

**PLUM CREEK NORTH MASTER HOMEOWNERS ASSOCIATION, INC.**

***BOARD OF DIRECTORS MEETING MINUTES***

**October 6, 2020**

*10 a.m. via Conference Call*

**I. Call the Meeting to Order**

The October meeting of the Board of Directors for the Plum Creek North Master Homeowners Association, Inc. was held at 10 a.m. via conference call. The meeting was called to order at 10:00 a.m. Board Members present; Adrian Sweeney, Acting President and Frank Gappa, Secretary/Treasurer. Representing management: Kim Maguire, CMCA with Premier Property Management, LLC.

**II. RESIGNATION OF BOARD PRESIDENT DAVID LITTLER**

A resignation letter was received on September 15, 2020 from David Littler who is resigning as a Board Member effective September 30, 2020 due to the sale of his home. We wish to thank Mr. Littler for all of his years of service on the Board and as a Design Review Committee Member. Mr. Gappa made a motion to appoint Mr. Sweeney as Board President until the next election. Motion was seconded and passed unanimously.

**III. APPROVAL OF MINUTES**

Mr. Sweeney motioned to approve the minutes dated October 21, 2019 as presented. Motion was seconded and passed unanimously.

**III. REVIEW OF FINANCIAL STATEMENTS**

The Board received and reviewed the financial statements to include, bank statements, balance sheet and month to date and year to date income statements. Mr. Sweeney made a motion to receiving the financial statements in full. Motion was seconded and passed unanimously. Mr. Gappa motioned to approve the check detail. Motion was seconded and passed unanimously.

It was noted that there are no delinquencies to date.

Mr. Sweeney requested a Resolution regarding procedures for vendor/contractor payables. Ms. Maguire will submit the document for review and approval by the Board. Mr. Sweeney and Mr. Gappa will be the approved designees for all bank accounts for the Association.

**IV. OLD BUSINESS**

There was no old business to discuss.

## **V. NEW BUSINESS**

- a. The Board reviewed the snow removal contract with CareTakers. Mr. Gappa motioned to approve the contract as submitted. Motion was seconded and passed unanimously.
- b. The Board reviewed the landscape contract 2021. Mr. Sweeney motioned to approve the contract as submitted. Motion was seconded and passed unanimously.
- c. The Board reviewed the 2021 Budget. Mr. Gappa motioned to accept the budget and present to the Members for ratification at the Budget Ratification meeting to be held in the next 60 days. Motion was seconded and passed unanimously.
- d. Ms. Maguire will work on the details regarding the Annual and Budget Ratification Meeting that will be held virtually, due to Covid-19.
- e. Mr. Sweeney requested that we invite our insurance agent to our next regular board meeting to discuss our insurance policies that are in place. Ms. Maguire will send an invite to the Agent once the meeting is scheduled.
- f. Mr. Sweeney requested that Ms. Maguire reach out to Cara Reed, Town of Castle Rock Neighborhood Liaison to see if she has any knowledge on Governor Polis current Covid- 19 orders and how they affect Membership Meetings.
- g. Mr. Sweeney recommended a Survey Monkey to be used for the election ballot. It was recommended that the ballot be mailed out to fairly preserve secrecy.
- h. Ms. Maguire was asked to email out the Design Review Committee open position.

## **VI. ADJOURNMENT**

Mr. Gappa motioned to adjourn the meeting at 11:52 a.m. Motion was seconded and passed unanimously.