



## Coyote Hills HOA Board of Directors Meeting

April 17, 2016

The monthly meeting of the Coyote Hills Board of Directors was held Sunday, April 17, 2016 at 2:00 pm at the Kannenberg residence.

### Attendees:

Ken Kannenberg – President  
Jackie Tugwell – Treasurer  
Casey McCutcheon -- Secretary  
Shane Hart – Director  
Dana Correll – Director  
Keith Reinhard – Director  
Gary Coyle – Director

### Old Business:

1. Trailer parking issue has been resolved. Trailer no longer parked in public view.
2. HOA dues. Homeowners dues are current.
3. Neighborhood improvements. Discussion on the need of painting of the HOA community water retention tank. HOA residents are not allowed to paint the water tank due to liability issues.
4. Trash pick up alongside Hilltop road. Discussion continued on a proposed community day to pickup trash alongside Hilltop road. A date is to be determined and this time may also be used by those students looking for community service credit. The HOA Board to provide drinks/snacks for the participants. The trash cleanup area begins from CO 5 to approximately 2 miles west along Hilltop Road.
5. Coyote Hills Neighborhood summer event. A tentative date of Saturday, June 25 at Casey Jones Park in Elizabeth was suggested pending availability of the park. Availability still pending.

## New Business:

1. New Board Members / Directors were welcomed by Ken Kanneberg, Coyote Hills HOA President.
  - a. Jackie Tugwell – Treasurer
  - b. Keith Reinhard – Director
  - c. Gary Coyle – Director
2. The March 2016 CoyoteHills HOA meeting minutes were reviewed by the Board members.
3. REVISED Review of HOA Board Member and Directors responsibilities and duties (hand out attached). Changes/corrections to be made to it were discussed. The document will assist in providing clarity on the Board members duties. A sub discussion centered on duties concerning covenant violations and resolution.
  - a. Agreed that the HOA President will perform all formal HOA communications to the homeowners at large, i. e. HOA announcements and meeting notices.
  - b. Any informal request to any board member will be directed to the HOA Board email for broader review and record keeping purposes.
  - c. Discussed a process for addressing covenant issues to start with a verbal conversation with the homeowner(s), which is/are to be followed up by an email communication to the homeowner(s) and the HOA Board summarizing and documenting the conversation. If the issue remains unresolved, then a formal covenant violation letter will be mailed to the violator. HOA Board's focus is to show "grace" and work with homeowners to resolve issues without creating further conflict.
4. Treasurer topics. Discussion centered on the transition between and records transfer to the new Treasurer. The process should be completed within next few weeks.
5. Other.
  - a. Coyote Hills Neighborhood summer event. Carryover for final schedule date – update pending.
  - b. Housing development update. Brief discussion concerning nearby Hilltop and Bandera housing development. Several HOA Board members attended the meeting at Castle Rock concerning the proposed Hilltop development. An email was sent out to the HOA homeowners (4/4/16) concerning the meeting results. "There was a panel of (5) Planning Commissioners who voted unanimously AGAINST the Hilltop rezoning citing significant issues with not meeting several of the rezoning criteria resolutions. The community was outstanding and stated various concerns with water, traffic, fire mitigation, and our rural infrastructure in general. This now moves to the DC BOCC to either override the planning commission's recommendation for denial and approve the

rezoning request, or deny the request entirely. We will keep you apprised as this moves along.” HOA residents are also encouraged to learn more and participate if they wish.

- c. HOA garage sale. Brief discussion on interest and location.
- d. HOA Covenant Fact Sheet and FAQs. Brief discussion on past concerns and issues within the HOA. Proposed development of a Coyote Hills HOA Covenant Fact Sheet and FAQs may assist both current and future Coyote Hills homeowners.

Coyote Hills HOA Board of Directors adjourned @ 4:00pm

*\*\*Meetings are open to all residents who wish to attend\*\**

Board Position	Term of Service	Responsibilities - Described in ByLaws	Specific Duties
President	2 years	The president shall preside at all meetings of the Board and Members; shall see that orders and resolutions of the Board are carried out; shall sign all leases, mortgages, deeds and other written instruments.	<ul style="list-style-type: none"> <li>* Maintain State website info and pay fee - <a href="http://www.sos.state.co.us">www.sos.state.co.us</a></li> <li>* Negotiate, sign annual contracts with vendors (Waste Mgmt)</li> <li>* Primary contact for/to County for alerts, road repairs, etc.</li> <li>* Primary contact for Water Company (Dave Johnson)</li> <li>* Wells Fargo HOA bank account signatory</li> <li>* Covenant violation communication - send letters, visit/call home owners</li> <li>* Coordination/notification of HOA meetings (Board and Owner)</li> </ul>
Vice President	3 years	The vice-president shall act in the place and stead of the president in the event of the president's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required of the vice president by the Board.	
Director	1 year	Directors shall be members-at-large of the Board and will have full voting power. Directors can fill the role of any other office on a temporary basis.	
Treasurer	3 years	The treasurer or a designated agent shall receive and deposit in appropriate bank accounts all monies of the Association and disburse such funds as directed by resolution of the Board; sign promissory notes and checks of the Association; keep proper books of account; cause an annual compilation report of the Association books to be made by a Certified Public Accountant at the completion of each fiscal year or, at the option of the Board, or as required, an annual review or audited financial statement; and prepare an annual budget to be presented to the membership, and deliver a copy of each to the Members.	<ul style="list-style-type: none"> <li>* Receive/Submit Status Letters requests on sales of neighborhood homes (need info from Secretary, Treasurer)</li> <li>* Prepare Annual Financial Overview /Budget</li> <li>* Record/track expenditures, income for HOA</li> <li>* Deposit funds into HOA bank account</li> <li>* Reimburse expenditures for owners, board members</li> <li>* File annual Form 990-N tax form to IRS prior to April 15</li> <li>* Pay annual HOA insurance premium</li> <li>* Pay annual HOA PO Box fee</li> <li>* Wells Fargo HOA bank account signatory</li> <li>* Check mail at PO Box in Elizabeth 1X/week</li> </ul>
Secretary	2 years	The secretary or a designated agent shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; serve notice of meetings of the Board and of the Members; keep appropriate current records showing the names of the Members together with their addresses; shall prepare, execute, certify and record amendments to the Declaration, Articles of Incorporation, and Bylaws on behalf of the Association; and shall perform such other duties as required by the Board.	<ul style="list-style-type: none"> <li>* Directory Updates</li> <li>* Meetings (Board &amp; Owner) - agenda, minutes</li> <li>* New Owner Welcome Packet</li> </ul>