

**HARTSOCK VILLAGE CONDOMINIUMS
BOARD OF DIRECTORS MINUTES
March 27, 2012**

Officers Present: Alice Wilson (President), Melody Dates (Vice President and Recording Secretary), Linda Crownover (Communications Secretary), Brent Spaulding (Treasurer), and Wavey Williams (Member-at-Large)

Property Manager Present: Bruce Beers, Bennett-Shellenberger Realty, Inc.

Committee Chairs Present: Linda Crownover (Strategic Planning Chair)

Quorum: Yes

Opening:

Alice Wilson called the meeting to order at 10:16 a.m. on March 27, 2012 at the offices of Bennett-Shellenberger Realty, Inc, 1710 East Pikes Peak Avenue, Suite 200, Colorado Springs, Colorado 80909.

President's Report:

1. Alice reported that there was an error in counting the ballots at the annual meeting. The ballots were recounted and the three members elected to the HOA Board of Directors were Linda Crownover, Wavey Williams, and Brent Spaulding
2. The election of officers and the positions to be filled are as follows: president, vice president, treasurer, and communications secretary. The positions for the new board will be:
 - a. President – Alice Wilson
 - b. Vice President – Melody Dates
 - c. Treasurer – Brent Spaulding
 - d. Recording Secretary – Melody Dates and Linda Crownover will share the duties.
 - e. Communications Secretary – Linda Crownover
 - f. Member-at-Large – Wavey Williams

The vote was unanimous to seat the above selection. Linda mentioned that the duties each office are outlined in the ByLaws in Article 5.1 through 5.9.

3. The structure and guidelines of the Board Meetings will be as follows:
 - a. Executive Session – Will precede all general meeting to discuss sensitive and confidential matters.
 - b. General board meeting – Will be open to owners, where non-sensitive information will be discussed.

- c. Linda had a handed out the Robert's Rules of Order Newly Revised, 10th Edition.(attachment 1.) Alice also had a handout called: Simplified Roberts Rules of Order for Small Boards (attachment 2). Alice suggested we use the modified rules for our meetings. It was unanimously adopted.
 - d. Alice said that the chain of command should be followed. Directives for Bruce should be made by her after the board has come to a consensus on any topic.
 - e. Alice also mentioned to Bruce that we want copies of all correspondence.
4. Policies and Procedures – Linda handed out information on the following areas: (attachment 3)
- a. Federal laws (Fair Housing Act, IRS, American with Disabilities Act, Fair Debt Collection, etc.)
 - b. Statutes (Colorado Common Interest Ownership Act (CCIOA), Environmental Acts. etc.
 - c. County and City Ordinances and Codes (Building codes, animal control codes, etc.)
 - d. Declarations aka CCR (Covenants, Conditions and Restrictions (Publically recorded deed restrictions)
 - e. Articles of Incorporation (Legally incorporations the HOA
 - f. Bylaws (Rules for the administration and management of the HOA)
 - g. Rules, restrictions, regulations (Application of above items or expansion of HOA rules)
5. Responsibilities of Board Members
- a. Fiduciary - Linda gave an overview called: Fiduciary Duties of Board Members (attachment 4)
 - b. Ethical – Linda gave a handout called: Code of Conduct Hartsock HOA Directors and Committee Members (attachment 5). Each member of the board was asked to review for discussion at the next meeting;–Alice requested that all officers sign them at that time to indicate that we understand the ethical duties of a board member.
 - c. Linda also gave handouts called: CCIOA's Requirement for Conduct of Meetings (attachment 6) and CCIOA – Conflicts of Interest for each to review (attachment 7)
6. Unfinished Business:
- a. We reviewed the cost estimate for Construction Defect Repairs that was provided to us by Holladay Grace Property Maintenance. Bruce will talk with the attorney and see what our next step will be to collect the money for repairs from CD Development.
 - b. It was a unanimous vote to modify Section 7.1 of the Rules – Tenant Move-in Fee.
 - c. We also had a unanimous vote to modify Section 7.7 of the Rules – Owner Transfer Fee
 - d. There was a unanimous vote to modify Section 6.8 and 6.10 of the rules – Grills and Flammable Products. Bruce will write a letter to the person who has too big of a grill to maintain the clearance from their furnace.
 - e. Resident Information Form was discussed and it will be included in the packet that will be going out to the owners. The tenants will also receive this information. All owners and residents are expected to complete the form and return it to Bruce.

7. New Business:

- a. Alice asked to modify the Bylaws to state that if the majority of the board approves the minutes, then they are passed and Melody can forward them to Bruce to have them posted to the website. It was unanimously passed.
- b. The board wants to set up a tracking system for all correspondence. Linda and her husband both have a good working knowledge of how to go about doing this. Bruce gave Linda the name of the person she needs to contact in his office so they can talk about the software that is currently being used in Bruce's office. Linda would like to have all correspondence to have a tracking number (i.e. Date 123, From, To).
- c. Establishing a Special Projects person and forming a committee to revise some of our documents was discussed, but we will wait until the next meeting.
- d. Linda is working on a form to send out so that people can share who they use for window washing, housekeeping, and various other jobs that are done around the home. It will go out with the packet that will be mailed out to the homeowners.

8. Next meeting will be April 25, 2012 at 10:00 a.m.

Adjournment:

The meeting adjourned at 11:25 a.m.