**Date**: 09 August 2023

**Location**: Franktown Fire Station

**Board Attendees**: Jack Shuler, Jeremy Root, John Edwards, Glenn Mann

**Not Present:**  Kurt Leyendecker, Nathan Toland, Renee Grimes

**Other Attendees**: N/A

A Quorum was present

Meeting called to order by Jack at 7:05 pm (1905 hours)

**Standing Reports**:

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

**Treasurers Report** – John delivered the Treasures report. After review, a motion unanimously was carried to approve the treasurers report.

* HOA accounting has been switched over to the new On-line QuickBooks application.
* The treasurer proposed a motion that the BHOA’s Web site Domain vendor, Register.com, be renewed for five years for a total cost of $185.00. The Board voted approved unanimously.

**Social Committee** –

* Garage Sale set for July 14th, 15th, and 16th, was a success
	+ Lesson learned—provide road maps for our subdivision for the next garage sale
* BBQ provided by Ben & Renee Grimms set for the , Sunday, August 27th.
	+ Signs and banners for the BBQ are going up this weekend (August 12th & 13th)
	+ Notice of the BBQ will be posted on the Next-door community app.
	+ Residents are encouraged to bring a side dish (potluck)
* A BBQ event is in place and planned for Sunday, August 27th at 11 am.

**Environmental Report** – Jeremy delivered the Environmental Committee report

* Steve Nickerson – 1906 Columbine Drive – roof replacement due to hail damage – Presidential Shake impact resistant shingles with fiberglass asphalt construction weathered wood color, with a transferable lifetime warranty is approved
* David Jusczak – 9805 Tanglewood Rd – roof replacement due to hail damage – GAF Timberline HDZ, fiberglass asphalt construction, Shakewood color, with a transferable lifetime warranty is approved
* Kurt Leyendecker – 1736 Ward Circle – roof replacement due to hail damage – Malarky Legacy impact resistant shingles, fiberglass asphalt construction, Antique Brown color with a lifetime warranty is approved
* Dave Beckman – 10881 Holden Circle – roof replacement due to hail damage – GAF Timberline HDZ fiberglass asphalt construction, Weathered Wood color with a transferable lifetime warranty is approved
* Michele Schultz – 2275 Bibles Hill Dr. – roof replacement due to hail damage – GAF Timberline Armor Shield impact resistant fiberglass asphalt construction shingles, Charcoal color with a transferable lifetime warranty is approved
* Charlotte Mirabella – 9039 Burning Tree Dr. – roof replace due to hail damage – GAF Timberline Armor Shield with fiberglass asphalt construction impact resistant shingles matching the existing color, with a transferable lifetime warranty is approved

**Documents Review Report**

* An Organization Chart reflecting the appropriate sections of the parent documents was presented
	+ Article IV of the Articles of Incorporation enables the creation of the Bannockburn Homeowners Association (BHOA)
	+ Article IV of the BHOA Articles of Incorporation limits voting to only one vote for each occupied residential tract regardless of how title is held
	+ Article Vi of the BHOA Articles of Incorporation establishes the authority for the creation of the BHOA Board of Directors (BoD) composed of not less than three nor more than seven members
	+ The titles, hierarchy, and the names of the current BoD were identified
* Review of the BHOA document review remains a work in progress (WIP)
* Further work in progress and will be presented in future BoD meetings
* The goal of the review is to better correlate the Bylaws with the Covenants
* This work is expected to remove ambiguity and redundancy, better afford readability, and add clarity to the Bylaws and Covenants
* Processes to be documented currently identified are:
	+ Accounting and Treasurer responsibilities
	+ Architectural Committee Approvals: Formalize Documents (Written Action without a meeting of the BOD), all new approval processes must be in writing by email according to the new Approval format.
	+ Board of Directors (BoD) meetings – Steps to formalize processes for BOD functions.
	+ BoD Organizational Chart
	+ Document legal opinions on various HOA issues. Document original question asked of legal counsel, matched with legal opinions of counsel for future reference by current and future BOD’s. (proposed by the Treasurer on July 13th)

**Old Business:**

* 9062 Tanglewood (Moran) letter to be followed up by Kurt Leyendecker

**New Business:**

* Annual meeting

**Board Members’** **To Do List:**

**— Environmental Committee —**

* JR to draft an email about Roofing Compliance

**— Treasurer —**

* JE to develop a 2024 Budget for the September BoD meeting
* JE to write a letter about HB23 – 1105
* JE to register domain with Register.com for 5 years
* JE to send Financials to Steve Nickerson for posting
* JE to mail Delinquent and Late Dues letters to individuals late on dues

**— President —**

* JS to set an agenda for 2024
* JS to develop a letter for the Annual Meeting
* JS to solicit residents to serve on the Nominating Committee in developing a list of potential board members for the term beginning at the close of the 2023 Annual meeting. Approval of the nominating Committee will be voted on at the September 13 Board meeting.
* Contact Douglas County authorities to ascertain requirements for “Slow Down” signage
	+ (Speed Limit signage already exists)

JS is to contact Aaron Goodnight about filing the September 18, 2012, Covenants with Douglas County regarding the amendment signed by Kaye Wilcox and Mark Huston on June 3, 2013. Apparently, the filing of the Amended Covenants was never accomplished following the vote to approve the amended Covenants by the then Bannockburn owners. **— Secretary —**

* NT to create lists showing
	+ Generate a Resident Roster for the annual meeting.
	+ Generate a list of residents in “Good Standing” for the Annual Meeting
	+ Generate a list of residents not in “Good Standing” for the Annual Meeting
* NT to create a letter about dead trees and fence repair

**— Member at Large —**

**Kurt Leyendecker**

 **- Moran Letter**

**Adjournment:**

Meeting Adjourned at 9:10 p