

# BANNOCKBURN HOMEOWNERS ASSOCIATION

P.O. BOX 211 FRANKTOWN, CO 80116

## March 2023 Board Meeting Minutes

**Date:** 08 March 2023

**Location:** Franktown Fire Station

**Board Attendees:** Jack Shuler, John Edwards, Kurt Leyendecker, Jeremy Root

**Not Present:** Renee Grimes, Nathan Toland (arrived towards end of meeting, prior to executive session)

**Other Attendees:** None

A Quorum was present

Meeting called to order by Jack at 7:00

### **Standing Reports:**

**Secretary Meeting Minutes** – February minutes were reviewed by board members, motion unanimously carried to approve the minutes as amended

**Treasurers Report** – John delivered the Treasures report, motion unanimously carried to approve the treasurers report

\$1,000 check to reimburse insurance company for James Rogers Payment has yet to clear the bank

Venmo payments shut down – discussion on the future use of electronic payments was tabled for a later date

Dues are coming in, with a significant amount of additional donations

Review of the Microsoft Business Accounts has shown that we can switch to a less expensive option and keep the functionality we require – “Microsoft Business Basic”

John is making headway in simplifying the process in the Microsoft suite in sending out the required letters/envelopes for late dues. Process to be documented in the future for future treasurers/board members

Letters about dues being late is going out on or before March 15th

Attorney Bill was approved to pay at \$142

**Social Committee** – Jack presented the Social Committee Report with information sent in from Nathan Toland

Easter Egg Hunt on schedule for April 8th, at 11:00 a.m.

Renee is planning to send out information to the members

Hosted in open space

Postponed discussion about Newsletter until next month – Current Newsletters need to be posted to website

**Environmental Report** – Jeremy delivered the Environmental Committee report based on email conversation between Jack and the Sowada's

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A new chicken coup is being built to replace the existing one. Answers regarding lot placement, combined limit for all outbuildings, roof/siding materials, as well as the number of chickens (with no roosters) were all acceptable and appear to be within our guidelines. Project unanimously approved, Jeremy to send approval to the Sowada's

**Document Committee** – Document Committee report was a group discussion.

Discussion about the policies that were changed, and how we do not intend to change either new policy or existing policy formatting.

### **Old Business:**

- Microsoft 365 Licenses going to change to Business Basic as it has all required functionality
- Need to discuss adding email addresses “President@, Treasurer@ and Environmental@” to simplify communications from members to the board through board member transitions – Tabled for future meeting
- Discussed Tax Returns – we are caught up with 2019 – 2022 being ready to send – Jack signed is going to mail out both federal and state returns
- No taxes were owed, we are not sure if there will be a late fee – Previously when several years were sent in at once there was no late fee
- We now have tax returns going back to 2013
- Member at Large replacement Glenn Man was approved to fill vacant spot and will serve out Steve’s term that goes until 2024 – Glenn will head up our document committee
- Both requests of the Environmental committee from February were notified of their approval via email by Jeremy Root

### **New Business:**

- Backup Plans for treasurer, secretary, and Steve Nickerson’s responsibilities discussion was tabled for future meeting
- Dues late letter that will include the increased late fees that will happen after March 31<sup>st</sup> is scheduled to be sent out on or before April 15<sup>th</sup>
- “Member meetings” = Annual Meeting – Board Meeting notifications are ok as is in existing policy
- Bylaws contain rules on changing bylaws, requires full member vote or a quorum at the annual meeting
- “Adopt a Road” was brought to the board’s attention – Board agreed to adopt Deerpath Road from Tanglewood out to Highway 86
- Jack discussed additional training for board members, and will forward us information from an online seminar he attended on HOA Board information
- Further Discussion on Microsoft Licensing, and the downgrade to business basic

At 8:30, Executive Session commenced, and the board members convened to discuss legal matters

Meeting Adjourned at 9:20 PM