

COYOTE HILLS HOA

HOA Homeowner Meeting Minutes and Additional Information

Thank you to everyone who was able to participate in our HOA Homeowner Meeting on September 12th. Included in this letter is the detailed meeting minutes. Additionally, we wanted to call out a few specific items:

- Join the board! The VP position is still open and we're looking for residents to volunteer!
 - If you are interested in taking an active role in your community by being a candidate, please contact the Board by October 10th. Voting will be done via mail-in ballot if more than one individual is interested. (See item #4 below)
- Director Positions filled
 - Shane Hart and Dana Correll have both agreed to participate in the Board by being our Directors. Please welcome them to our Board!
- A Coyote Hills HOA website has been established
 - <http://www.coyotehillshoa.com>
 - You will find our HOA community documentation (declarations, bylaws, meeting minutes, etc.)
 - We will include informational notices (upcoming meeting information, etc.)
 - The Directory will be available for download at the site through October 31st. If you'd like a hard copy, please contact the Board.
- Reminder: HOA Board email has been established
 - As of August, a single email has been established for residents to communicate with the Board. Contact the Board at coyotehillshoa80107@outlook.com.

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Meeting Minutes

Date	Thursday, September 12, 2013
Location	603 Coyote Trail
Time	6:30 pm
Attendees	Brenda Wesener, June & Ken Kannenberg, Corinne Fazzio, Sarah Kolz, Kendall Witt, Stefani & James Hajovsky, Amy & Dave Hynds, Casey McCutcheon, Scott Sarver, John & Leslie Randall, Shane & Jalene Hart, Dave & Dawna Hetzler, Steve & Andrea Fox, Linda & Joel Birchem, Gary Coyle, Matt & Dana Correll, Jackie & Shawn Tugwell

Agenda Items

1	<p>Welcome New Home Owners – Jackie Tugwell, HOA President kicked off meeting by welcoming new homeowners</p> <table style="margin-left: 40px;"> <tr> <td>Richard "Casey" & Mia McCutcheon</td> <td>595 Coyote Trail</td> </tr> <tr> <td>Andrea and Steve Fox</td> <td>660 Coyote Trail</td> </tr> <tr> <td>James and Stefani Hajovsky</td> <td>700 Coyote Trail</td> </tr> </table>	Richard "Casey" & Mia McCutcheon	595 Coyote Trail	Andrea and Steve Fox	660 Coyote Trail	James and Stefani Hajovsky	700 Coyote Trail		
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2	<p>Administrative Item – Board requested all homeowners present update directory information if needed. Directory will be distributed to homeowners after updates are made</p>								
3	<p>2013 HOA Dues Update & Treasurer's Report</p> <ul style="list-style-type: none"> • There is \$6,554.06 in the HOA account as of Sept 18, 2013 • Current estimated ending balance for 2013 is \$7284.43 • Dues payments breakdown as of September 18th: <ul style="list-style-type: none"> ○ Approximately 95% of our dues go to trash service, remaining saved in the HOA account is used to cover other expenses such as Insurance & Licenses, Administrative Costs, Office Supplies, and Community Activities and Improvements. The reserve in our account also helps pay for trash services for vacant homes and owners who are delinquent in paying dues. • Below is a recap of the 2013 HOA Budget and Dues collections. A reminder that dues should be paid by the last day of the quarter to avoid a \$30.00 late fee. Contact Anne Kidd if you are unsure of your dues payment status. <table border="1" style="margin-top: 10px;"> <tr> <td colspan="2">2013 Budget as of Sept. 18, 2013</td> </tr> <tr> <td>2013 Beginning Balance</td> <td style="text-align: right;">\$6,978.64</td> </tr> <tr> <td>Revenue (as of Sept 18, 2013)</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">HOA Dues</td> <td style="text-align: right;">\$7,841.34</td> </tr> </table>	2013 Budget as of Sept. 18, 2013		2013 Beginning Balance	\$6,978.64	Revenue (as of Sept 18, 2013)		HOA Dues	\$7,841.34
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Fines/Fees	\$215.00	
TOTAL REVENUE	\$8,056.34	
Expenses		
Insurance & Licenses	\$628.00	
Administrative Costs	\$226.00	
Office Supplies	\$188.98	
Community Improvements	\$0.00	
HOA Trash Fund (thru 12/31/2013)	\$6,889.38	
Social Events	\$93.19	
TOTAL EXPENSES	\$8,025.55	
2012 Estimated Ending Balance	\$7,009.43	

Dues Status as of Sept. 18, 2013

	# of homes
2013 Dues Paid in Full	25
2013 Dues Paid thru Q3	6
2013 Dues Paid thru Q2	1
Total	32

- Question asked about what day trash is picked up? Trash is picked up Tuesday. Trash services starts at 601 Coyote on the outside of Coyote Trail, goes up into Howling Circle, then back around the inside of Coyote Trail, ending with 600 Coyote.

HOA Board Open Positions

- Vice President and Director Positions are currently open and the Board expressed the need for residents to step forward and help by participating on the board.
- A few residents expressed interest in positions. If others are interested, please contact the HOA Board with the position you're interested in by October 10th. Voting will be done via ballot that will be sent to homeowners via mail for the Vice President position.
- Each individual that is interested will be asked to submit a brief paragraph about who they are and why they are interested in the position which will be included in the ballot.
- **Updated since HOA Homeowner Meeting:** Shane Hart and Dana Correll have both volunteered to join the board in a Director capacity.

4 **Watering Schedule**

- Due to concerns raised by David Johnson regarding the emergency pump coming on frequently

5

Watering Schedule

- Due to concerns raised by David Johnson regarding the emergency pump coming on frequently

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	<p>due to high demands for water at specific times during the day.</p> <ul style="list-style-type: none">• A suggested schedule was shared but comments from residents identified that the schedule proposed would not work for all residents due to limitations on some homeowners' systems.<ul style="list-style-type: none">• It was recommended that odd numbered homes water on odd numbered days and even numbered homes would water on even numbered days during the month. For homes with no sprinkler systems, home owners should try to follow the schedule as best as possible.• Homeowner comments were also made that this schedule may not address the issue fully and a time of day schedule would need to be proposed.• Question asked about what issue was and it was noted that two standard pumps are used all the time and there is one other pump for the fire hydrants which should only kick on when fire hydrants are used. Sometimes this additional pump is kicking on and fire hydrants are not being used.• It was recommended that the Board should talk with David Johnson for usage information – what is current baseline, what is capacity, when does the extra pump kick on (times/days) – so that homeowners can understand what type of schedule would address this issue. Also that board should provide comments to David about our proposed watering schedule to determine if this would alleviate the issue.• Board stated they will be reaching out to David to meet as they want to ensure all new board members understand how system works and will include discussion about pump issues and watering schedule in that meeting.• Update since HOA Homeowner Meeting: Jackie Tugwell, met with David Johnson. David explained that one of the two pumps was off-line and so was causing the fire pumps to kick on instead of the normal pump. Board determined that if there continues to be issues in the spring when the watering season begins again, we will readdress watering schedules for 2014.
6	<p>External HOA Management Company</p> <ul style="list-style-type: none">• Board provided update regarding hiring an External HOA management company. Jackie Tugwell noted that the Board decided to put this on hold for now since with the new board and adding new members to fill the Board, the President would like to see if we can address the issues as a community before hiring the external company. There have been issues and items that are being dealt with in the community and this is taking a lot of the Board's time to manage. The hope is that our community as a whole will be able to address the issues/violations. If we are not able to move in the right direction, the Board will raise the need for the external HOA Management company again and will look at pursuing those options.• Comments provided after the meeting by a homeowner that MSI is not a good company as an external HOA company and that the company caused issues. Very poor quality of how

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	<p>they managed the issues and unprofessional.</p> <ul style="list-style-type: none">• Homeowner noted that they would like to ensure the Board does not have the ability to make the complete decision to hire or contract an external company without association approval. Separate attendee noted that the Board has the ability to select a company, but the budget would most likely have changes should an external company be considered and a vote would need to take place by the community prior to contracting a company.• Comments were made around communication back to the Board about violations – it seemed as if it is not clear or homeowner does not agree with violation that there needs to be a process in place to discuss.• Jackie Tugwell noted that we have a single board email to communicate with Board members (coyotehillshoa80107@outlook.com) and homeowners can use this vehicle to communicate with board or contact board members directly. Jackie also noted that the Board is willing to meet with homeowners on issues or concerns about violations. It was also stated there is a provision for homeowners to go back to Board and meet to discuss.• There was a desire by some present to strength the covenants and clear up where we think they are vague to eliminate confusion or misunderstanding. Board also noted it can be difficult to ensure enforcement where items are vague.• Other comments made by community moved into HOA Covenants and have been captured under next item (#7 below).
7	<p>HOA Covenants Review and Discussion</p> <ul style="list-style-type: none">• It was noted that there are items that community has brought up and would like to discuss in meeting.• Comments were made by Leslie Randall, who is a retired professional meeting facilitator. It was stated that the community needs to have a process to get information to the community and have people share perspectives. Then have a vote once the situation is appropriately outlined. Concerns about community voting to determine major decisions without everyone feeling they have a chance to be heard and having their perspectives shared. Leslie Randall offered to assist Board/Owners to facilitate gatherings to discuss issues.• Comments were also made by other homeowners that for people to have input, they need to attend meetings and voice opinions.• A few ideas were put up for consideration by homeowners present:<ul style="list-style-type: none">○ Open discussions at HOA homeowner meetings where items can be put up for consideration. Then a review process where homeowners can provide input before something is put out for a vote.○ A Wiki page or website could be set up to provide information and forum for feedback.

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	<p>It was noted this could also be used to post other general information (e.g. covenants). Noted that if a website is used that homeowners would not want their public information posted and it should be limited to general information.</p> <ul style="list-style-type: none">▪ Update since HOA Homeowner meeting: A Coyote Hills Community website has been set up (thank you to Shane Hart for making this happen!). The site can be found at: http://www.coyotehillshoa.com. The Board will post the HOA Community Declaration, the Bylaws and meeting minutes to the site. Additionally, the Directory will be available until October 31st on the site and then will be removed. If anyone would like a hard copy of the directory, please contact the Board. <ul style="list-style-type: none">○ Committees could be formed to discuss and provide recommendations to Board for specific issues. RV/Trailer item was mentioned a potential first time, water issues could be another item. Would require a small number of homeowners (it was suggested that 5 people participate on a committee), not Board members, could volunteer and come together to solicit input from entire community and then propose recommendation to Board to then have sent out for community vote. After this meeting, Board can send out communication asking for participation for people to join a sub-committee.○ Survey Monkey tool was identified as a potential option, but it was noted this is done via email and there have been concerns about using email as the sole vehicle. Survey Monkey is an anonymous way to collect information. Shawn Tugwell volunteered to assist if this was a direction the community would like to take. <ul style="list-style-type: none">● Board identified high level process was outlined meeting agenda:<ul style="list-style-type: none">○ Meeting on September 12th would capture some ideas for changes that homeowners would like to have put to vote. Items discussed will be included in meeting minutes.○ For items that were identified as top priority, Board will reach out to individuals and will work to draft language to share with Homeowners.○ Homeowners will have a period of time to review, comment, provide feedback to Board on items.○ Final drafting will go out for vote to community.
<p>7 (con't)</p>	<ul style="list-style-type: none">● General comments made about covenants:<ul style="list-style-type: none">○ If there is a major item or a household needs more time with something that is in violation, homeowner should alert the Board of the single incident situation. This also allows for the Board to know the homeowner understands the covenants, understands the potential for violation but has discussed the special, one-time situation.○ Residents commented about wanting to move out here to get away from the

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“standard HOA mentality”.

- Board requested residents can participate by identifying items that they’d like to be reviewed and circulated to community for input and voting.
 - Comments were made that, as a whole, the community seems to be doing things on properties to keep everything from looking poorly.
 - Items that were voted on in 2008 were brought up. It was requested that what was sent out for voting be included with meeting minutes as reference for new residents.
 - Noted also that the Board needs to have a process in place that allows the Board to have time to review and not be a last minute request or discussion.
- Specific items discussed
 - Bridle Path
 - Original question was why we have a bridle path in a community that doesn’t have horses. The thought was if we could remove the bridle path or not.
 - Homeowner noted that they spoke to the county and learned the following:
 - County will be willing to come and talk to board about the bridle path
 - \$5,000-8,000 to file for this change
 - Homeowners will not gain any property as this is deemed as easement. This also backs into utility declaration on the plat.
 - It was noted that it seemed it was more than likely that it would not be approved by the county even after paying to file
 - Colorado is a free range state and HOA would not be responsible for injury that occurs in bridle path area
 - Intent of bridle path is for county to maintain some kind of regional trail system. In any subdivision that comes to develop in the county, they have to provide this if they are larger than 5 acre subdivision.
 - It was discussed that this does not sound like it would be beneficial to pursue at this point. Those present agreed that if after recapping the minutes, the community wants to bring this up again, it can be discussed.
 - **Update since HOA Homeowner Meeting:** Board will be working with homeowner who initially brought up item but could not attend September meeting, to obtain thoughts on what changes they would like to propose for community comment and voting to eliminate bridle path as there has been precedence for HOAs being successfully able to eliminate pathways.

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- Snowmobile usage request
 - Joel and Linda Birchem made request
 - Proposal is to allow home owners to ride in common areas (plat tract A, B and C) and on owner's property
 - Discussion included that tracks do not show on property, outlined comments around how other people are using the property and other vehicles to maintain the property
 - Questions about what insurance coverage is now, who is company, what are limitations. Treasurer noted that \$1 million dollars is current coverage which is based on current covenant language of not allowing ATVs, Snowmobiles, etc on any land in community. The current insurance declaration will be available on the HOA website.
 - Board will work with Insurance Agent to identify what costs community would incur if covenants were changed to allow these vehicles.
 - Comments related to noise concerns, liability issues, concerns about what is in open space (well heads were noted being in tract A) were brought up by various homeowners. It was noted that some home owners may be more affected than others if their property is adjacent to or close to open tracts of land.
 - Board will work with community to obtain input about proposed idea and will discuss idea further with Birchems.
- Recycling suggestions
 - Question asked about recycling options in neighborhood.
 - Treasurer noted there are not a lot of places that are willing to come out here to do recycling as we are in an area considered "rural".
 - It was noted that community members may have received information from "The Garbage Man". Anne noted her research identified that this company did not have good reviews and had issues with picking up garbage and non-responsiveness.
 - Waste Management does have recycling in the Pinery, but due to us being in a "rural" area, there is not service in our area.
 - Treasurer noted that she continues to try to talk with companies about recycling options in our area and will continue to research to see if anyone does provide us with an option.

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- Mowing and snow removal suggestions
 - Homeowner noted that they would be interested in paying for mowing and snow removing
 - Treasurer noted that this may be a fine line to walk as an HOA to try and contract with someone
 - As a service to the members, coordinate something via the HOA to get home owners connected who may be interested in similar service.
 - Could be listed in directory as a service – if people have a service or person, let the Board know and we can include in the directory

- Architectural control committees and relevant items
 - Board noted that if we leave things vague, we will continue to have issues.
 - Question was raised of if we as a community think we need to have language in our covenants about house colors as an example. It was not suggested that we have a limited palette of colors, but that our covenants have language that the community should have a review done by the architectural committee. It was noted that specifically for paint colors, there is no language in covenants that Board can enforce and homeowners currently have the ability to paint house whatever color is desired.
 - Comments around past experiences in other communities about this feeling very limited.
 - Real issue is to what degree we need to have this community formally governed, what is considered neighborly and common sense/common courtesy.
 - Need to address situations where homes that are not maintained properly are managed too.
 - It was noted that if covenants are vague and not spelled out, it will be open to interpretation of various home owners. Using paint as an example of how vague it is. Also stated that in the past that has happened and the Board was able to point to the covenants to fall back on because there was something in language that Board could utilize and talk with homeowners.
 - Ideas suggested as language that could be considered:
 - Blending with surroundings or provide some guidance around blending with existing home schemes
 - Committee shall insure that alternations are complimentary to the natural surroundings and the seclusion to other homes. Suggested that perhaps

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	<p>this language should include items outside of paint colors.</p> <ul style="list-style-type: none">• Noted that people need to have personal responsibility or accountability.• After meeting, a new homeowner spoke with Board and noted it is concerning that it may not be the same people in the future as there are today in the community. Homeowner is in support of additional controls to ensure that the neighborhood is well managed and property values maintained. Also noted they felt this could be a simple process.• Question raised as to if the board willing to take the additional work on. Noted that there are other issues that we need to deal with and this probably isn't the top priority. Board President noted that we need to deal with these in time, not all will happen overnight.○ Other general comments<ul style="list-style-type: none">• Suggestions to use regular mail for everything versus only using email. It was noted that response via email has not been as strong or widespread across community.• Noted that there is a sign that says "no soliciting in the neighborhood" in the Coyote Hills neighborhood
8	<p>Wrap up</p> <ul style="list-style-type: none">• Board talked about having more of these types of meetings more often so people can participate. The board has also agreed to meet more often.• Board asked homeowners to please reach out to the Board with questions, comments, input, and to volunteer.

Reviewed and Approved by Coyote Hills HOA Board:

- ✓ HOA President, Jackie Tugwell
- ✓ HOA Treasurer, Anne Kidd
- ✓ HOA Secretary, Amy Hynds