

**RPOA BOARD MEETING**  
**Feb.20, 2023**  
**262 Cottonwood Creek Rd.**  
**Also, via zoom**

**Members Present:**

Jay Eagen: President  
Mimi Frenette: Vice President  
Jim Prendergast: Treasurer  
Jeanie Emigh: Secretary  
Maureen Tara, Maintenance Chair  
Linda Philp: Architecture Committee  
Cathy Roulstin

**Additional Owners Present**

Jim Prendergast, Treasurer, via Zoom  
George Widmeyer, via zoom

**1. Call to order by Jay Eagen at 3:10PM**

**2. Approval of Minutes for BOD Meeting, January 9, 2023**

BOD voted unanimously to approve minutes.

**3. Report of Officers and Standing Committees:**

**a. President: Jay Eagen**

See agenda items.

**b. Secretary: Jeanie Emigh**

Shelia Lee has agreed to work with Jeanie on RPOA bulletin board when she returns from Costa Rica.

**c. Treasurer: Jim Prendergast:**

Jim indicated we are under projected budget through January. Barring high snow removal costs we will be under budget for the year. Our interest and dividend income is higher than projected.

Jim recommended we approve FZ's moving our accounts to a Quick Book format. Our cost would be approximately \$500. This will allow us to move toward a more digital format including allowing possible electronic sending of assessments and an auto pay system. The BOD voted unanimously to approve going forward with this purchase.

Changes were made to the Reserve Study to reflect the increased cost of the culvert repair project and the repair of the tennis courts. We will now have a 100% funded reserve fund. Jim notified Association Reserve of the new numbers.

**d. Architecture: (Written Report)**

**Applied:** No new applications

**Approved:** No new approvals

**Completed: Lot 1:** Complete front porch wall/paint

**Lot 16:** Planting of Native plants on lot

**e. Maintenance: Maureen Tara**

The question came up about the landscaping in the area behind Lot 79. There is no irrigation in this area. Maureen will investigate planting native grasses in this area in the fall so the winter moisture will help them develop and grow in the spring.

**(Action Item: Maureen Tara)**

Still working on process for gopher removal and will continue to work with Laura Parker as we move towards summer. **(Action Item April: Maureen Tara)**

**f. Nominating: Mimi Frenette**

Cathy Roulston has agreed to run for the BOD in June 2023 and serve as Maintenance Chair. Mimi has agreed to run for an additional three year term. Anyone else interested in BOD service should contact Mimi

**g. Neighborhood Watch: Kent Short**

The recent write up in the Round-up on NW has had a favorable response so far. A new sign has been purchased but will have to await the melting of the snow so it can be placed in appropriate location **(Action Item Spring: Kent Short)**

**4. Old Business:**

**a. Update of Reserve Account: See Treasurer's Report**

**b. Purchase of Quick Books: See Treasurer's Report**

**c. Review of Draft Mission Statement: Jay Eagen**

No comments were received regarding the Mission Statement that was included in last Round-up. The BOD approved going forward with the Mission Statement. Moving forward a discussion was held on how to use this as a guiding document instead of just a "piece of paper". The BOD agreed to following: place in directory; place on website; post in mailroom; review in annual meeting; start BOD meetings with a review of one of the guiding principles. **(Action Item: Jay Eagen/ Jeanie Emigh)**

**d. Review of Draft Outdoor Lighting/Architectural Rules: Jay Eagen**

The new language adopted by the Architectural Committee regarding outdoor lighting “Section H” was contained in Round-up. Jay would like to review at March meeting to give owners more time to give input. The question of whether this new requirement is retroactive still needs to be resolved **(Action Item: Jay Eagen)**

**e. Culvert Repair: Maureen Tara)**

Contracts approved by the BOD are in place. Scheduling work will depend on snow melt. Maureen will keep BOD update. **(Action Item Spring: Maureen Tara)**

**f. Status of Property Lien: Jeanie Emigh/Jay Eagen**

The attorney has filed the required lien on the property. The original lien will be placed in safe deposit box. **(Action Item: Jeanie Emigh)**

**g. Earthscapes Contract: Maureen Tara/Jay Eagen**

The contracts have been signed for irrigation and landscaping with two-year extension for Earthscapes. Originals will be filed in safety deposit box. **(Action Item: Jeanie Emigh)**

**H Collection Policy Procedure Document/ Jeanie Emigh**

Original document will be placed in safety deposit box and is already on website. **(Action Item: Jeanie Emigh)**

**5. New Business:**

**a. Refurbish Tennis Courts/ Jay Eagen**

Since January meeting Jay made contact with the City of Durango Parks and Rec. staff to learn their standards for courts. They are open to including our project as an option for the expected contract with city for new pickleball courts in 2023. Follow up Steps: (1) Continue to work with city; (2) What do we really want to do with our courts? (3) Wait until snow melt so we can bring potential contactors to site. After BOD discussion it was felt this may need to be a survey question as to what community wants to do with courts. It would be beneficial to work with city for cost savings but in order to determine what those cost might be we will need to await snow melting to access and survey what is needed with the courts. **(Action Item: Jay Eagen)**

**b. Approval of owner’s request for payment plan/ Jim Prendergast**

Jim moved and the BOD approved providing a payment plan as requested by an owner for the 2023-2024 RPOA Assessment. Our rules provide that an owner can make such a request if approved by the BOD. Jim will prepare the necessary paperwork for signing and notify FZ so payments can be tracked. **(Action item Jim Prendergast)**

**Additional Item: Network Solutions/RPOA Website/ Jay Eagen**

Jay obtained an SSL certification to enhance the security of our website. There are ongoing problems with the proper function of WordPress. To resolve these issues Jay has obtained the services of a Word Press trainer and he will work with him and Myriam Palmer to resolved the issues and make working with this system easier. **(Follow up: Jay Eagen)**

**Action Items:**

- **Mission Statement/ Jeanie Emigh; Jay Eagen**
- **Tennis court project/ Jay Eagen**
- **Owner Payment Plan/ Jim Prendergast**
- **Outdoor Lighting Rule Change/ Jay Eagen**
- **Follow Up on Word Press training/ Jay Eagen**
- **Placement of documents in Safety Deposit Box/ Jeanie Emigh**

**Next BOD meeting is scheduled for Monday, March 20, 2023, at 3:20pm**

**The BOD moved to adjourn meeting at 4:22PM**

**Respectfully Submitted:**

**Jeanie Emigh, Secretary**

**Approved:**

**Jay Eagen, President**