

March, 2015, Wissler Ranch HOA Meetings Minutes

March 21, 2015

Reviewed and approved at April 18, 2015 Board Meeting

Location: Monument Public Library Conference Room

1. Call to Order: 1:05 pm

2.

a. Roll Call:

Board Members: Jim Keefe, Deloris Kenerson, Wayne Gardner, Eric Doremus

Other Officers: Kathleen McCormick (Treasurer), Brian Freese (Secretary)

Residents: Rosalie Keefe, Sandy Mauer

b. Reading and disposal of minutes: Motion to accept February minutes: Deloris, Second – Wayne. Approved unanimously,

3. Officer Reports:

a. President:

- i. Jim noted that there is 4 wheel drive damage to the Commons Area parking lot. He distributed documents from the Colorado Springs Police Dept describing state laws on ATVs and description of various types of ATVs. Also included were excerpts from other HOAs on their treatment of motorized vehicles or excessive noise in those neighborhoods. Note that no motorized vehicles or horse traffic is allowed on the Commons Area walking trail.
- ii. Jim contacted Scott per use of Wordpress for website edits, as discussed in last month's minutes. No response yet.
- iii. He also suggested that Wissler Ranch have a mission statement. More discussion on this coming.

b. Vice President – nothing to report.

c. Treasurer – Please see attached Accounts and Balance sheets for reference. No major issues.

- i. Annual assessment report – four (4) outstanding payments; all four parties were sent email notices. Two of the email notices bounced.

One of the latter two has outstanding assessments past due for 12 years, from 2001 to 2012; 2013 dues were paid; 2014 and 2015 dues not paid.

Motion to mail notice letters to remaining two parties; if no response, send certified letters. If no response, will consult attorney per legal action: Jim, second: Wayne. Passed unanimously.

- ii. Kathleen distributed the Wissler Ranch Homeowners Association Reserve Fund Policy (as posted on WR web site).

2. Committee Reports

- a. **Bylaws and Covenants Rewrite Committee (Lisa) – No update**
- b. **Covenant Compliance Committee (Deloris Kenerson) – No violations reported. One overwater usage fine was paid. Motion to take no further actions: Jim, second: Eric. Passed unanimously.**
- c. **Design Review (Wayne) – See attached Design Review Committee Report for March 21, 2015.**

Additional comments to the report include:

- i. **Discussion of remaining mailbox structure costs (covered in the attachment).**
- ii. **Discussion of parking pad by the mailbox. Considerable discussion ensued to consider asphalt or concrete. Concrete is more expensive but lasts longer. It can be colored, at extra cost, to match the theme of the surrounding area. However it can crack and can be slippery during winter. Asphalt needs occasional maintenance, including sealant, every few years, but is considered durable. Wayne noted that if asphalt has a good base foundation it is less prone to cracking and will last longer. Lack of a good base is why many residential asphalt driveways crack.**

Other options were considered including a brick pad or a pad made from ground-up rubber. However, concrete and asphalt are the best choices.

After considerable discussion the Board elected to use asphalt with proper foundation, and periodic sealing and maintenance. The Board believes this will provide good service for the money spent. Motion to use asphalt: Deloris, second: Jim. Passed unanimously.

- iii. Follow-up to parking pad decision. Wayne recommended consulting with El Paso County per two of the asphalt contractors, to determine the best choice. One contractor provided very thorough itemized cost details, which the Board appreciated. The resulting cost of the parking pad is estimated to be \$13K. Motion to approve spending \$13K for this project: Jim, second: Wayne. Passed unanimously.

d. Legal Affairs (Eric Doremus) – No updates this month

e. Entrances/Landscape/Maintenance/Common areas (Eric Doremus) –

- i. When the weather allows, Eric will check the 4 wheel drive damage at the Commons Area parking lot and see about repairs.

f. Neighborhood Watch (Gerry Major) – No updates

g. Welcome Committee (Sandy Mauer) – No updates

3. New Business – none

4. Old Business

- a. As noted earlier, Jim is waiting for Scott's response regarding Wordpress.

5. Call to adjourn:

Motion – Wayne

Second – Eric

Passed unanimously

Time: 2:27 pm.

**Design Review Committee Report
March 21, 2015**

General Reviews:

- 19920 Roaming -Met with property owners and reviewed landscaping plans. DRC prepared letter approving plans and submitted sketches recommending methods for addressing drainage issues and plans to construct small driveway to the lower portion of their property.
- 20120 Lockridge Drive – Met with homeowner on site to review plans to construct a fence on the property. The homeowner also requested a variance to retain three dogs on their property. DRC approved the construction of the fence and in consultation with the Covenants Committee we approved a variance to retain three dogs on property. The terms and conditions governing the variance were documented in a letter to the property owners.

Mailbox Structure:

- The final phase of the mailbox structure renovation is in progress. The stone work on the lower facade of the building should be completed within the next 7 to 10 days depending on the weather. The only other task is to paint a portion of the exterior of the building and all of the interior. Attached is a record of the renovation cost to date as well as other cost we anticipate to finish the building. That cost will be \$16,999.97

Paving Project at Mailbox Structure:

- We went out for bids to 5 different companies to determine cost of paving. To get a cross section of cost we looked at asphalt vs concrete. **Asphalt** bids were Martin Marietta \$15,133.50, Avery \$10,685.00, and Trex \$9,205.00. **Concrete** bids were : Trex \$16,600.00, and Groninger \$13,683.00. Schmidt Construction Company returned bid package indicating they were not interested in bidding on the project.
- As soon as we agree to move ahead and obligate funding, I will contact the contractor and we will set up a pre-construction work conference with El Paso Public Services and CDOT Engineering.
- Estimate for total cost to complete paving project assuming we went with concrete and Trex bid:

1. Engineering survey to establish grading controls	\$600.00
2. Grade , place gravel sub-base and concrete pad	\$16,600.00
3. Contingency factor 10%	<u>\$ 1,700.00</u>
Total Cost	\$18,900.00

(to add color to the concrete would add \$6,600 to cost of the concrete.
This would bring the **Total Cost to \$25,500.**)

Mailbox Structure Remodeling

Cost Estimate

• Commercial Contractors Fees	\$ 2,360.00	
• Architectural Fees	\$ 1,038.18	
• Building Materials	\$ 2,155.79	
• Carpentry Labor	\$ 3,745.00	
• Interior painting	\$ 1,000.00	
• Windows from Clearview.....	\$ 1,230.00	
• Stucco, Stone, & Labor	\$ 3,945.00	
• Flashing & saw cut concrete	\$ 550.00 *	
• Electrical Work	\$ 2,013.00 **	
• Building Permit	\$ 313.00	
Total Cost Estimate	\$ 18,349.97	(\$16,999.97)

Note:

The total cost can change due to County requiring additional design changes by Architectural firm, sudden increases in material cost, unforeseen needs that require a change in construction, contractors unable to follow through in providing the service they bid for which would require soliciting new bids.

- * \$200.00 of this cost was to saw cut concrete that was to be done as part of new paving project.
- ** \$1,150.00 was the cost to trench and run new electrical line 370 feet from main power box in PVC conduit.

Date	Description	Amount	Balance	Memo	Category
	Mail Box Area Repairs and Replacements				
1/3/14	Mail Box Structure Improvement Project Design Services	(480)	66,258	ONLINE PMT ROBERT SWICKERT \WEB	Capital Repairs
4/2/14	Design Work, Mail Box Structure	(320)	65,938	Check	Capital Repairs
7/16/14	Mail Box Structure Design Work	(238)	64,947	Check	Capital Repairs
7/30/14	Mail Box Structure Engineering	(512)	64,435	Check	Capital Repairs
8/1/14	Mail Box Structure Electrical Estimate	(59)	64,376	Check	Capital Repairs
9/5/14	Engineering Fees, Mail Box Pavement	(862)	63,515	ONLINE PMT OLIVER E. WATTS	\WEB
10/8/14	Engineering Services, Paving Profile for County	(499)	63,016	ONLINE PMT OLIVER E. WATTS	\WEB
10/8/14	Mail box structure, window deposit	(615)	62,400	ONLINE PMT CLEARVIEW DISTRI \WEB	Capital Repairs
10/24/14	Engineering Services, Paving Plans for Bid	(556)	61,844	ONLINE PMT OLIVER E. WATTS	\WEB
10/24/14	Mail Box structure, Permit	(673)	61,171	ONLINE PMT CHRIS ALEXANDER \WEB	Capital Repairs
11/12/14	Mail Box Structure, Windows	(615)	60,556	ONLINE PMT CLEARVIEW DISTRI \WEB	Capital Repairs
12/1/14	Mail Box Structure, Carpenter	(2,000)	58,556	ONLINE PMT SCOTT MILLER CON \WEB	Capital Repairs
12/3/14	Mail Box Structure, Plans	(592)	57,965	ONLINE PMT OLIVER E. WATTS	\WEB
12/16/14	Paving Engineering Prints	(30)	57,935	ONLINE PMT OLIVER E. WATTS	\WEB
12/19/14	Mail Box Structure, Flashing for Stucco	(550)	55,885	ONLINE PMT TONY FLETCHER \WEB	Capital Repairs
12/22/14	Mail Box Structure Materials Home Depot	(2,156)	53,729	Check	Capital Repairs
2/3/15	Mail Box Structure Labor and Materials Mai	(1,746)	51,983	ONLINE PMT SCOTT MILLER CON \WEB	Capital Repairs
3/23/15	Pending: Mail Box Structure Electrical	(1,313)	51,470	ONLINE PMT GADDIS ELECTRIC	Capital Repairs
	Budgeted	Total	FY 15		
	Mail Box Structure	(11,168)	14,566		
	Paving	(1,947)	(3,059)		
	Bulletin Board		(3,000)	Estimated purchase and installation	
	Windmill Repair		(1,000)	Estimated repair	
	Combined	(13,115)	7,507	Available for paving	
	Other Reserve Expenditures				
7/8/14	Entrance Repair and Log Stabilization	(2,400)	65,230	Check	Capital Repairs
7/9/14	Entrance Repair and Log Stabilization	(46)	65,185	Check	Capital Repairs
	Total for Entrance Repair and Log Stabilization	(2,446)			
12/18/14	Electric Line Replacement	(1,500)	56,435	ONLINE PMT UNDERGROUND TECH \WE	Capital Repairs
3/23/15	Electric Line Replacement Pending Gaddis	(700)	55,735	ONLINE PMT GADDIS PENDING	Capital Repairs
	Total for Line Replacement	(2,200)			

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