

RPOA BOARD MEETING MINUTES
April 30, 2024 3:00PM
480 Cottonwood Creek & via Zoom

Members Present

Jay Eagen, President
Mimi Frenette, Vice President
Jeanie Emigh, Secretary
James Prendergast, Treasurer
Cat Roulstin, Maintenance Chair

Additional Owners Present

George Widmeyer
Maureen Tara
Sam Foster
Nikki Wilband
Nieda Jiminez
Mike Jeppesen

Guests:

Jim Halferty & Jim Halferty Jr. (**Zoom**)

1. Call to Order: Jay Eagen, 3:00PM

2. Approval of Minutes for BOD Meeting, March 18, 2024, 2024

Meeting minutes approved unanimously by BOD

3. Mission Principles Discussion Led by Mimi Frenette

Jay explained that the BOD adopted a Mission, Principles and Values and we discuss one of the core values at each BOD meeting to keep these central to our process. One BOD member chose a value through the first year and now we will draw one at random and discuss. This month Mimi drew the value: Treat every person and issue which comes before the Board with respect.” Central to this is listening carefully to input from our community. Let people present their issues and hear them out. As a BOD we seem to put this value into practice and need to continue being accepting of our owners’ concerns.

4. Report of Officers and Standing Committees:

a. President:

Easement Vacate reimbursement: Still awaiting follow up from Chris Serwe.

Ranch Round-Up: Sent out second week of April and copy posted in mailroom
Thanks George.

Fire Hydrant Testing: The proper equipment has been obtained and a schedule to test hydrants is being developed. Jay will keep checking (**Action Item Jay**)

Fidelity Bond Renewal: Jim has indicated that the Bond invoice was paid and this item is complete.

Maintenance Manual: Will work with Ken Hunter on best website storage options.
(Action Item: Ken Hunter/Jay Eagen)

b. Vice President: No report

b. Secretary:

Jeanie indicated she would retain all the data collection pieces of the Secretary's job and work in conjunction with the new Secretary if /when one is found.

Jeanie asked that all postings in the mailroom be sent to her so they can be placed on website. Website traffic has increased and Ken is providing a report to the BOD monthly. It is easier for folks to read information now and refer back to website if needed for updates.

Jeanie and Ken looked into coverings for the unused newspaper boxes. They are hard to clean and a white cover would make a neater appearance and could be removed if boxes needed in future. She will explore options in June. **(Action Item Jeanie Emigh)**

There has been some vandalism in mailroom. We need to explore posting a camera there. **(Action Item: Jeanie Emigh)**

Jeanie will be in Europe from May 20- June 15, 2024 but will have postings for garage sale and annual meeting done.

d. Treasurer: Jim Prendergast:

Jim provided up to date financials and we remain on budget for year. He will prepare a financial report for the Annual Meeting. Jim moved and it was seconded to extend our contract with FredrickZInk for another year. There might be a slight increase in cost for inflation adjustment. The BOD voted unanimously to approve. Jay asked in light of Jim's leaving the BOD if FZ could prepare the graphs, charts, and updates he does monthly. Jim will check with FZ and advise the BOD.

e. Architecture: (written report)

Applied:

None

Approved:

None

Completed:

Lot 18: Replace roof; Replace gutters and downspouts

Lot 37 Install safety railing on back deck

Lot 60 Install solar panels Install

f. Maintenance: Cat Roulstin

Several owners have complained about the large brush and lawn trimming pile in preserve. It is unsightly for those owners on Cottonwood who look out at it. One owner has offered to pay part of the cost to haul them away. The problem, in part, has been created by owners and their landscaping companies adding lawn debris to this area. A couple of solutions would be to get equipment and push piles back to low area where they are not so visible. Also, once Woodchuck comes in May and mulches all the branches, we can post that owners can take mulch for personal use to reduce pile. Cat will explore options with Earthscapes and report back to BD. **(Action Item: Cat Roulstin)**

Cat is working on job descriptions for solicitations of new contractors for snow removal and landscaping as both of the existing contracts expire in 2024. **(Action Item Cat Roulstin/BOD)**

g. Nominating: Mimi Frenette

Still looking for candidates for Secretary and Treasurer. Cutoff date for applications, according to by-laws, is 45 days before the June 23, 2024 Annual Meeting. One possible candidate will be approached after this meeting.

h. Neighborhood Watch: No report

5. Old Business:

a. Tennis Court Project:

The new pickleball courts were completed on 4/12/24 and are ready for play. The metal fence has been repainted and looks great. A shade said was acquired and installed in the northwest corner. Additional options for shade will be explored including looking if current table will hold an umbrella. Jay met with contractor to explore options for repair/replacement of the railroad ties. He cannot do until late summer. Jay will continue to explore other options.

(Action Item: Jay Eagen)

b. Mailroom Stairs:

This project has been completed and new railings installed. Thanks Jay Eagen and Ted Waterman. Looks great.

c. Pond Erosion:

This project has been completed and grass areas reseeded. Cat will follow up to make sure, owners affected are satisfied that their affected landscaping has been restored. An ongoing survey of pond and stream areas in need of similar repairs in coming years in ongoing. Please contact Cat if you have input into this process.

6. New Business:

a. Garage Sale June 2024: Jeanie Emigh

After some discussion the BOD decided in favor of letting owners hold their own garage sales on Saturday June 22, 2024 from 8AM-12PM. The consensus was holding a community sale led to too much traffic driving at high speeds and possible targeting of homes for break-ins. Residents will be responsible for posting own adds and placing and removing signage. A notice to that affect will be posted on website and in mailroom. **(Action Item Jeanie Emigh)**

b. Annual Meeting June 23,2024:

The BOD reviewed and updated date chart for getting material together for printing and George will deliver to printer and copies will be provided to Jeanie for mailing. Need to be in mail by 5/22/24.

c. New candidates for BOD Membership:

See nominating report.

d. Homeowners' Fire Safety: Maureen Tara; Sam Foster

Maureen and Sam presented information on the need for increased fire safety that homeowners need to follow. The steps include: replacing cedar shake roofs (4 homes in Ranch have these roofs); trimming trees and brush off sides and roofs of houses; not stacking firewood on decks or next to walls of homes. All these items can contribute greatly to possible fires of not only the resident's home but those of their neighbors. This is particularly true in the townhouse in the Circle which is of great concern to the residents living there. Their homes could catch on fires if a nearby property isn't taking the necessary steps to prevent a fire in their own home.

Sam and Maureen requested that the BOD write letters to those residents who have the issues mentioned above. They will draft such a letter. A similar letter was sent out by the BOD in 2020 to 18 owners. The BOD will review the letter, possibly with our attorney, to address liability issues for the residents of these properties. **(Action Item BOD)**

e. Update on James Ranch building project: Jim Halferty

Jim and his son attended meeting via Zoom. The property has been surveyed and the boundaries will require some easement adjustment with neighbors whose property lines are actually on the James property. Sale of the property to the Halfertys is still contingent on getting county approval for the four lots. Mike Jeppesen indicated that

the work of the Advisory Committee shows that the wetlands issue may not be as big a problem as previously thought. Mr. Halferty's next step is to see if the utilities are "pegged" to the property so they can proceed with installing access to utilities for each lot. His family plans to build on one lot and Chris Serwe will handle the sale of the three remaining lots. He expressed his continued willingness to set up a road fund for any damages caused by construction to our road. He estimates construction will begin in fall of 2025. He was invited to attend the Annual Meeting June 23, 2024 in person or via zoom. He will confirm this with Jay: **(Action Item Jay Eagen)**

7. Next BOD Meeting Monday June 4, 2024 3PM, 262 Cottonwood Creek Rd. or via Zoom.

8. BOD Meeting Adjourned: 5:07 PM

Action Items:

James Ranch: BOD

Irrigation/Snow Removal Contracts: Cat Roulstin

Preparation for Annual Meeting: BOD

Fire safety letter: BOD

Respectfully Submitted:

Jeanie Emigh, Secretary

Approved:

Jay Eagen, President