

FOX CREEK FARM MASTER ASSOCIATION, INC.**BOARD OF DIRECTORS MEETING MINUTES****January 24 , 2002****INTRODUCTIONS**

In attendance for the Board of Directors were Dan Whitmarsh, Karen Kruse, Mike Monticello, and new Board Member, Jim Armstrong. Sharon Riggert of Management Specialists, Inc. was also in attendance.

CALL TO ORDER

The meeting was called to order at 6:30 p.m., and was held at Fall River School.

APPROVAL OF PREVIOUS MINUTES

Minutes of the December 27, 2001 Board of Directors' meetings were corrected by Sharon to read Mountain View and Laurel Irrigation System Repairs in place of Meter at Red Oak. The Board made a motion, which was seconded and approved to accept the Minutes as prepared, with this correction.

OLD BUSINESS**Under drain Resolution**

Sharon was asked by the Board to contact Melody Homes again for a schematic of the perimeter drain around the community homes and the sump pump under drain for each home.

Appointment to Board of Directors

Sharon had been requested to send a letter, dated January 22, 2002 to Jim Armstrong, inviting him to serve on the Board of Directors of Fox Creek Farm Master Association, Inc. The Board made a motion, which was seconded and approved by all members on January 21, outside a regular Board Meeting, to appoint Jim to the vacant position created by Dave Reed who had turned in his resignation. Dave's term would have expired April 2002. Jim accepted the appointment will serve into April through the March 14 Annual/Election Meeting.

The Board asked Sharon to send a letter to Larry Trevaskis, who had also shown interest in becoming a Board Member, explaining their decision to appoint Jim Armstrong to the position.

Aspenwood Lane Fence Update from Melody Homes

Sharon reported she had received a call from Anna Lee of Melody who believes the fence is the homeowner association's responsibility, just as the Spring Gulch sidewalk is.

Mountain View and Laurel Irrigation System Repair

Mike reported a claim is in process for Qwest for repairs in the amount of ~\$388.11.

NEW BUSINESS

Snow removal along Spring Gulch

The Board requested Sharon contact City of Longmont regarding clarification of City and HOA responsibility for path along Spring Gulch and the school, along the side of the athletic field. She indicated she would meet, personally with a City representative to walk the path to get a better understanding of City and Association responsibilities.

Board's reconsideration of Basketball Backboard Storage

The Board reviewed the Guidelines and requested Sharon issue violations for all basketball backboards either stored in the street or on the sidewalk.

QUESTION/ ANSWER - Open Forum

Theresa O'Neill, Landscape Committee member, recommended the Board invite Doug Brown from Longmont City Council to their next meeting to talk about growth and the park next to the school. The Board made a motion, which was seconded and passed to invite Doug to the February 28 Board Meeting to be held at Fall River Elementary School cafeteria at 7:00p.m. Families will be invited in the upcoming newsletter. Refreshments will be served.

EXECUTIVE SESSION - [Content Removed]

NEWSLETTER ITEMS

1. Announcement of Doug Brown's attendance at February 28 meeting
2. Announcement of March 14 Annual/Election Meeting
3. Interest form for new Board Members
4. April auction
5. Design Review Requests - good for one year
6. MSI Emergency #303-420-4433, after hours
7. Board Members' names, addresses and phone numbers

ADJOURNMENT

The meeting was adjourned approximately 9:00 p.m.

FOX CREEK FARM MASTER ASSOCIATION, INC.**BOARD OF DIRECTORS MEETING MINUTES****February 28, 2002****INTRODUCTIONS**

In attendance for the Board of Directors were Dan Whitmarsh, Karen Kruse, Mike Monticello, and Jim Armstrong. Sharon Riggert of Management Specialists, Inc. was not in attendance.

These Minutes were prepared by Sharon after a phone conversation with Karen Kruse to recap the activities of the meeting.

CALL TO ORDER

The meeting was called to order at 6:30 p.m., and was held at Fall River School Cafeteria.

GUEST SPEAKERS

City Council Member Doug Brown explained to homeowners present about the area growth concerns and the park issue. Several questions were raised. Councilman Brown will be responding by email. He is also City Council Representative for East Longmont, 21st and Alpine.

Richard Accountius, former Board Member of Fox Creek Farm Master Association, appeared as a Representative of NGLA, Longmont Neighborhood Leadership Program. He indicated NGLA is looking for any interested people to join the group. There are classes coming up soon. Applications for the classes would have to be submitted for a select number of people to be a part of the group. They are also an advisory board for neighborhood functions and take part in assisting with grant requests. If anyone is interest, they meet every two weeks.

APPROVAL OF PREVIOUS MINUTES

Minutes of the January 24, 2001 Board of Directors' meetings were not available for review and approval by the Board. They will be reviewed for approval at the March 14 Meeting.

OLD BUSINESS**Under Drain Update**

Sharon has received word from Debbie Berdahl of Melody Homes that the individual home schematics of perimeter drain and sump pump pits are not available, as they are archived.

Karen directed Sharon to send another letter to Debbie Berdahl of Melody Homes requesting the procedural schematics be provided the Board by March 29, or the Board will pursue legal remedies. Sharon will work with her Director to receive assistance in obtaining the plans.

Mark Bradshaw's Formal Resignation

Mark provided Sharon his resignation, which has been made a part of the January 24 Minutes.

Snow Removal along Spring

Sharon met with Rob of the Longmont City Parks and Recreation to walk the path along Spring Gulch. Rob agrees the City is responsible for cleaning this path of snow. He is not certain of responsibility for the path between Fox Creek Farm properties and the Fall River School athletic field. Brian Schumacher of the City of Longmont is working with Sharon to determine responsibility. He has a call into the School and will get back with Sharon and Rob as soon as he can determine the status of this path maintenance. Sharon will get Rob to sign information stating the City is responsible for Spring Gulch path, as well as the path between the school and Fox Creek Farm if applicable, when maintenance status is resolved.

NEW BUSINESS

Insurance Renewal

Sharon indicated the homeowner's insurance is due March 19, 2002, and that she has approved a check to be written for the \$1,041.00 premium yearly premium. This is a \$53/year increase over the 2001 premium. Karen agreed to cutting the check. The check will be delivered to the Board at their March 14 meeting for approval and signature.

Discussion of Community Day date/plans

Discussion was held regarding possible dates of August 3 and August 10 in the afternoon for the event to be held at Fall River School. Sharon will check into availability and requirements/ needs of the school in order for the Association to hold their event on the property.

Neighborhood Resource Program Grant Application

A letter has been received from the Longmont City Neighborhood Resource Program with reference to the Board's application on behalf of Association funds. Karen reported a couple of questions need to be responded to by March 4 to be included in the decision-making process.

From the information provided by the Board, priorities will be decided.

Neighborhood Park Issue

Flyers for the March 11 meeting with Longmont Parks and Recreation were handed out to those in attendance at the meeting. Extra copies were given to Theresa O'Neill for distribution in the

Neighborhood. A Parks Committee will be organized to get more people interested in attending the meeting.

EXECUTIVE SESSION - [Content Removed]

Financials and Manager's Report

The Board had received financials by mail and Sharon's Manager's Report via e-mail, for their review prior to the meeting.

Metropolitan Homes Agreement

Karen has been working with Lorin Holmes of Metropolitan Homes to draft a final agreement between Metropolitan and Fox Creek Farm Master Association, Inc., regarding the adjacent Golden Bear development. Mike, Jim and Dan will meet with Lorin on March 5 to review the final agreement.

NEWSLETTER ITEMS

1. April auction ?

ADJOURNMENT

The meeting was adjourned approximately 9:00 p.m.

FOX CREEK FARM MASTER ASSOCIATION, INC.**ANNUAL/ELECTION MEETING****MARCH 14, 2002****CALL TO ORDER**

The meeting was called to order at 7:15 p.m.

INTRODUCTIONS

In attendance from the Board of Directors were Dan Whitmarsh, Mike Monticello and Jim Armstrong. Present from Management Specialists, Inc. was Sharon Riggert.

ROLL CALL

Twenty-four homeowners were represented in person, and fourteen proxies were presented by homeowners present, for a total of 38 homes being represented. To meet quorum of 10%, 47 homes needed to be represented. Quorum was not met; therefore, the election could not be held.

PROOF OF NOTICE

Sharon held up proof of Notice of the Annual meeting mailed to all homeowners.

PURPOSE OF MEETING

To hold the Annual Meeting and attempt to elect three homeowners to the Board of Directors.

APPROVAL OF MINUTES OF PRIOR ANNUAL MEEILNG

Minutes of the year 2001 Meeting were approved by the Board.

COMMUNITY REPORTS

Dan Whitmarsh presented the park meeting update and spoke on other community subjects.

NEW BUSINESS

Nominations were accepted for candidates as future Board Members. Jim Armstrong spoke to those present of his interest and Sue Zwiebel was nominated from the floor.

ADJOURNMENT

With no further items to discuss, the meeting was adjourned at 8:30 p.m.

GENERAL DISCUSSION

Homeowners in attendance addressed the Board of Directors and Management Specialists, Inc. with

several questions, concerns and suggestions for the community.

FOX CREEK FARM MASTER ASSOCIATION, INC.**BOARD OF DIRECTORS MEETING MINUTES****April 11, 2002****OPEN FORUM**

Homeowners Michelle Koci and Joe Smolka Jr. were present to provide the Board with their interest in becoming nominees for the Board of Directors positions, which are currently open.

INTRODUCTIONS

In attendance for the Board of Directors were Mike Monticello, Karen Kruse and Jim Armstrong. Sharon Riggert of Management Specialists, Inc. was also in attendance.

CALL TO ORDER

The meeting was called to order at 6:45 p.m., and was held at Fall River School Library.

APPROVAL OF PREVIOUS MINUTES

Minutes of the March 14, 2002, were reviewed and approved with one change. The deletion of Newsletter Item information was made to the Minute Book copy and signed by Karen Kruse.

OLD BUSINESS**Under Drain Update/Melody Homes**

Sharon reported no additional information has been received from Debbie Berdahl. Karen instructed Sharon to contact Melody for Debbie's supervisor's name and prepare another request information. The letter is to be reviewed by Karen prior to mailing.

Snow Removal along Spring Gulch

Sharon reported Brian Schumacher of the City of Longmont still has no resolution to responsibility of the path that runs between Fox Creek Farms and the athletic field of Fall River School. Sharon was asked to contact the school and work with the City to get a signed statement of responsibility, including a map to be attached.

Discussion of Community Day place/date/plans

Sharon was asked to re-contact Fall River School, asking for the superintendents name and indicating that the attendance would be ~100 people. The Board would like permission to use the grounds either August 3 or 10.

NEW BUSINESS**Financials and Delinquencies**

Financials and delinquencies were reviewed by the Board and approved.

Landscape Committee

Sharon was asked to invite landscape committee members Jason Hoogland, Stacey Box, Shirley Jensen, and Theresa O'Neill to the May meeting.

EXECUTIVE SESSION - [Content Removed]

NEWSLETTER AND MAIL-IN ELECTION BALLOT

The Board discussed publishing a newsletter and including a mail-in ballot. Sharon was instructed to prepare the ballot and ask for nominee information, to be published with the Notice the forepart of May. Mike was asked to prepare the newsletter information.

ADJOURNMENT

The meeting was adjourned approximately 9:10 p.m.

FOX CREEK FARM MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
May 9, 2002

GUEST SPEAKER

Sergeant Campbell of Longmont Police Department provided the Board with information on safety in the community. He suggested Association homeowners may wish to watch the Channel 3 program, "Behind the Badge." He also recommended participation from homeowners in the Citizen's Academy by contacting Linda Coonrod at 651-8523. Heather Dzick, of the department is currently working on a possible stop sign on Deerwood. His presentation offered other community awareness information that might be helpful to be published in a future newsletter. Additionally, he made notes of community concerns brought to his attention by Board Members.

INTRODUCTIONS

In attendance for the Board of Directors were Dan Whitmarsh, Mike Monticello, Karen Kruse and Jim Armstrong. Theresa O'Niell and Shirley Jensen from the Landscape Committee were also present. Sharon Riggert of Management Specialists, Inc. was in attendance.

CALL TO ORDER

The meeting was called to order at 6:45 p.m., and was held at Fall River School Library.

APPROVAL OF PREVIOUS MINUTES

Minutes of the April 11, 2002, were reviewed. A motion was made, seconded and approved to accept the Minutes as prepared.

OLD BUSINESS

Under Drain Update/Melody Homes

The Board reviewed the letter they had directed Sharon to prepare for mailing to Debbie Berdahl's manager, Bob Coleman, requesting explanation from Melody Homes of the schematics of the Fox Creek Farm homes' perimeter drains. Sharon was instructed to make changes and email the Board with revised changes prior to sending the letter.

Snow Removal along Spring Gulch

Sharon reports a letter is with Rob Chapman of the Longmont Parks & Recreation for signature, as confirmation of responsibility for snow removal. It includes a map, which will be attached to the letter.

Discussion of Community Day place/date/plans

Sharon was asked to contact Rob Chapman of the City of Longmont Parks and Recreation to request permission to block off a portion of the greenway along Spring Gulch, from 2-5p.m., Saturday, August 10 for the Association's Community Day event. President, Dan Whitmarsh, asked Sharon to check to see if Fox Creek Farm has a tax-exempt number he could possibly use in purchasing food from Safeway. Jim Armstrong volunteered to help with plans as needed. Karen offered to draft a grant request to submit to the City of Longmont for 2002 Neighborhood Activity Funds.

NEW BUSINESS

Landscape Committee

The Board and Committee Members discussed requirements for use of the \$4,500 Neighborhood Resource Program grant funds. The Landscape Committee was requested to furnish ideas and funds (prices on specific plantings) needed to make improvements under the program to the detention ponds in the Community, and submit to the Board at the next meeting. Use of funds include planting of 9 deciduous trees, 18 evergreen and 27 shrubs, all to be used for the detention ponds. Dan asked Sharon to check on a tax I.D. number for the Association.

Theresa indicated she would contact Susan and Mark Hannon of Hannon Iris Farm to inquire if they would be willing to donate funds for the entryway flowerbeds. Jim Armstrong offered to contact a possible Denver source for another \$100 block grant.

Belmire Landscaping – Power Raking along Spring Gulch

The Board asked Sharon to contact Belmire's to see if power raking and aeration could be performed along the homeowner side, only, of Spring Gulch pathway. A bid for mulch replacement was also to be requested from Belmire Landscaping.

EXECUTIVE SESSION - [Content Removed]

ADJOURNMENT

The meeting was adjourned approximately 9:00 p.m.

FOX CREEK FARM MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
June 13, 2002

LANDSCAPE COMMITTEE REPORT

The Board reviewed the Landscape Committee's June 10 report and discussed future plans and materials needed to complete the detention pond improvement project, landscape contractor performance and improvements needed, list of special requests, and next year's budget recommendations. Sharon was asked to secure a watering schedule from Belmires and retype a copy of the checklist items and other items needing addressed from the committee's report for the Board's and Committee Member's future use as an action item tool.

INTRODUCTIONS

In attendance for the Board of Directors were Dan Whitmarsh, Mike Monticello, Karen Kruse and Jim Armstrong. Theresa O'Neill and Shirley Jensen, Stacey Box and Jason Hoogland from the Landscape Committee were also present. Homeowner and Supervisor for use of Fall River School, Nicole Hill, attended the meeting. Sharon Riggert of Management Specialists, Inc. was also in attendance.

CALL TO ORDER

The meeting was called to order at 6:45 p.m., and was held at Fall River School Library.

APPROVAL OF PREVIOUS MINUTES

Minutes of the May 9, 2002, were reviewed. A motion was made, seconded and approved to accept the Minutes as prepared with one correction. Jim Armstrong requested a paragraph on "Longmont Neighborhood Resource Program Grant" be added to read, "Fox Creek Farm Master Association, Inc. was awarded a grant in the amount of \$4,500 from the City of Longmont for improvements to their community detention ponds."

OLD BUSINESS

Under Drain Update/Melody Homes

Todd Fackler had contacted Sharon by phone on June 6 and indicated Melody has not changed their position. If the Board has additional questions, they are welcome to contact Todd at Management Specialists, Inc.

Snow Removal along Spring Gulch

Sharon reported a letter is on file, signed by Longmont Parks & Recreation, as confirmation of responsibility for snow removal. It includes a map, which will be attached to the letter.

Discussion of Community Day plans

Discussion was held regarding the August 10, 2-5p.m., Activity Day. Karen will prepare two grant requests to submit to the City of Longmont for 2002 Neighborhood Activity Funds, \$400 for summer event and ~\$200 for holiday event, which could be used towards the August 10 activity funding. Sharon was requested to contact the City about closing off Aspenwood Drive.

Results of Mail-In Ballot Election

Sharon reported the 10% quorum of 47 ballots was met. Sixty-three ballots were received. Susan Zweibel received 56 votes, Dan Whitmarsh 57 votes, Jim Armstrong 57 votes, and Joe Smolka 40 votes. Susan, Dan, and Jim were elected, each for a two (2) year term, filling expiring or vacated positions. Appointments to board positions will be made at a future meeting when new Board Member, Susan Zweibel can be present.

Belmire – Power raking/aeration along Spring Gulch and Mulch Bid

The Board resolved not to do power raking. Some Board Members and Landscape Committee members felt power raking have never been performed by May 1, as set forth in the contract.

Belmire's check was held until Sharon could verify with Belmires that the job had or had not been completed. No decision was made on the mulch bid.

NEW BUSINESS

Metropolitan Homes – Repair of Association Irrigation

Sharon was directed to contact Candyce Kavanaugh of Orten & Hindman to request that Golden Bear developer, Metropolitan Homes be asked to repair a broken coupler along Spring Gulch, as reported by the Landscape Committee Members.

Update on Qwest Refund for repairs to Mountain View Irrigation System

Sharon reported the \$388.11 check was scheduled to have been Fed-X'd on June 12, 2002.

Federal/ State Tax Forms

2001 Federal and State Tax Forms were signed by the Board.

EXECUTIVE SESSION - [Content Removed]

ADJOURNMENT

The meeting was adjourned approximately 9:15 p.m.

FOX CREEK FARM MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
July 11, 2002

INTRODUCTIONS

In attendance for the Board of Directors were Mike Monticello, Karen Kruse, Jim Armstrong and Susan Zwiebel. Theresa O'Neill, Shirley Jensen and Jason Hoogland from the Landscape Committee were also present. Sharon Riggert of Management Specialists, Inc. was in attendance.

CALL TO ORDER

The meeting was called to order at 6:45 p.m., and was held at Fall River School Cafeteria.

LANDSCAPE COMMITTEE REPORTS

The Landscape Committee provided recommendations to the Board for the types of bushes and trees as well as a layout drawing for the detention ponds, using the grant amount that was awarded by the City of Longmont for the improvements to these ponds. The Board will review the material and get back with the committee on a decision as to the types of trees and bushes to be used. The Landscape Committee also provided a checklist from their recent walk-through of the Association grounds.

APPROVAL OF PREVIOUS MINUTES

Minutes of the June 13, 2002, Board Meeting were reviewed. A motion was made, seconded and approved to accept the minutes as prepared.

OLD BUSINESS**Discussion of Community Day Plans**

A decision was made by the Board to move the Community Day from August 10, 2002, to either September 7, 21 or 28, 2002. Karen will check the dates to make sure there is no conflict with reference to sports activities, to assist in increasing possible attendance by homeowners. Sharon will cancel the August 10, 2002, arrangements with the City of Longmont to block off Spring Gulch Path and clear the dates of either September 7, 21 or 28 for the same purpose. Sharon will also check with the City of Longmont for a form that needs to be completed to block off Aspenwood Drive and bring to the August meeting. Karen reported on the submission of grants to the City of Longmont for 2002 Neighborhood Activity Funds, for a summer community picnic, 11am – 1:30pm, and a holiday event. The Association has been awarded a total grant in the amount of \$185.00 for both events (\$92.50 per event).

December 12, 2002, has been scheduled for the holiday event. Sharon has been asked to check with Fall River Schools to see if they will allow food to be served in the gym. The event will be held from 6:30pm to 9:00pm. The Board brainstormed activities and food for the event.

Art in Public Places

Jim Armstrong recommended that the Association look into Art in Public Places offered by the City of Longmont as a possibility to enhance the Spring Gulch Path. He will check into details and report to the Board at the next meeting.

Appointment of Board Positions

The appointment of Board positions was tabled until the August meeting.

Decision on Mulch Funding

The Landscape Committee had discussed the possibility of buying bags of mulch and using community volunteers to distribute. Karen requested Theresa O'Neill confirm the price of mulch, the cost per bag and how many bags are needed and then notify the Board by email. This is considered to be a bid only.

NEW BUSINESS**Agreement on Grounds Contract 2003 Map**

The Board reviewed the grounds map to be used for bids of grounds contractors for 2003. Sharon was asked to check with the city to see if snow removal would be done by the city along Pace after the turnover from Melody in September, 2002 to the city, so a decision could be made on whether to place this on the map as Association responsibility. She will report at the next meeting.

Discussion was held regarding the fence that lies behind three homes on Aspenwood Dr. The Board

made a resolution, which was seconded and approved, to release ownership to the three homeowners of that fence. Sharon will prepare a letter for review by the Board to be sent to the homeowners. Responsibility of the Association will be taken off of the map.

2003 Reserve Plan for Association

The Board made a resolution to request Management Specialists, Inc. to prepare a reserve plan for 2003 at a fee of \$300.00.

New Signature Cards

Sharon reviewed the addition of new member Susan Zwiebel to be added to the signature card for check signing. She will bring a form for signature to the next meeting.

EXECUTIVE SESSION - [Content Removed]

ADJOURNMENT

The meeting was adjourned at 9:00 p.m.

FOX CREEK FARM MASTER ASSOCIATION, INC.
Board of Directors Meeting Minutes
August 8, 2002

OPEN FORUM

In attendance were homeowners Natalie Smith and Jack O'Neill. Natalie discussed with Mike Monticello of the Architectural Committee a neighbor's construction of a trellis in the backyard. She inquired about the height and whether it had been approved. Discussion was held with the Board and Mike Monticello, Committee Member. Jack O'Neill appeared before the Board to discuss issues of a neighbor's lawn and a trailer parked in the backyard. The Board indicated they would discuss these in their homeowners' communication further into the meeting and make decisions on possible violations.

INTRODUCTIONS

In attendance for the Board of Directors were Mike Monticello, Karen Kruse, Susan Swiebel and Dan Whitmarsh. Theresa O'Neill, Shirley Jensen and Jason Hoogland from the Landscape Committee were also present. Sharon Riggert of Management Specialists, Inc. was in attendance.

CALL TO ORDER

The meeting was called to order at 6:45 p.m., and was held at Fall River School cafeteria.

LANDSCAPE COMMITTEE REPORTS

Jason Hoogland of the Landscape Committee reported on bids received for the trees in the detention pond using the grant amount that was awarded by the City of Longmont for improvements to the ponds. Jason recommended the Board skip the warranty provided in various bids, allowing more trees to be purchased and planted. The bid, which appeared to meet the Association's needs, was that of Chapman Landscaping. The committee was asked to gather additional information and report at next month's meeting for further consideration. The Landscape Committee also provided a checklist from their recent walk through of the Association's grounds.

Theresa O'Neill returned \$1.40 to Sharon Riggert to be credited to the Association's account for the balance of items that were purchased for planting in various beds.

Information on the mulch bid update was provided, and the Board decided to table the mulch purchases until next spring.

The light that was reported out on the south side of Red Oak Drive at the entrance will be checked by Dan and Mike Monticello. If repair is needed, Sharon will be notified to contact an electrician and write a work order.

The Landscape Committee did not have an opportunity to discuss staking of trees in the detention pond and will respond to the Board next month.

APPROVAL OF PREVIOUS MINUTES

Minutes of the July 11, 2002, Board meeting were reviewed. Correction was made to the information as it was written up under the subtopic of "Discussion of Community Day Plans." With the corrections being made, the minutes were approved as prepared.

OLD BUSINESS

Discussion of Community Day Plans

Jim Armstrong was assigned to distribute the city permit to homeowners on Aspenwood Drive to close the street for the event. Mike has been asked to prepare material for the newsletter. Mike also volunteered to make contact with someone who does caricatures for events such as the Community Day. Dan will check into a clown for the event and also a jump-oline. Sharon needs to contact the Fire Department for information to be shared for fire education for children as well as information sharing for adults. She will also contact the Police Department and get information from perhaps Sergeant Paul Campbell, the beat sergeant, who can provide maybe finger printing, precautions, awareness and vandalism information. Dan will check with Safeway to see if he can get assistance with the food cost. The grant money will be used for cold cuts, cheeses and picnic materials, so participants can prepare sandwiches. The event is scheduled for Saturday, September 28, 2002 from 11:00 a.m. – 1:30 p.m.

Appointment of Board Positions

In the absence of Board Member, Jim Armstrong, the Board made a decision to discuss appointment of Board positions at the September meeting.

Decision on Mulch Funding

Decision making has been postponed until next spring.

NEW BUSINESS

Agreement on Contractors to Bid Grounds Contracts

Sharon was directed to send bids to five contractors for consideration by the Board. One of these bids will be Chapman Landscaping. Jason Hoogland of the Landscape Committee is a partner in this landscaping company and asked permission to bid on the Association's contract.

New Signature Cards

The forms were signed for new signatures for the bank to include Susan Zwiebel, new Board Member.

EXECUTIVE SESSION & MANAGER'S REPORT

Review and Decision Making on Metropolitan Homes Agreement

Karen reported the agreement is near completion. The item will be added to the September agenda.

FINANCIALS AND MANAGER'S REPORT

Sharon distributed July 31, 2002, financials to the Board. A resolution was proposed, seconded and accepted to move \$12,000 from the Association's reserve funds into the CD that is expiring September 29, 2002, at Horizon. Sharon presented a verbal Manager's Report to the Board of the prior month's activities. She reported there were several homeowners delinquent in their \$140 assessment fee with fines accumulating and were currently at the level of intent to file lien letters being sent to homeowners.

HOMEOWNER COMMUNICATION

Sharon reviewed and discussed with the Board specific requests she had received from homeowners regarding covenant violations as well as specific actions, which she needed direction on from the Board with reference to her inspection violations.

SIGNATURE ON CHECKS

August checks were reviewed and signed by the Board.

NEWSLETTER ITEMS

During the open forum discussion, it was suggested that Mike include the newsletter on the website. The two homeowners present for Open Forum indicated they had never received the May newsletter. Sharon verified both of their addresses and indicated that all mailings are sent from the Arvada office to all homeowners on the membership list. The homeowners present for the Open Forum also suggested that infractions of violations be calculated and published to homeowners in current newsletters. Sharon agreed to send the Board weekly inspection reports so that these calculations can be prepared by Dan and then published by Mike in upcoming newsletters.

NEXT MEETING DATE

The next meeting will be held September 12, 2002, at Fall River School cafeteria at 6:30 p.m.

ADJOURNMENT

The meeting was adjourned approximately 9:15 p.m.

**FOX CREEK FARM MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES**

September 12, 2002

INTRODUCTIONS

The Board Members present were: Dan Whitmarsh, Karen Kruse, Jim Armstrong, Mike Monticello and Susan Zwiebel. Sharon Riggert of Management Specialists, Inc. was in attendance.

The Board discussed the detention pond improvements project, which will require planting of trees and shrubs in the detention ponds and along Spring Gulch, in the near future. Jason Hoogland of the Landscape Committee was present and assisted the Board in their planning. The importance of continued watering of the trees and shrubs was discussed, and Sharon was instructed to include this in the bids to be issued to contractors for the year 2002-2003.

Scheduling the Fall River School for 2003 Board meetings was discussed. Nicole Hill has reported to Sharon that scheduling will be completed in November of this year. Sharon was asked to check with Nicole on possible dates for the December cafeteria use in planning the Christmas Association event on either December 5th or December 19th.

A renter was present to represent the homeowner at 1427 Cedarwood Drive to discuss the violation notices received for weeds. He was especially concerned about the harshness of the letters sent out by Management Specialists, Inc. The Board advised the issue would be taken under consideration, and Sharon was instructed to see if changes could be made to Fox Creek Farm Homeowners Association letters to soften them in the future.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. The above topics were discussed from 6:30 p.m. until 7:30 p.m. outside of the Executive Session.

APPROVAL OF PREVIOUS MINUTES

A motion was made, seconded and approved to accept the minutes of the August 8, 2002, Board of Directors Meeting as written with one correction.

OLD BUSINESS

Finalization of Community Day Plans – Each Board Member accepted specific responsibilities, and Sharon was instructed to issue by September 24th, a \$25 check for deposit to the City of Longmont as reservation for barricades to be used at the event on Saturday, September 28th.

Appointment of Board Positions – After discussion, the Board appointed Dan Whitmarsh to continue as President, Karen Kruse to continue as Treasurer, Mike Monticello as Secretary, Jim Armstrong as Vice President and Susan Zwiebel as Member at Large. Dan, Jim and Susan will be serving two (2) year terms through May 22, 2004, based on the Association's mail-in proxy ballot election. Karen and Mike will continue their terms through April 20, 2003, in accordance with a mail-in proxy ballot election by the Association.

Review and Decision Making on Metropolitan Homes Agreement – Jim reported on the results of his research with the City and plans to continue to inquire as to the City's urgency and position on getting an agreement signed between Metropolitan Homes and Fox Creek Farm Master Association, Inc. Karen will call Suzette of Metropolitan. Activities with Orten & Hindman Attorneys, which could create additional legal expenses has been frozen.

NEW BUSINESS

2002-2003 Grounds Contract for Bids Solicitations – The Board of Directors will review the current contract and revise. It will then be submitted to Sharon to secure five (5) bids as previously discussed at the August 8, 2002, Board of Directors Meeting.

FINANCIALS

Sharon reviewed financials and delinquencies with the Board. A decision was made for Mike Monticello to check into the \$59,740.65 CD expiring 9/29/02 to continue it, but add \$12,000 from reserves to the CD, which had previously been approved at the August 8, 2002, Board Meeting.

MANAGER'S REPORT

Sharon reviewed homeowners' communication violations and inspections with the Board Members.

ADJOURNMENT

There being no further business to come before the meeting, it was adjourned at 9:15 p.m. The next meeting is scheduled for October 10, 2002.

**FOX CREEK FARM MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 10, 2002**

INTRODUCTIONS

Board Members Dan Whitmarsh, Karen Kruse, Jim Armstrong, Mike Monticello and Susan Zwiebel were present. Sharon Riggert of Management Specialists, Inc. was in attendance.

LANDSCAPE COMMITTEE REPORT

Theresa O'Neill turned in her resignation to the Board as a Landscape Committee Member. She discussed with the Board her feelings with reference to her resignation and her involvement on the committee.

OPEN FORUM

The majority of the evening's meeting was dedicated to discussion with those homeowners present for the open forum.

CALLED TO ORDER

The meeting was called to order at 8:15 p.m. Some of the homeowners present for the open forum remained for the business part of the meeting.

APPROVAL OF PREVIOUS MINUTES

The Board began with old business, and the minutes were tabled for approval until the next meeting.

OLD BUSINESS

Review of Metropolitan Homes Agreement Progress – An update was provided by Karen Kruse, and Jim Armstrong presented information that he had received from communication he had with the City of Longmont.

Decision on Mulch Funding – This item was tabled until spring, 2003.

NEW BUSINESS

Recommendations for 2003 Budget – Sharon discussed a few of the items to be added to the 2003 budget with the Board Members present. She indicated she would prepare the budget. The Board asked her to bring it to the next meeting for review to see if additional items need to be added, changed, etc.

Decision of Plans for Community Christmas Event, December – Sharon confirmed she had scheduled with St. Vrain School District to utilize the cafeteria at Fall River School on December 19, 2002, from 6:30 p.m. – 8:45 p.m. The Board discussed a few of the plans for the event.

Discussion of Softer Language for Violation Letters – Sharon presented sample copies of Management Specialists, Inc.'s current letters to the Board of Directors. Dan Whitmarsh informed her that he had received some recommendations for softening the letters from the individual who attended the September meeting. The Board will take the letters to rewrite them and provide those for Sharon to use in the Management Specialists, Inc. Fox Creek Farm system file to be used for future mailings.

FINANCIALS AND MANAGER'S REPORT

The financials were reviewed with homeowners present and the Board, by Sharon. One homeowner inquired if the financials could be published on the website. Sharon indicated the confidentiality of delinquencies and Association account numbers could become an issue, but she would check with her manager to see if this might be feasible. She will let the Board know so that Mike Monticello can publish on the website.

Delinquencies were reviewed.

Signatures on Checks

Checks were reviewed and signed by the Board. Included in the checks were the Lefthand Valley Nursery billing for \$4,978.37 and Chapman Landscaping billing for \$4,221.12 which had been reviewed by the majority of Board members at the time of planting of the trees at the detention ponds and Spring Gulch. They were reviewed by other members at the time of signing and included with disbursements for the month of September.

VERBAL MANAGER'S REPORT

Sharon reported that Denise Parisi, Supervisor of Customer Service for Rural Areas in Longmont, has

been invited to the March meeting. Discussion was held with the Board. Jim Armstrong felt this was too late, as homeowners are currently not receiving mail properly. Some Board members felt this needed to be tabled until the March Board meeting due to all of the necessary work that needs to be done in the near future meetings such as review of budget, decision on grounds contract, Budget Ratification Meeting plans, the Christmas event plans, etc.

Sharon had several items to discuss further with the Board, but time was limited.

Sharon also wanted to discuss the fence issue behind the homes at Aspenwood Lane and the letter that the Board hopes to publish. She has asked for recommendations of internal Management Specialists, Inc. management as to how to handle the transfer of fence ownership. They suggested the issue be checked with Orten & Hindman. This was tabled to the next meeting, November 7, 2002, due to time constraints.

ORTEN & HINDMAN STATUS REPORT

There was no status report furnished by Orten & Hindman

Grounds Contract Bids for 2003 Discussion – The Board reviewed, in the limited time, the grounds contract bids that had been provided by Sharon. Sharon was asked to contact Belmire Landscaping for a reference, an explanation with reference to tree fertilization as far as the cost for applications for all trees, and the snow removal plan. Sharon was asked to provide this information to the Board by e-mail so that they can make a decision on the grounds contract in the near future.

Karen Kruse provided Sharon with the layout maps provided by Rob Chapman of the two detention areas and Spring Gulch indicating where new trees and shrubs have been planted and the drip system has been put in to place on Spring Gulch.

NEWSLETTER ITEMS

Karen Kruse indicated that she had planned to bring a sign that could be used for posting community meetings; but at this meeting, it was too heavy for her to bring, so we will discuss it at a future meeting.

The purpose is to have a community announcement sign as well as information published on the website. The website will be used to announce when the newsletter is being mailed. It will also announce when the postal department plans to attend a Board meeting to speak with people about mail delivery issues. In addition, there should be something in a future newsletter with reference to no signs at the entrances in the flowerbeds around the greenways.

ADJOURNMENT

The meeting adjourned at 9:30 p.m.

FOX CREEK FARM MASTER ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
NOVEMBER 7, 2002

INTRODUCTIONS

Board Members Jim Armstrong, Mike Monticello, Susan Zwiebel and Dan Whitmarsh were present. Sharon Riggert, Community Manager, and Kathleen Lora, Director of Loveland Management Specialists, Inc. were in attendance. Also in attendance was the Association's attorney from Orten & Hindman, Laura Sanchez.

OPEN FORUM

At approximately 6:45 p.m. until approximately 8:30 p.m., the evening was dedicated to discussion with those homeowners present for the Open Forum. Some of the topics discussed were door-to-door proxy campaign to disband Fox Creek Farm Homeowners Association, covenant violations issued in the community, publication of the covenants, fine policy and delinquency policy on the web site, co-partnering with Mark Hannon on a newsletter, better enforcement of covenant violations through an increased fine policy, a possible opinion pole in the newsletter to determine how many homeowners are interested in changing specific covenants, written consent from neighbors if covenant violations are being observed, changes to current Fox Creek Farm Design Criteria Standards, partnering of the website with Mark Hannon, placement of lawn placards at homes where Design Review Request forms had been approved, changes in fence height guidelines and numerous other topics, etc.

Laura Sanchez recommended that the Board publish information to homeowners regarding recent accomplishments of the Board and activities of the Association and why covenants are needed. She recommended that committees be set up for specific items of discussion that had occurred throughout the evening as well as ad hoc committees. She provided the recommendation that higher fines be instilled for those who are not maintaining their property within the Association. She was asked to provide information to clarify the advantage of having a covenant controlled association versus a non-covenant controlled association. Laura will provide Sharon with a copy of the CAI fact book and a gallop poll that was performed a couple of years ago, so the Board can share with homeowners some of this information. Laura also agreed to send Sharon an e-mail explaining how the funds in homeowners' accounts are not distributed to homeowners but are actually divided in various other ways. She will also provide Sharon with some Orten & Hindman luncheon and breakfast Association information sharing meeting dates so that Board members may attend if they wish.

CALLED TO ORDER

The meeting was called to order at 8:30 p.m. Minutes from the previous meeting were unable to be approved due to time constraints. Financials were distributed to the Board.

Checks were also signed by the Board.

OLD BUSINESS

Softer language recommendations for violation letters was presented to Sharon by Dan and tabled for another meeting for discussion.

Plans for community Christmas event were discussed. December 19, 2002, is the date the community meeting is to be held from 7:30 p.m. to 8:45 p.m. A cookie exchange was recommended and Board members made a decision to talk about this off site to complete the plan to have published by Mike Monticello in an upcoming newsletter.

Metropolitan Homes agreement progress had been tabled until the December meeting. Jim Armstrong expressed concern that there is a need to complete this agreement soon.

Decision on mulch funding was tabled until spring of 2003.

NEW BUSINESS

The Board discussed possible transfer of the CD expiring November 6, 2002, with a 10 day grace period to a new banking institution. Susan will check into the rates and discuss via e-mail with the Board to make a decision.

The 2003 budget was provided by Sharon for the Board's review. Due to time constraints, there was no

time for discussion. The Board will meet off-site and provide Sharon with any changes or recommendations by November 27, 2002.

Dan was unable to obtain information on a new bank versus the Wells Fargo bank for the Association. This has been tabled until another meeting.

Sharon discussed her contact with the postal service indicating that they are unwilling to meet with the Board but would prefer that the Board or homeowners provide information and specifics so that the postal service can respond to poor mail delivery.

The Board asked Sharon to check on the price of scanning covenants and preparing fine and delinquency policy information to be published on the website.

The Board also asked Sharon and Kathleen to check with Management Specialists, Inc. to see if Covenants, Articles and By Laws, the legal documents of the Association, can be charged to individuals asking for information, such as mortgage companies, title companies, real estate companies, etc.

The grounds contract for 2003 was signed by the Board and awarded to Belmire Landscaping.

ADJOURNMENT

The meeting adjourned at 9:15 p.m.

FOX CREEK FARM MASTER ASSOCIATION, INC.**BOARD OF DIRECTORS MEETING MINUTES****DECEMBER 19, 2002****INTRODUCTIONS**

Board Members Mike Monticello, Susan Zwiebel, Dan Whitmarsh and Karen Kruse were present. Sharon Riggert, Community Manager, from Management Specialists, Inc. was also in attendance.

OPEN FORUM

There were no homeowners present for open forum.

CALLED TO ORDER

The meeting was called to order at 6:30 p.m.

APPROVAL OF PREVIOUS MINUTES

A motion was made, seconded and approved to accept the minutes as written dated November 7, 2002.

MANAGER'S REPORT

Financials – The financials were reviewed by Sharon with the Board.

[Content Removed]

SIGNATURE ON CHECKS

Checks were reviewed and signed by the Board.

OLD BUSINESS

Approval of Revised Proposed 2003 Budget – Dan Whitmarsh, President, signed the approval letter for the budget with assessments remaining at \$140 annually.

Soft Language Recommendations for Violation Letters – This topic was tabled until a future meeting.

Metropolitan Homes Agreement Update – This topic was tabled for the January meeting.

New Bank vs. Wells Fargo Bank – Dan reported he had been unable to contact new banks with reference to establishing the Association funds in the future. Susan suggested she would be able to contact Compass Bank, which would probably set up an account with no fees for the Association. The subject was tabled for discussion at the next Board meeting.

Postal Service Responses from Newsletter Articles – Mike and the Board indicated they had no

responses from the newsletter article asking for information from specific homeowners with reference to delayed mail. Sharon reminded the Board that the delivery supervisor, Denise Parisi, needs definite information from homeowners in order to correct mail delivery in the community.

Decision on Mulch Funding – This topic had been tabled until Spring of 2003. Susan indicated that Mary Gardner of Belmire recommended that some type of mulch be placed around the new trees and the old. Dan volunteered to use his pickup to acquire some of the mulch from the city that was offered and distribute it around some of the trees during the holiday season.

Grant Monies to be Received from the City of Longmont – Karen asked Sharon to be on the lookout for \$184.07 and a \$4,500.00 check from the City of Longmont Resource Programs which represent the monies granted from the City for 2002 Neighborhood Activity Funds and for planting of trees in the detention ponds.

NEW BUSINESS

Approval of Six Month Meeting Contract with St. Vrain Skyline High School – Sharon presented the information on a new contract for the use of Skyline High School for six months on the second Thursday of each month for the Association Board meetings. Dan and Mike offered to recontact Nicole Hill to see if they could continue to use Fall River School.

Signature on Belmire Letter Regarding Use or Non-Use of Ice Melt – The Board discussed snow removal costs, timeliness and the possibility of notification by a Board Member to Belmire landscaping when snow has occurred in the area. Sharon indicated the contract does read under item G4 Cost Effectiveness, that the contractor will use good judgment in conserving the snow removal funds of the Association. She indicated that contractors are asked to check the snow in the area prior to setting up their routes for removal. It is probable that by the time northern properties have had snow removed, that there has been sun, which has melted some of the snow. Regardless, the crew was scheduled early in the day to remove snow on the property. She indicated to the Board that if a Board Member were to take responsibility of notifying Belmire when the snow should be removed, that they were taking the responsibility and judgment away from the contractor and the liability would be put into the Board's hands in case of falls, etc. Sharon indicated there might be a volunteer form that could be used by Board Members and would bring it to the next meeting, if it were located, with reference to waivers, release, discharge, covenant not to sue and indemnity. The Board would like to use such a form, as they prefer to keep ice melt at one of the Board Member's homes and give that responsibility to the member to place when necessary.

NEWSLETTER ITEMS

The Board indicated they would continue to publish specific items in Mark Hannon's January 10th newsletter. There were no further items discussed for the future Association newsletter.

NEXT MEETING DATE

The next meeting will be held Thursday, January 9, 2003, at Skyline High School from 6:30 p.m.–9:00 p.m.

ADJOURNMENT

The meeting adjourned at 7:30 p.m. The Board continued to spend the evening conversing with those

homeowners who were attending the holiday following their Board Meeting.

SR/mkm