Anthem Ranch Community Association
Regular Meeting of the Board of Directors Minutes
May 22, 2017 at 10:00am
Aspen Lodge
16151 Lowell Blvd. Broomfield, CO 80023

BOARD MEMBERS PRESENT:  Gary Sherrer, President
                            Ann Byrne, Vice President
                            Dick Gensmer, Treasurer
                            Jim Bensman, Secretary
                            Mark Koenig, Director

BOARD MEMBERS EXCUSED:   None

CCMC TEAM:                Sue Santos, Community Manager
                            Minji Nam, Operations Manager, Recording Secretary
                            Katherine Erstad, Lifestyle Director

VISITORS:                 Homeowners in Audience

CALL TO ORDER:
The meeting was called to order at 10:02 am by President, Gary Sherrer.

COMMITTEE UPDATES:
Committee updates were presented by the Common Areas Committee, the Budget and Finance Committee, the Aspen Lodge Common Areas Committee, the Ad Hoc Communications Committee, the Governing Documents Committee, and the Architectural Review Sub Committee. Summaries of each update are as follows:

  o Common Area Committee (Presented by David Nordstrom, Vice Chair): At the May 4th CAC Meeting, the following items were discussed. A recommendation to accept Keeson's bid of $1844 to split the irrigation lines to accommodate both annuals and perennials was made to the Budget and Finance Committee. Irrigation changes need to be made at north end flower beds. The CAC moved to recommend the purchase up to 3 new LED lights for Aspen lodge Way at a cost of approximately $500.00 to install and compare the quality of lighting. Landscape lighting: CAC needs to develop a plan for repair/replacement lights to present to the BFC. A recommendation to accept the $2718 bid by Co loco for a Buffalo Lake transformer was made to the Budget and Finance Committee. A new compressor has been installed in Buffalo Lake by Hwy 7, but the transformer needs to be replaced. Clint recommended Coloco. A recommendation to accept Bedrock Ground Solutions as the vendor with a quote of $2160 to replace the materials from the Reserve Fund was made to the Budget and Finance Committee. Two playgrounds need to replace fiber materials. The committee discussed the Bocce Ball Court improvements. One idea was to install rails at $600 each in order to aid the step down into the courts. An alternative idea is to submit an improvement item of ramps for three courts at a cost of $9000. The suggestions were forwarded to the Common Area Lodge Committee since this is now their decision to make.

  o Budget and Finance Committee (presented by Dick Anderson, Chair): At the May 18th BFC Meeting, the following was discussed. Kip Hertzenberg from our investment advisor Morgan Stanley and the committee discussed current investments and how to increase the yield without greatly increasing the risk profile. Dennis Schwitters, Jennifer Cushman and Sue Santos to follow up with Kip to determine possible changes in the investment policy that could help this. They will also look at how to get a better return on our checking accounts and report back to the BFC. It was recommended to the BOD that we reinvest the CD, from the operating account, that is maturing on 6/14/2017 for $209,000 in a new CD for up to 3 years depending on the best available interest rate. The minutes of the April 18 meeting were approved as amended. The Agenda was approved as presented. The April financial report was recommended to the BOD. The BFC reviewed the emergency issue of the fill line to the pool having a leak. The BFC recommended an approval of a contract with Total Plumbing Inc. to repair. The BFC reviewed and recommended the need for a new transformer at Buffalo Bay Lake and a new compressor on Sailors Lake. The 2018 budget process was discussed with a request that the CCMC management fees and
staffing be discussed earlier in the process. Finally, the meeting schedule for the remainder of 2017 was discussed and accepted as is.

- **Aspen Lodge Common Areas Committee (presented by Dick Klein, Committee Member):** The committee has been approached by the Bocce Ball Club about a safety issue – several committee members visited the courts before the May meeting. The AV vendor selection subcommittee interviewed three prospective vendors and met to discuss the vendors and make recommendations.

- **Ad Hoc Communications Committee (presented by Dan Magenheimer, Chair):** Dan introduced the members of the Ad Hoc Communications Committee to the BOD. Jim Sorce and Bob Kaczorowski are ARCC members, the secretary is Wendell Bell, Peter Beckmann is the vice chair, and Dan Magenheimer is chair. In the last few weeks, the ARCC had three meetings and we are trying to wrap our arms in a number of different ways around how communication works today at Anthem Ranch, to put together a communications framework. Wendell Bell has tabulated a comprehensive list of the methods that are in use today in the community, plus a list of possible future methods. Jim Sorce has put together a needs analysis covering what types of information need to be communicated to what key groups. Bob Kaczorowski has taken the task of with staff to study communication policies for other HOA’s working towards developing a communication policy that might work for Anthem Ranch. During this coming summer, the ARCC plans to collect input and feedback from focus group meetings with club leaders, with staff, and with interested residents and, with board permission, via some questions on the annual survey and will start to synthesize all of the information, combine it with the communication framework, and make recommendations to the BOD.

- **Governing Documents Committee (presented by Jim Tebockhorst, Chair):** GDC received attorney input regarding Assistance animals in the Lodge. While GDC generally agrees with the attorney proposed Policy and related exhibits, we want more time to digest the info, compare to the Aspen Lodge Guidelines, and submit our recommendations to the BOD. These recommendations will probably be presented at the June BOD meeting. GDC initiated discussions regarding the review of the DCCR’s Exhibit C-Use Restrictions. These restrictions are also related to the Design Guidelines and Aspen Lodge Guidelines. Anticipated in the review will be efforts to obtain community input via various notices, inviting the community to the review sessions we will be holding over the next few months. GDC informed the Board that our committee voted to make null and void (until further review) the Code of Conduct document committee members signed at the April GDC meeting. The Board President stated that there would be a follow up response to this issue. GDC requested that the Board consider a review of the necessity for the various waiver forms used by our HOA. The Board agreed to have GDC initiate this review, reminding that the HOA attorney would be consulted on any recommendations made.

- **Architectural Review Sub Committee (presented by Alice Smith, Committee Member):** A committee report was presented to the BOD concerning “wind-spinners” regulations and the parkway tree review process. The BOD requested that both items be discussed under ‘New Business’.

**MANAGEMENT REPORT:**
The Management Report was given by Sue Santos, Community Manager.

**LIFESTYLE REPORT:**
The Lifestyle Report was given by Katherine Erstad, Lifestyle Director.

**APPROVAL OF AGENDA:**
The Board of Directors reviewed the current meeting agenda and the following changes were made:
- Add *3yrd CD Reinvestment* to New Business
- Add *Wind Spinner Recommendation from ARCSC* to New Business
- Add *Compressor for Sailors Lake* to New Business
- Add *Tennis and PB Correspondence Letter* to New Business
- Add *Committee Responsibilities* to New Business

**MEETING MINUTES:**
BOARD MEETING MINUTES- APRIL 24, 2017
The Board Meeting Minutes on April 24, 2017 were reviewed by the Board of Directors. With the revision made to the Improvement Fund Board Liaisons, Director, Mark Koenig motioned to approve the Minutes. Vice President, Ann Byrne seconded. None opposed. Motion passed.

BOARD WORK SESSION MEETING MINUTES- MAY 9, 2017
The Work Session Meeting Minutes on May 9, 2017 were reviewed by the Board of Directors. After discussion, Director, Mark Koenig motioned to approve the Minutes. Vice President, Ann Byrne seconded. None opposed. Motion passed.

FINANCIAL REPORTS:
APRIL 2017 FINANCIALS AND COLLECTIONS UPDATE
April 2017 Financials were reviewed by the Board of Directors. Discussion was held concerning the Collection Policy and two delinquent accounts. It was noted that the Collection Policy was strictly followed for both accounts while working with the association attorney. Secretary, Jim Bensman motioned to approve the April 2017 Financials. Director, Mark Koenig seconded. None opposed. Motion passed.

OLD BUSINESS:
LEAK REPAIR IN POOL AREA
On May 12, 2017, the Board of Directors unanimously approved a bid from Total Plumbing at a cost of $4,375 for the pool return line leak repair that connects to the basement.

ONGOING BUSINESS:
STRATEGIC PLANNING UPDATE
2.0 Use and Needs Study (ongoing)- The Board is in receipt of Pro Matura’s report and completing the following:
- Before the Conference Call, the Board will receive price estimates for the design concepts.
- May 25th at 10am, conference call with the Board to discuss the preliminary plans of the Study.

AV Design Update:
3 Vendors were interviewed by the ALCAC sub-committee. Recommendations to the ALCAC will be given at their June ALCAC meeting, then to the BFC and Board.

Recognition Garden – Town Hall
On Thursday, May 11th, the CAC held their Recognition Garden Town Hall and Tree Planting Guidelines review. John Paige, Dave Wolvin and Sue Santos were the presenters. About 18 residents showed to hear the presentation and ask questions. Out of those in attendance, most were not in favor of a Recognition Garden, even after the presentation was given. The CAC presenters decided to put the presentation on the website, promote it and keep the survey going through the end of the month. They will then bring the findings back to the BOD at their June meeting.

Improvement Fund Discussion
On May 8th, Dick Gensmer and Mark Koenig, along with Jim Deters of the BFC met with Sue Santos, Community Manager, to discuss the list of Improvement Fund requests. The 19 requests submitted were reviewed and listed by priority. The AV System Design was taken out of the list because it was already approved and takes up the majority of this year’s funds. The priority items were selected by who they served, costs of items and can they get completed this year with the money in the Improvement Fund account, operating budget, or the Use and Needs Study. The following are the top five, highest priority items and how they are moving forward:
1. Hope/Belford Pavilion Enhancements – give to the CAC to look at and get costs.
2. Lights in Parking Lot (walkway in front of the building by handicap spaces) – area has one street light that could be enhanced with walkway lights. Will go to the ALCAC to look at costs.
3. Three new Ping Pong Tables for Aspen Lodge – ALCAC to look at costs.
4. Sound Mixer for the Aspen Lodge (stand alone from the AV System Design) – this could be designated as a matching fund item since the groups who will get the most benefit have means to generate funds.
5. Ranch Lake Aeration – this has already been approved by the CAC with a price tag of $15,126. The committee wants to wait and see what kind of funds we have in the account at the end of the year.

Additionally, the Board discussed that the Tennis and Pickleball Sidewalk would need to follow the procedure of the Improvement Fund Request. After discussion, Secretary, Jim Bensman motioned to approve the five listed items. Treasurer, Dick Gensmer seconded. None opposed. Motion passed.

NEW BUSINESS:
2016 AUDIT
The Board reviewed the 2016 Audit. The Board requested that the Audit draft be sent to the Board as soon as it is prepared, in the future. Director, Mark Koenig motioned to approve the 2016 Audit. Vice President, Ann Byrne seconded. Motion passed unanimously.

BROOMFIELD ELECTION DROP BOX
The Board of Directors reviewed a request submitted by the City and County of Broomfield to install an election drop box at the north Anthem Ranch entrance. The drop box would be installed June 23 - July 19 and October 13 - November 7. After discussion, Secretary, Jim Bensman motioned to approve the drop box request from CCOB. Director, Mark Koenig seconded. Motion passed unanimously.

AVIATION COMMITTEE: TALL FRACKING STRUCTURE
In response to a letter submitted by the Aviation Committee concerning possible concerns of the potential fracking structure location at Sheridan Rd. and Lowell Blvd. After review, it was discovered that the fracking structure is not within the avigation easement nor is it in violation of the FAA’s height restrictions. Findings will be discussed at the next Aviation Committee Meeting. No motion needed.

BUFFALO LAKE TRANSFORMER
The Board of Directors reviewed the bid by Coloco for the transformer for $2,718, recommended by the BFC and the CAC. After discussion, Director, Mark Koenig motioned to approve the Buffalo Lake transformer repair bid. Secretary, Jim Bensman seconded. None opposed. Motion passed.

BEDROCK GROUND SOLUTIONS CONTRACT
The Board of Directors reviewed the bid by Ground Solutions Contract to replace the Fibar mulch at both Anthem Ranch playgrounds at a cost of $2,880, to be funded from the Reserves. After discussion, Secretary, Jim Bensman motioned to approve the mulch contract. Director, Mark Koenig seconded. None opposed. Motion passed.

PARKWAY TREE WAIVERS/ WAIVER REQUESTS
The Board of Directors reviewed the Parkway Tree Waiver Policy and requested that modifications be made to disclaim that CCOB has the final authority in the waiver process for parkway trees. Residents may go directly to CCOB for a waiver, if they so choose, and Creekside Tree Nursery is not a required vendor for any parkway tree replacements. Additionally, the ARCSC will be removed from the process. After discussion, Director, Mark Koenig motioned to approve the revised waiver policy. Treasurer, Dick Gensmer seconded. None opposed. Motion passed.

Parkway waiver requests were also reviewed by the Board. With the process modifications, two requests were approved and the remaining residents will be contacted with a request for more information. Director, Mark Koenig motioned to approve the two waivers. Secretary, Jim Bensman seconded. None opposed. Motion passed.

ADD: 3YR CD REINVESTMENT
This agenda item was added at the time the agenda was reviewed for additions/ deletions. The Board of Directors was presented with a recommendation from the BFC to authorize the reinvestment of a 3 year CD of $209K at the best rate found. After discussion, Director, Mark Koenig motioned to approve the 3 year CD reinvestment. Secretary, Jim Bensman seconded. None opposed. Motion passed.

ADD: WIND SPINNER RECOMMENDATION
This agenda item was added at the time the agenda was reviewed for additions/ deletions. The Board of Directors
reviewed the ARCSC’s request to review additional regulations on wind spinners. The Board requested that the sub-committee create a broader rule that encompasses all ‘yard art’ and present at the next regularly scheduled Board Meeting. No action needed.

ADD: COMPRESSOR FOR SAILOR LAKE
This agenda item was added at the time the agenda was reviewed for additions/deletions. The Board of Directors reviewed a bid for a lake compressor from Aqua Sierra for $2231. After discussion, Vice President, Ann Byrne motioned to approve the compressor bid. Secretary, Jim Bensman seconded. None opposed. Motion passed.

ADD: TENNIS AND PB CORRESPONDENCE LETTER
This agenda item was added at the time the agenda was reviewed for additions/deletions. The Board reviewed the issue concerning Pickleball lines on Court 3. The Board discussed that the Tennis Club should request a letter to the Colorado Tennis Association for a waiver request to put lines on the tennis court for Pickleball use and remain in compliance with competitive play regulations. After discussion, Director, Mark Koenig motioned to approve the request letter. Secretary, Jim Bensman seconded. None opposed. Motion passed.

ADD: COMMITTEE RESPONSIBILITIES
This agenda item was added at the time the agenda was reviewed for additions/deletions. President, Gary Sherrer appointed Ann Byrne and Jim Bensman to review the functionality of all Anthem Ranch Committee by reviewing their responsibilities and community need. This report will be presented at the November regularly scheduled Board Meeting.

ADJOURNMENT:
There being no further immediate business, President, Gary Sherrer motioned to adjourn the meeting. Director, Mark Koenig seconded. Motion passed unanimously. Meeting adjourned at 12:06 pm.

NEXT SCHEDULED MEETING:
Board of Directors’ Meeting – Monday, June 26, 2017 @ 10:00am

Respectfully Submitted,

______________________________
Minji Nam, Recording Secretary

______________________________
Jim Bensman, Secretary