Board is working on documenting a “DRC Enforcement and Certification Policy” which separates out the lot rules & regulations (for compliance and violations) from the lot improvements (for DRC requests)
- ii. The Board thinks it would be helpful to add a "tips from the experts" section on the website along with general property maintenance tips, but feels this could also be a good project for one of the committees to execute so as to remove liability from the Board.
- iii. **Request for Member Input before Board Vote:** Implementation (per governing documents) of a Hearing Process where 3 randomly selected homeowners would be appointed to a temporary Board to review the details of the violation or complaint and make a binding decision. New homeowners would be selected for each hearing Board.
 - 1. Since the Board does not have a way to view backyards without trespassing on homeowner properties, backyard violations will need to be submitted to the Board from other homeowners (this can be anonymous); the homeowners in violation could request a hearing if desired or simply pay the fine.
 - 2. If a DRC is rejected, the homeowner could request a hearing for appealing the decision.
 - 3. If a homeowner disagrees with a compliance violation they can request a hearing or pay the fine.
- iv. **Request for Member Input before Board Vote:** Once the new DRC members are chosen by homeowners, the Board is considering:
 - 1. to remove CCG from the process entirely
 - 2. that no DRC request will incur a fee
 - 3. the request form and overall process will be simplified to encourage homeowners to participate in the process
- v. If more architectural and/or structural DRCs are submitted, the Board may consider creating a DRC subcommittee to determine if these changes would keep with the aesthetic of the neighborhood.
- vi. **Request for Member Input before Board Vote:** The Board would like to create a Compliance Committee made up of volunteer homeowners and remove this responsibility from CCG.
- vii. **Request for Member Input before Board Vote:** If a homeowner receives a compliance violation notice, then they shouldn't have to submit a DRC request as long as they are fixing, correcting, or replacing like for like.
- viii. CCG completed the audit of the 2023 DRC fees. The Board is working to understand if CCG has the ability to refund all of the fees. Additionally, the Board is working to understand why CCG directly charged the HOA \$1,700 for DRC requests in 2023 and if we can get a refund.
- h. Property Maintenance

- i. Well lease: the documentation for the well ownership and the quick claim deed will be made available behind a password on the HOA website under Governing Documents.
- ii. The Board will examine the irrigation issue with the planters on Bar Harbor during the neighborhood walkthrough with Green Earth and determine if this could be a project for the Landscaping Committee.
- iii. **Request for Member Input before Board Vote:** The Board found a company online that sells replacement (pet) waste bins for \$130 + tax and shipping but this option doesn't account for the disposal of the broken waste bin nor the installation. The company that installed the waste bins can replace, install and dispose of the broken waste bin for \$170 and they are a local business.
- iv. The Board is working with the appropriate companies to mitigate the tumbleweeds as well as the weeds + grasshoppers in the Natural Area.
- v. The Board is working with the owner of Splash to determine if there will be an extra cost if the pool season is extended through September and if Splash would still winterize the pool.
- vi. The Board is working on getting bids for both a pool platform and a perimeter fence for the pool so that the neighborhood can use the pool area during the off season. This will likely not be in place before the pool season begins this year but might possibly be ready when the pool season ends.
- vii. The Board is looking into the easement for the natural area/park per our governing documents.
- viii. The new bulletin board is outside the pool and will be frequently updated with neighborhood communications. The Board will also be installing a collection box for homeowners to submit surveys and other comments/questions/suggestions if they do not want to use electronic methods.
- ix. Reserve projects
 - 1. The monument signs and fencing repairs are scheduled for early spring (\$36,000)
 - 2. The ground cover around the monument signs will also be fixed in early spring (\$6,000)
 - 3. The Landscaping Committee will be determining which tree will need to be replaced this year (\$6,500)
 - 4. The Board is working with previous Board members to understand the Renovations, Pool House, 4- to 6-Year (\$18,357) and the Pool Furniture, Phased Replacement (\$21,903) projects.
- i. Technology
 - i. **Request for Member Input before Board Vote:** So long as there is more than 1 admin for the Google Workspace, Squarespace, and Zoom accounts, the Board would like to consider self-managing these responsibilities. The current IT Services contract was created as a favor

to the previous Board but the HOA account is too small for them to continue servicing. The Board did solicit quotes from 5 other companies but only received 1 response bid which was well over \$500/mo. The Board will get more quotes closer to the Annual meeting to ensure there is a sustainable process in place for future Boards.

- ii. **Request for Member Input before Board Vote:** In an effort to be more self-reliant and less dependent on CCG, the Board would like to purchase a dedicated Maple Hill zoom account. This would be 1 license for \$14.99/mo plus \$90/mo for the large meeting add-on (so that up to 1,000 homeowners can attend).
- iii. **Request for Member Input before Board Vote:** The new HOA website will cost \$192/yr and will be updated by the Board for 2024. The community website is offline until the Communications Committee is in place and can take over the management. This will be a place to post things such as local recommendations and other items that the Board should not be liable for on the HOA website.
- iv. The Board is looking into the requirements for cyber insurance.
- v. The Board is currently collecting bids for an electronic voting system.

j. Upcoming community events

- i. The Board agreed to move forward with the “Leprechauns on the Loose & Gnomes Gone Wild” event on March 15-17, 2024 in place of the Spring Egg Hunt as it allows for participation at different times for maximum inclusion. The Board did submit a city grant for this event and we are waiting to hear back on the outcome.
 - 1. **We need homeowners to [get involved](#) with this event** by hiding items on their property for the kids to find on their scavenger hunt.
 - 2. To be eligible for prizes, participants should [complete this form](#) on their quest.
 - 3. Goodie bags are available for all participants ages 0-16! Email us at bod@maplehillhoa.org to get yours!
 - 4. For the kid in all of us, any person ages 17+ who wishes to join in on the fun can participate too! - Your items are hidden throughout the common areas - not on homeowner property. Use [this sheet of clues and a map](#) to assist you on your adventure.
 - 5. **[PHOTO OP!](#)** Send us photos of your family participating in the event so that we can post to the website and social media! (We will not share names, ages, or addresses when posting)
- ii. The Board did discuss a Large Trash pickup event, however Republic Services is not cooperating with us to make this happen. Instead of allowing the HOA to pick up the bill, each homeowner would be charged individually and have to be reimbursed by the HOA - which is not a reasonable process for 634 homes. We did look into other vendors for this one-time event, but the costs were close to \$10,000. Therefore, the Board

decided to hold off on this until the city contract is live in October as this will be included in our fees at that time.

- iii. The Natural Area & Landscaping Committee will be responsible for organizing the Natural Area & neighborhood litter cleanup (hopefully in April).
- iv. The Social & Welcoming Committee will be responsible for organizing all remaining events.
- v. The Blood drive was organized by a homeowner and will be held on Saturday, May 4, 2024 from 10am to 2pm.

6. HOA business

- a. Ratification of interim decisions
 - i. MHA17113 - Request to waive \$25 late fee - Approved 1-9-2024
 - ii. MHA17099 - Request to waive \$50 fine & interest - Approved 1-12-2024
 - iii. MHA17181 - Request to waive \$25 late fee - Approved 1-15-2024
 - iv. MHA 17079 - Request to waive fees - Approved waiving interest and late fees, denied waiving certified mail & process server fees -1-31-2024
 - v. MHA17384 - Request to waive \$25 late fee - Approved 2-22-2024
- b. DRC, Violations, & Financial reports
 - i. The data is not accurate at this point so the Board cannot send this out to homeowners in good faith; once it is updated/corrected we will send this out ASAP

7. Other business

- a. From manager
 - i. Information regarding process while out on maternity leave
- b. Additional items from Board or manager not included on the agenda

8. Upcoming Board Meetings

- a. June 5, 2024 at 6pm - Regular Business
 - i. In person: the Community Room at Fire Station 12 at 321 Country Club
 - ii. Zoom: (link tbd)
- b. September 4, 2024 at 6pm - Regular Business
 - i. In person: the Community Room at Fire Station 12 at 321 Country Club
 - ii. Zoom: (link tbd)
- c. December 5, 2024 at 6pm - Annual Members Meeting
 - i. In person: The Twinberry Auditorium at the Fort Collins Senior Center
 - ii. Zoom: (link tbd)

9. Adjournment

Simplified Roberts Rules of Order

Main ideas:

- o Everyone has the right to speak once if they wish, before anyone may speak a second time.
- o Everyone has the right to know what is going on at all times.
- o Only urgent matters may interrupt a speaker.
- o The [members] discuss only one thing at a time.

How to do things:

1. **You want to bring up a new idea before the group.**
After recognition by the [president], present your motion. A second is required for the motion to go to the floor for debate, or consideration.
2. **You want a motion just introduced by another person to be killed.**
Without recognition from the [president] simply state "I object to consideration." This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote.
3. **You want to change some of the wording in a motion under debate.** After recognition by the [president], move to amend by
 1. adding words,
 2. striking words or
 3. striking and inserting words.
4. **You like the idea of a motion under debate, but you need to reword it beyond simple word changes.**
Move to substitute your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.
5. **You want more study and/or investigation given to the idea under debate.**
Move to refer to a committee. Try to be specific as to the charge to the committee.
6. **You want more time personally to study the proposal under debate.** Move to postpone to a definite time or date.
7. **You are tired of the current debate.**
Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3 vote.
8. **You have heard enough debate.**
Move to close the debate. Requires a 2/3 vote.
Or move to previous question. This cuts off debate and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.
9. **You want to postpone a motion until some later time.**
Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the

table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3 vote. A majority is required to table a motion without killing it.

10. **You want to take a short break.**

Move to recess for a set period of time.

11. **You want to end the meeting.** Move to adjourn.

12. **You are unsure that the [president] has announced the results of a vote correctly.** Without being recognized, call for a "division of the house." At this point a standing vote will be taken.

13. **You are confused about a procedure being used and want clarification.** Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The [president] will ask you to state your question and will attempt to clarify the situation.

14. **You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

15. **You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, as 2/3 vote is required.

You may INTERRUPT a speaker for these reasons only:

- o to get information about business - **point of information**
- o to get information about rules - **parliamentary inquiry**
- o if you can't hear, safety reasons, comfort, etc. - **question of privilege**
- o if you see a breach of the rules - **point of order**
- o if you disagree with the [president]'s ruling - **appeal**

You may influence WHAT the [members] discuss:

- o if you would like to discuss something - **motion**
- o if you would like to change a motion under discussion - **amend**

You may influence HOW and WHEN the [members] discuss a motion:

- o if you want to limit debate on something - **limit debate**
- o if you want a committee to evaluate the topic and report back - **commit**
- o if you want to discuss the topic at another time - **postpone or lay it on the table**
- o if you think people are ready to vote - **previous question**