

# The Terrace Homeowners Association, Inc.

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## Meeting of the Board of Directors

January 28, 2014

A meeting of the Terrace Homeowners Association Board of Directors was held on Tuesday, January 29, 2014 at 6:30 p.m. in the offices of Mountain Caretaker, Inc.

1. Roll Call/Establish Quorum. Those directors in attendance were Bill Douglas, Michael Dunlevie, Paul Schaefer, Ken Nager, Scott Schreiner, Deb Jordan, Mary Kerst, Christian Basso, Jane Tully and Steve Lay. With all directors in attendance, a quorum was established for the purpose of conducting business. Also in attendance was Eileen Jacobs of Mountain Caretaker, Inc.

2. Election of Officers.

Nominations were invited for the position of President. Upon motion duly made and seconded, Bill Douglas was nominated for a one year term as president. There being no further nominations, the nominations were closed and a vote called for. Bill Douglas was elected by a unanimous vote.

Nominations were invited for the position of Vice President. Upon motion duly made and seconded, Michael Dunlevie was nominated for a one-year term as Vice President. A motion for a second nomination of Steve Lay for Vice President was also made and seconded. There being no further nominations, the nominations were closed and a vote called for. A secret ballot was distributed and counted by Bill Douglas. Michael Dunlevie was elected by a majority vote of 6 to 4.

Nominations were invited for the position of Treasurer. Scott Schreiner volunteered to serve a one-year term as Treasurer and other nominations were invited from the floor. There being no further nominations, the nominations were closed and a vote called for. Upon motion duly made and seconded, Scott Schreiner was elected by a unanimous vote.

Nominations were invited for the position of Secretary. Mary Kerst indicated that she would stand for re-election to another year as secretary. There being no further nominations, the nominations were closed and a vote called for. Upon motion duly made and seconded, Mary Kerst was elected by a unanimous vote.

3. Member Open Comment. There were no members present for Member Open Comment.
4. Approval of Minutes. The draft minutes of the September 24, 2013 meeting were sent to all directors immediately following the meeting and no comments or corrections were received. Upon motion duly made and seconded, the minutes of the September 24, 2013 meeting were approved by a majority vote with 5 abstentions by those directors not present at the meeting.

The draft minutes of the November 12, 2013 special meeting of the Board were sent to all

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directors with one correction changing “a.m.” to “p.m.” noted. Upon motion duly made and seconded, the minutes of the special meeting on November 12, 2013 were unanimously approved by a majority vote with 4 abstentions by directors not present at the meeting.

## 5. Financial Review

- a) The financial statements as of December 31, 2013 were reviewed noting that the surplus operating funds of approximately \$4,000 have been allocated to the reserve fund.
- b) Accounts Receivable Update. Accounts receivable have been dramatically reduced in 2013 with approximately \$5,000 remaining. These accounts will be collected in accordance with the association’s collection policy.

## 6. Other Business.

- a) Collection Policy Revisions. The association’s attorney, David Firmin, was asked to revise the collection policy pursuant to HB1276. The revised policy was sent to all directors prior to the meeting for review. Upon motion duly made and seconded, the Collection Policy as revised was unanimously adopted.
- b) Code Enforcement Officer RFP. The code enforcement officer for the Terrace resigned effective December 4<sup>th</sup> to accept a position in Wyoming. An RFP has been drafted and was sent to the directors prior to the meeting for review. Discussion ensued as to the level of enforcement, but the consensus was that this is a separate discussion. The code enforcement officer will enforce what is in the documents.

Minor clarifications were made to the RFP. Upon motion duly made and seconded, the RFP was unanimously approved as modified at the meeting.

- c) Pinon Valley Request. A letter was received from Pinon Valley stating that their review of the documents supports that Pinon Valley may be entitled to one collective vote and, therefore, one collective fee of \$300 per year. There is a conflict in the documents on this matter and the Board felt it prudent to have legal counsel review the documents and render an opinion in support of the Board’s position that each lot owner is a member and, therefore, responsible for dues. Upon motion duly made and seconded, the Board approved having Hindman Sanchez review the documents by a vote of 5 in favor, 3 opposed and 2 abstentions.
- d) Entrance Sign Update. The Board discussed the preliminary estimates and conceptual design from Ceres Landscape. It was unclear from the documents presented what Phase I includes as opposed to Phase 2 or Area A. Some thought the estimates were high. Upon motion duly made and seconded, the Board unanimously approved moving forward with the next step to include final documents clarifying what is included in each

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phase and preparation of bid packages.

- e) Tabled to next regular meeting.
- f) Tabled to next regular meeting.
- g) Tabled to next regular meeting.
- h) Tabled to next regular meeting.
- i) Tabled to next regular meeting.
- j) Tabled to next regular meeting.
- k) Steve Lay reported that there is a third trash and recycling provider in the valley. In conversations with the Town of Eagle, he learned that this is not bid out unless requested by residents. He asked the Board to invite owners to encourage bidding out the Town's trash service as well as the Board writing to the Town in support of this. Upon motion duly made and seconded, the Board unanimously approved a letter being sent to the Town encouraging the Town to bid the trash removal service out prior to renewal of the existing contract. Scott Schreiner offered to write the letter and the Board accepted. Furthermore, Steve Lay was encouraged to write an informational piece for owners for the next newsletter (March 1<sup>st</sup> mail out) on the matter.

7. Adjournment. Upon motion duly made and seconded, the meeting adjourned at 8:30 p.m.

Respectfully submitted,

MOUNTAIN CARETAKER, INC.

By: \_\_\_\_\_  
Eileen Jacobs