



Northmoor Acres Home Owners Association

Board of Directors

MEETING MINUTES – July 17, 2025

TopCO Realty, Johnstown, CO

1) Call to Order and Roll Call (Including Member Sign-in)

Vice President/Treasurer Coulson called the meeting to order at 6:01 p.m. Total Directors Present (6)

- Directors attending at TopCo Realty in Johnstown (6): President Kienholz, V.P./Treasurer Coulson, Secretary Rees, Directors: Ruof, MacFarlane, Hersch
- Directors attending Online (1): Director Tams
- Directors absent (1): Director Thielbert. Emailed proxy vote for approval of the minutes
- HOA Members attending in-person (3): Property Maintenance Manager Shawn Rieke, Dave and Linda Martin of Staghorn Ct.

2) Agenda: Director Hersch made a motion to approve the agenda, Director MacFarlane seconded the motion. Motion approved unanimously.

3) Off-Meeting Business Summary:

- a) Mail Chimp final reminder regarding June 28 annual picnic - June 27
- b) Emailed and mailed courtesy violation letter July 1 - PIN 2010
- c) CAI renewal mailed - July 15
- d) Mail Chimp regarding prairie dog sightings - July 10
- e) Mail Chimp reminder for July 17 Board meeting - July 15

4) Secretary Related: Secretary Rees

Director Ruof made a motion to approve the June 19th meeting minutes. Director MacFarlane seconded the motion. Motion approved unanimously,

5) Treasurer Related: VP/Treasurer Coulson

- a) Deposited \$40 transfer fee for sale of 20457 Northmoor Drive
- b) FirstTier Bank \$50K CD maturing July 16 closed, to be deposited with interest of \$2,275.10 into checking account
- c) Received Oxy 3rd oil & gas \$190,000 bonus check July 14, deposited into savings account
- d) V.P./Treasurer Coulson discussed expense submission requirements.
- e) Email sent to Amanda Ashley, Altitude Community Law July 14 with Questions regarding ARC Hearing
- f) Retainer appointment scheduled with Amanda Ashley, Altitude Community Law - July 24
- g) Secretary Rees made a motion to approve the Monthly Bills and Financial Report. Director Ruof seconded. Motion carried unanimously.

6) Summer Newsletter - Secretary Rees made a motion to approve the newsletter. Director MacFarlane seconded the motion. Discussion was held with minor revisions. Motion to approve the newsletter with revisions was approved unanimously

7) Research: Director Hersch. There were no research items warranting discussion this month.

8) Google Voice for Board Communications was discussed. The board is to look up Google Voice and read about it. Director Tams will research and bring that information to the August Board Meeting.

9) Governance: Director Ruof

- a) Accessory Dwelling Unit (ADU): Redlined policy received from Altitude Law July 14 Director Ruof will have the policy ready for Directors vote August 21st.
- b) Request to Altitude Law to revise Collections Policy - July 15 Director Ruof to send email regarding legal changes per CO State Law. Copy to the board.
- c) Recreational Use Warning Signs - Director Ruof to get answers from the Attorney regarding the possibility to add QR codes on 4"x4" metal plates added to the green belt access signs.



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10) Compliance: Director MacFarlane

- a) Discussion was held regarding PIN numbers being visible in correspondence to HOA Members. Director Ruof made the motion PIN numbers shall remain internal and not be visible in correspondence to HOA Members. VP/Treasurer Coulson seconded the motion. Motion approved unanimously.
- b) Monthly inspections were tabled.
- c) Director Tams brought up a concern with drones flying near homes after dark. VP/Treasurer Coulson made a motion to send a Mail Chimp to the members informing them of this issue. Secretary Rees seconded the motion. Motion approved unanimously.

11) Committees: Director Thielbert

- a) Architectural Review Committee [July Reports](#)
- b) Events Committee No update.
 - i) More picnic tables were requested for the Park Area by the Events Chairperson. Director Tams volunteered Valerie Tams to research picnic tables.
- c) Good Neighbor Committee. No update

12) IT: Director Tams

- a) [Inspection Reporting Form](#) - IT Director Tams created a form for the board to review. VP/Treasurer Coulson made a motion to test the form next month. Secretary Rees seconded the motion. Motion approved unanimously.

13) Property Maintenance: Manager Rieke

- a) Property Maintenance [Report](#) July 2025
- b) The board discussed prairie dog mitigation. The conclusion was to stay vigilant and continue to monitor.
- c) maintenance@northmooracres.com email address will be added for the Property Maintenance Manager
- d) Contract to construct Tract C permanent trail was signed July 14. Construction started July 15 and will take 4-5 weeks to complete.
- e) Dog waste stations have been received and will be installed by Tract C contractors as part of the trail construction contract. Manager Rieke will purchase 10 gallon trash bags, dog waste bags were included with stations.
- f) Adding permanent property boundary markers were discussed. The board will consider the need over the next month. President Keinholtz will research types of markers.

14) Next Board Meeting: 6:00 pm on Thursday August 21, 2025 at TopCo Realty in Johnstown, CO

15) Adjournment (Prior to or at 8:00 PM) Director Tams made a motion to adjourn. Director MacFarland seconded. Motion carried unanimously. The meeting adjourned at 8:00 p.m.

END OF MEETING