

MINUTES

Regular Monthly Meeting of the Board of Directors

Pelican Pointe Homeowners Association

January 11, 2016

This Meeting convened at 6:00 p.m. at our new meeting location, the All-Purpose Room at Windsor Gardens, Denver. All five directors attended: Cathy Moore (President, presiding), Marcia Helfant, Elly Valas, Caryl Shipley, and Steve Susman. Attending also were Rowan and Shawna Allen of Allen Associates, Inc. Seven guests were present. In addition, from Eco Roof and Solar, Inc., Eric Brown and Shawn Standifer attended until they made their presentation.

Minutes of December 28, 2015. These Minutes, distributed to the directors by Susman on December 29, were unanimously approved as submitted, upon motion, a second, and vote.

Financial statements of Dec. 31, 2015. Consideration of these statements, prepared by CPMG, Inc., was deferred.

Re-roofing project. Brown and Standifer presented an update on the status of this project. Discussion within their presentation included (a) amending the proposed letter which will posted at all residents' townhomes a few days before construction commences at their building; and (b) the visit to Pelican Pointe today of a Public Adjuster ("P.A."). Shawna Allen had dispatched the P.A., after consulting with Moore and Susman. The P.A. took photographs of some of the rain gutters. He reported that the gutters pictured in these photos showed damage from hail, although it could not be determined when such damage occurred. The consensus of the directors was that Shawna Allen should recommend to the P.A. that he contact and meet with Standifer and/or Brown of Eco, to discuss his findings and recommendations.

Managers' report. Shawna and Rowan Allen presented their report (having been our managers only since January 1):

-- They continue to work on the transition from our previous management company. That company has demonstrated less-than-competent record-creating and record-maintenance systems. Among other complications, this has prevented our new managers from developing a complete and accurate roster of all tenants, resident homeowners, and non-resident homeowners, including email addresses and phone numbers. Moore and Susman will combine their data on these residents/homeowners, with a view to producing such roster.

-- Our new managers will determine, as January progresses, which checks are still outstanding at Mutual of Omaha Bank, so that our three accounts at that Bank can be closed, and those funds transferred to their counterpart three accounts at our new bank, Key Bank. The Allens have loaned funds to our HOA solely for the purpose of opening those three new accounts. Signature forms were circulated tonight among the directors. Although both Allens are signatories on these accounts, they announced that all checks and other withdrawals from any of our accounts will bear a least one director's signature, except in emergencies.

-- Many homeowners are understandably confused about where and how to pay their dues for January. Shawna said that she can order coupon payment books for check-payers as soon as her roster is completed; those coupons will be accompanied by an explanatory letter. Shawna Allen also said that, by March 1, the Allens' new computer software will be in place; and that by that date, auto-draft dues-payers will have been instructed on how to continue their payment mode. The actual drafting of homeowners' bank accounts will be effected by a third-party, selected by the Allens, without any cost to the HOA.

-- Susman said that, as Treasurer, he will need a balance sheet of our HOA, as of January 1, 2016. This should track the December 31, 2015, balance sheet submitted by the previous management company. New P & L statements will accommodate our new Chart of Accounts.

Homeowners' forum. Pete and Virginia Martinez, #EE-103, reported that they have owned and resided in this unit for about two years, but apparently our management company never notified any of our directors or officers thereof. When they took possession of their unit, the garage door had been damaged to the extent that it wouldn't operate. They spent \$1,100 to have a new garage door installed. Since this would have been an Association expense, it was moved, seconded, and unanimously passed, to reimburse the Martinezes that sum.

Social Committee. Cathy Moore reported that, at present, this Committee intends to sponsor three events in 2016 -- on June 5, our spring picnic at our Pelican Pointe park; on September 25, our annual BBQ, probably at The Lighthouse; and on November 17, our Annual Meeting, probably at Blossoms Restaurant in Windsor Gardens. The latter event may not be a dinner-before-meeting, but may be a simpler social event (e.g., dessert) preceding the business meeting.

Welcoming Committee. Moore reported that she participated in a welcoming visit to the new owners of #AA-101, Julie and William Shippy III.

Website Committee. Moore announced that she is "overhauling" some of our standing and *ad hoc* committees. For example, there will no longer be a need for a Website Committee, since our HOA has contracted with Victor Valks. Valks has already begun to fortify, add content to, and make more useful our own web site, www.pelicanpointe.net. Among other content, our site will contain our financial statements. However, those statements will be available only by a password available to all homeowners.

Newsletter. Susman reported that, as primary author of our newsletters, he welcomed articles from any homeowner or resident, provided that it is submitted to him for editing and size. He will extend that invitation in the February edition. Submissions for that edition must be in Susman's possession by January 28 for inclusion into the February edition; but by February 26 for the March edition. Other formatting suggestions were offered.

Design Review Committee. The new chairperson, Helfant, reported that she and Valas had interviewed representatives from Dow and from Eco Roof, to determine if it was feasible to place solar shingles over any of our townhomes. This investigation was prompted by an inquiry from the homeowners in #BB-104. Helfant and Valas learned that our roof areas are too small to enable such installations to produce any appreciable amounts of electricity for individual townhomes. This matter was, therefore, dropped.

Comcast easement. Susman reported that he had not yet received the \$20,900 from Comcast, pursuant to our contract. The consideration for this payment is the 10-year extension of Comcast's easement over and beneath our common areas (for its cable lines and upgrades thereto). He has been in contact with Comcast, which claimed (unconvincingly) that the check "had apparently been lost in the mails." Susman said he'd follow this matter closely until we get that check.

#HH-104 (Matt Gargan). The HOA remains responsible to finish this restoration project: The plastic vapor barrier in his crawl space (flooded because of a plugged common-area drain) needs to be replaced. Adam Graff had been solicited to submit an amended bid for this work; no such amended bid has been received. The Board suggested that Susman contact Jim Cuellar, asking Jim if he would do that job. Susman said that it would be more efficient at this time for him to contact Cuellar, since the Allens know nothing about this matter at this time.

Entrance walls. Susman reported that Jim Cuellar, who has undertaken to replace the white tiles on the fronts of these walls, reported that the cement-like backing for those tiles is crumbling in several spots; that he knows how to repair such crumbling backing; but warmer temperatures would be required. Cuellar will thereafter replace the fallen tiles with the new ones which the HOA recently purchased. Regarding the back-sides of these walls: the Board has not received any credible proposals. Tonight, Rowan Allen was asked to look at the back-sides of the walls, when he is next on-site, with a view to recommending a proposed solution for the ongoing deterioration of the walls' rear surfaces.

Locating invisible water-meter covers. Gil Wierschke (#NN-102) presented to the Board a preliminary view, from his laptop computer, of a software program he has devised. This program enables anyone to identify the location of the water-meter and main turn-off valve for his/her townhome. The screen image demonstrated was easy to understand. Wierschke said he would continue to "work on" this project, with a view to mapping all 190 of such water-meter covers in our complex.

Gutter-cleaning project. Moore reported that our contract with SPCS Contractors, \$14,250., for raingutter-cleaning, had been frozen, so that we can “re-open” it at a future date when such service will be needed. This temporary cessation results from the imminent re-roofing project at Pelican Pointe, and the roofers’ commitment to present us with clean gutters when the project has been completed. We will be billed for that part of the said gutter-cleaning project that has already been performed.

Repairs at #C-101 (Sheila Powell). Susman reported that he has been in close contact with the insurer for the errant driver, the reconstruction company, BluSky Restoration Contractors, Inc., Courtesy Garage Door Co., and the consulting engineers. Net result: The contractor is now ready to reconstruct the damage to this unit, subject only to appropriate weather.

Tree pruning and maintenance contracts. Swingle Lawn & Tree had submitted proposals in September 2015 for a 2016 program of pruning and tree maintenance (mainly, spraying and anti-disease injections). The Board had sought an apples-to-apples proposal from Rushton Tree and, perhaps, from one other tree firm. Our managers presented a proposal from Rushton at this Meeting, describing 38 trees which Rushton proposes to prune in 2016 for \$3900. However, this proposal did not include tree maintenance. Furthermore, the number of trees described differs substantially from the number of trees on Swingle’s pruning proposal. The Board’s consensus was to defer action on pruning/maintenance until (a) Rushton submits a tree-maintenance proposal, and (b) the Swingle-Rushton proposals are compared on an apples-to-apples basis. A third pruning proposal from “Mile High” was tabled until Susman could determine if that firm was our tree-firm in 2013 or 2014.

2016 lawn and landscape contracts. The Board had taken under advisement the proposal from Sonny Fischer, which Susman had prepared, and which Fischer on January 7 had rejected as being too low. The Allens presented a proposal from CoCal Landscape Services, Inc., which the directors will review. Although one or two directors opined that LandTech, our lawn/landscaper in 2015, performed satisfactorily, the majority of the directors expressed the opposite opinion.

2016 selected concrete replacement sites. Rocky Mountain Concrete, dba a-1 Chipseal, had been granted a contract for this work, to be performed in spring when weather is more favorable. This firm has recommended that, after their work is finished, we have the concrete joints sealed. They provided the identities of two firms that specialize in such sealing, which the Board will consider in due time.

Front-gate transmitters (“remotes”). Moore displayed the new type of transmitter carried by Amazon or locally by Efficiency Garage Door Co. This replaces the obsolete Liftmaster transmitter which most residents have been using for so many years at Pelican Pointe. To program this transmitter, one takes a borrowed older model, and, after the gates have closed for the night, places the two transmitters near one another. Pushing the open-button on the older model causes the newer one to be properly programmed on its own.

Bulging siding. Bulging siding has been reported by #HH-103 (Danielle Zieg) and #I-101 (Lehman). Although Adam Graff had “looked at” the latter site, no proposal had been received from him. The Board suggested that Rowan Allen look at these two areas of siding when he is next on-site, to get his opinion. A recently-completed project, involving massive bulging siding, was at #H-104 (Bob Martinez). Repairs there included removal and replacement of the affected siding and of the underlying insulation-board, and application of some anti-mold substance (available at Lowe’s or The Home Depot).

DoorKing entrance system. No assistance has been received from our previous management company, explaining how this system works, except that the alleged model number of our system was furnished. Rowan Allen will “look into” obtaining enough information from DoorKing to enable the Allens to program their computer with the software for this system. He will then attempt to determine “how this system works,” so that the programming and re-programming of the system can be performed by the Allens, a subject covered in our contract with them.

Landscape/leaf clean-up. Fischer had bid \$2,000 to perform this task, but snow remains on much of our common areas. The Board postponed this project, pending the melting of enough snow on our common areas to enable this project to be undertaken. There presently remains a vast amount of leaves, the removal of which was proposed by LandTech for a much greater sum.

Prepared and submitted by Steve Susman. Approved by the Board on February 8, 2016:

By _____ Title _____