

# *Saxony Homeowners Association, Inc.*

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## **MINUTES OF THE ANNUAL HOMEOWNERS AND BUDGET MEETING**

November 19, 2014  
Arapahoe County Library Administration Bldg.  
12855 East Adam Aircraft Circle  
Englewood, Colorado 80112

### **Roll Call/Call to Order:**

Board/management present: J. Craig Holland, Sean McCurdy, and Maria Diefenderfer as Board members. David Littler representing Peak to Peak Property Management was also present. President Holland chaired the meeting and the meeting was called to order at 7:00 p.m. A quorum was established, with 13 homes being represented in person and 12 by proxy for a total of 25 of 28 total homes or 89%. There was a sign-in sheet for attendees and proxies.

### **Proof of Notice of Meeting:**

Mr. Littler stated that the meeting notice was mailed to all owners on October 27, 2014.

### **Minutes Approval:**

Copies of the November 20, 2013 annual meeting were provided to those in attendance. There was a motion made by Beryl Vallejo to approve the November 20, 2013 Annual Meeting Minutes as written. Motion seconded by Roger Chamberlain and passed unanimously on voice vote. There were no dissents.

### **Board Report:**

The Board reviewed the items that were accomplished in 2014 and each board member along with our property manager presented reports.

President Holland noted the following decisions and accomplishments:

1. 2014 was a year devoted to continuation of re-establishing a sound reserve account. The 2013 snowfall was less than expected and \$5000 of that snow removal budget was transferred to the reserve account. 2014 was also a year of dealing with a number of severe weather incidents. There was a late April 2014 heavy snowstorm that broke many tree limbs. In addition to a late September 2014 hailstorm, that caused a lot of damage to individual homes, and stripped the trees of leaves. Heavy rainstorms were especially hard on the southeast corner of Saxony this summer. The Board and Property Manager went through a detailed process of research and discussions with experts to correct common element drainage issues in this area.
2. Monthly board meetings continued and emphasized the fiscal commitment to stay within the operating budget and to make appropriate transfers to fund the reserve account. Monthly balance sheets of the financial status are available on the Saxony website. Monthly meetings allow the Saxony community to have financial reconciliation on a frequent and timely basis. The Board started quarterly evening meetings so that more owners could attend meetings, and by July 2014, all meetings were scheduled for 5 pm on Wednesdays.
3. Because of the severe weather overall and the hailstorm of September 29, 2014, the Board has processed a record number of ARC requests.
4. As noted in #1 above, severe weather was a major issue over the last 12 months and the Board has on several occasions sent out check lists to owners about ways to diminish the risk of flooding at individual homes (downspouts, gutters, sump pumps, splash blocks, etc.).
5. The Board also recently posted the updated formulas for the approved paint colors for Saxony homes. The information is available on the Saxony website.
6. Another major focus was managing the 20 year old landscaping of Saxony. The property was over-developed with foliage in 1994, and now the landscaping is in an accelerated phase of deterioration. A number of ongoing and modified landscape improvements were accomplished this calendar year. The most noticeable were storm tree damage cleanup (\$2000), skirting numerous pines (\$310), community flowers (\$1040), grading common areas (\$2666 +\$1845), winter tree pruning #1 (\$3388.28, discounted from \$3764.75), winter tree pruning #2 (\$3631.79, discounted from \$4035.30), spraying trees: Emerald ash borer (\$1514) and Ips (the genus name) beetle (\$1482), Ash borer Soil treatment (\$238), deep root fertilization (\$1050), drainage work, dead shrub

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removal, north west drainage swale ( \$3384), and removal of a dead tree (\$1675).

7. The Board changed the carrier for our insurance from State Farm to American Family Insurance (AFI) because AFI gave us a better rate and better service at the same time.

8. The Board continued an emphasis of safety on our streets, and added more 10 MPH speed limit signs to augment our stop signs and children playing signs.

9. Another ongoing initiative has been working with neighboring HOAs, Cherry Creek Neighborhoods Association, and Arapahoe County Public Works & Development to address the poor condition of the three medians on Caley. This has been done by S/T Diefenderfer alone, and the other Board members and Property Manager are grateful for her efforts in this area.

10. The Board hosted a neighborhood party on August 9, 2014 at the home of President Holland. Intermittent rain did not dampen the sense of community for all that attended. Supplies and beverages were supplied by the Board at their own expense; no HOA funds were used.

11. Continuation of educational efforts about how the budget works and especially the major components of operating and reserve accounts.

12. Continuation of weekly visits by Mr. Littler, our property manager and monthly walks-around the property by the Board.

13. This year was complicated, for ongoing concrete repairs, because our usual vendor decided to discontinue working on any HOA property. Street concrete replacement and repair work was recently completed at the main Saxony entrance. Given the increasing age of Saxony, concrete repairs and a solid reserve account to fund such work will be a priority for the Board.

14. The 2012 installation of the Hunter Solar Sync Evapotranspiration Controller continues to be adjusted, and we have seen major improvements in our water usage. Denver Water audits have shown we met the goals they have mandated for Saxony. These are notable achievements given past draught and water restrictions and the clear potential that such restrictions could come back.

15. The Board completed the annual HOA report to the Colorado Secretary of State, and the annual registration with DORA.

16. New owners were welcomed to the community this year, including Grace and Dennis Bierschbach, Muriel Martin-Gold, and Eileen Deitsch. Sadly, we lost longtime resident and friend, John Heltmach.

Vice President Sean McCurdy discussed the Board's general goals for Saxony in 2015. The emphasis will remain on providing services and maintaining property standards and elements that contribute to home property values. The Board's 2015 goals are:

1. To Provide Services - Saxony faces the economic reality of insatiable requests versus limited resources. To aid in decision-making related to the allocation of Saxony's resources, the Board established a charting system to list all civilly expressed requests for services, prioritized according to two factors, the importance (needs versus wants) and community versus individual benefit. The Board and Management actively solicit communication, chart and rank all civil requests, and provide services based on prioritization, within the available budget. Currently, the vast majority of Saxony owners are demanding somewhat increased services. In 2015, the Board will continue to listen to all civil communications, prioritize requests and needs equitably, and work to provide services according to needs and budget.

2. To Enforce Covenants - The Board has again attempted to promote order and fairness with regard to covenant enforcement. The Board recognizes that it is important to enforce covenants, while not becoming overly sensitive and intrusive. Violations that create a safety or health issue will be formally noticed, as well as other violations. Every unit must recognize that it is one out of 28, and the Board listens to every owner. In 2015, the Board will continue to enforce covenants.

3. To Promote Community - While providing services and enforcing covenants are important; another goal is to create more community. The informal Saxony Summer Social has been a wonderful opportunity to meet and interact with your Saxony neighbors. More civil communication is also encouraged at Saxony. Saxony is a beautiful, small neighborhood, viewed as one of the best locations in the south Denver metro area. Saxony is

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blessed with many hard-working, warm-hearted people. In 2015, the Board will continue to promote community at Saxony.

V/P McCurdy also extended his thanks to President Holland and S/T Diefenderfer for their last three years on the Saxony HOA Board.

## Secretary/Treasurer's Report by Maria Diefenderfer:

1. The 2015 Approved Budget was carefully calculated based on extensive review of past expenses, 2014 actuals (through 10/22/14), and anticipated 2015 expenses obtained from current contractors and the projected maintenance necessary in 2015. Competitive bids for landscaping services were obtained for consideration, as well as re-evaluating all of our current vendor contracts.
2. A \$15 increase in the monthly assessment was approved by the Board. The new monthly assessment of \$285 becomes effective January 1, 2015. This is an incremental step toward continuing to fund the reserve account (required by Colorado law) to the level recommended in our 2012 Reserve Study, and to contribute to the operational account for normal expenses during 2015. Given the 20-year age of the property, the need for maintenance and replacements per the Reserve Study will continue to advance.
3. One of the Board's goals for this year was to begin refurbishing projects to improve the landscaping throughout Saxony. It was a year of unanticipated accelerating needs, storm damage cleanup, and additional expenses due to the age of the property. As a result, a large portion of the 2014-landscaping budget went to emergency projects, which put some of our planned projects on hold until 2015. The landscaping and general grounds maintenance line items were increased for 2015 to better meet expenses.
4. This year we continued to work with neighboring HOAs, local businesses, the Cherry Creek Neighborhoods Association (CCNA), and Nancy Sharpe, our County Commissioner, to meet with Arapahoe County Public Works & Development to address the poor condition and appearance of the three medians on Caley (between Dayton and Boston). Arapahoe County has now established a plan for these improvements, and work is expected to commence before the end of this year. The newly designed medians should look similar to those in Greenwood Village on Caley between Boston and Yosemite to the west.
5. The Board continued our education of HOA issues and state regulation through the Hindman Sanchez law firm's website. Presentations for board members consisting of legal articles, blogs, current legislative actions and future proposed legislation for HOAs are available through this valuable source. There were no new amendments required pertaining to Saxony from the Colorado Legislature this year.
6. The Board encourages the use of the Saxony website to obtain information concerning HOA issues. The website includes pertinent documents, monthly financials, monthly minutes, newsletters and other helpful articles. (Keep in mind that Board meeting minutes and financial balance sheets are posted after Board approval at a subsequent meeting. This creates a one-month delay in posting). Architectural Review request forms are available to print on the website, in addition to the newly formulated Saxony paint colors.

## **Financial Report**

The homeowners reviewed the 2014 expenses included in the notice of meeting notification. The Board and Manager also discussed the current bank balances. The Board answered questions on the 2015 proposed budget. The Board had already met directly (and by phone or e-mail discussions) with most of the 28 homeowners to discuss the budget and the justifications for the \$15 monthly increase in HOA fees starting January 1, 2015. The dual reasons for this increase are further restoration of the reserve account and dealing with the aging landscape of Saxony.

## **Ratification of the 2015 Budget**

Mr. Littler gave a line-by-line detailed review of the Board approved 2015 Budget. The owners present ratified the 2015 Budget as submitted. Two owners, dissented but the budget is ratified unless a majority of owners vote for dissent.

## **Election of Directors**

Each year the term of one board member expires. This year the term of Craig Holland has expired. Dennis Bierschbach agreed to run for a 3-year term on the board. There were no other candidates. Cheryl Holland offered

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a motion to elect Mr. Bierschbach by acclamation and Barbara Chamberlain seconded this motion. The motion by voice vote was unanimous with no dissenting voices. Mr. Bierschbach's term will be in effect until the annual owner's meeting of November 2017.

**Unfinished Business:** None

**New Business:**

1. Mr. Littler distributed a two-page document from Hindman-Sanchez about the reserve fund. This fulfills the annual owners' educational requirement for 2014.
2. There was an open forum for owners at the end of the Annual Meeting. The major item discussed was the interface of monthly assessment fees vs. special assessment fees. The Saxony community will consider a May 2015 special meeting of owners to discuss specific needs that might require a special assessment.

**Adjournment:** There being no further business, a motion to adjourn was made by Jose Vallejo and seconded by Denkanikottai Amarnath. The motion carried by voice vote with no dissent and the meeting was adjourned at 8:05 p.m.

Submitted by J. Craig Holland, and corrected by the Board of 2014 (Holland, McCurdy, and Diefenderfer)

Date of Approval: November xx, 2015

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