

FOX CREEK FARM MASTER ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

JANUARY 9, 2003

CALL TO ORDER

The meeting was called to order at 6:15 p.m.

INTRODUCTIONS

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

APPROVAL OF PREVIOUS MINUTES

The minutes of the December 19, 2002, Board Meeting was approved as prepared.

MANAGER'S REPORT

Financials and Review of Delinquencies – Financials were reviewed by Sharon with the Board. A request was made of Sharon to contact Arvada's Accounting Department to request an adjustment be made to the December 31, 2002, financials to reflect the credit of \$4,500.00 that was received from the City of Longmont Resource Programs for planting of trees in the detention pond. A motion was made, seconded and approved that this adjustment should be made to the financials for the year 2002.

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OLD BUSINESS

Adoption of Revised Proposed 2003 Budget/Set February Meeting – The Board made a motion, seconded and approved the revised proposed 2003 budget. A meeting has been set for February 13, 2003, at Skyline High School for the budget ratification.

Soft Violation Recommendations for Violation Letters – This item was tabled for a future meeting. Materials were passed to Susan for consideration and review.

Metropolitan Homes Agreement Update – Karen advised the update would be made at the March meeting.

New Bank vs. Wells Fargo Bank – Susan and Dan reported on results of their findings. The Board asked Sharon to request of Accounting the fees that are normally charged to their account by UMB if they would consider moving their operating funds to that bank. Previously, they had requested the charges that are taking place with the Wells Fargo Bank accounts in which their funds are currently placed. In a January 6, 2003, e-mail to the Board, Sharon provided charges from UMB that appear to be excellent benefits including free lock box services, no fee accounts, which means not only no service fees, but no penalty fees as well. Thus far, the Board has not been able to find a comparable bank to move the funds to.

Snow/Ice Removal Near School – Sharon was requested to ask Dan Brien of Belmire Landscaping to attend the February 13, 2003, Board Meeting to discuss recommendations or changes to the contract for snow removal.

Decision on Mulch Funding – This topic has been tabled until spring, 2003. However, Dan Whitmarsh and his daughter have applied some free mulch from the City of Longmont to some of the trees that have recently been planted in the detention ponds.

NEW BUSINESS

Approval of Five Month Contract at Skyline High School – The Board made a motion which was seconded and approved to continue with Skyline High School for three (3) months – February, March and April – until the new firehouse #3 is opened nearby. Sharon was directed to prepare a contract with St. Vrain Valley School District for February 13, March 13 and April 10, 2003 from 6:30 p.m. until 8:30 p.m.

Review and Approval of Management Contract, 2003 – The Board made a motion, seconded and approved to sign the contract with Management Specialists, Inc. for the contract period of February 1, 2003 through January 31, 2004.

Sign in Community/Announcing Board of Directors Meeting Places and Dates – Sharon was requested to contact Longmont Signs regarding the prices of 25-50 signs that would be double-sided, one color stating Homeowner Association Board of Directors Meeting 7:30 p.m., Thursday, with a smaller second sign beneath it to display additional information.

NGLA Grant – Mike presented Karen with the information he had received for submitting applications to the City of Longmont by January 16, 2003. Karen said she would work on the packet to attempt to get the Association's request in by that time.

OPEN FORUM

There were two (2) homeowners present at the meeting and discussion was held with them during the open forum. Homeowner Laura Seide, who lives at 1433 Bellwood Drive, offered assistance to the Board in planning for use of 2003 Longmont NGLA Grant Funds if they are secured. The Board thanked Laura and took her phone number for future reference.

NEWSLETTER ITEMS

The Board discussed preparation of materials to include in Mark Hannon's publication, which will be sent out to the community next week.

NEXT MEETING DATE

February 13, 2003, was set for the Budget Ratification Meeting at Skyline High School. The Board meeting will be held from 6:30 p.m. – 7:30 p.m. and the Budget Ratification will be scheduled from 7:30 p.m. – 8:30 p.m.

ADJOURNMENT

Adjournment was at 8:30 p.m.

SR/mkm

FOX CREEK FARM MASTER ASSOCIATION, INC.**BOARD OF DIRECTORS MEETING MINUTES****FEBRUARY 13, 2003****CALL TO ORDER**

The meeting was called to order at 6:45 p.m. In attendance for the Board of Directors were Dan Whitmarsh, Susan Zwiebel, Jim Armstrong and Mike Monticello. In attendance for Management Specialists, Inc. was Sharon Riggert, Community Manager.

GUEST

Dan Breen of Belmire Sprinkler was to be present to discuss snow removal. Dan did not appear to speak with the Board. Sharon indicated she would invite him again for the March meeting.

APPROVAL OF PREVIOUS MINUTES

A motion was made, seconded and carried to approve the minutes of the Board meeting held January 9, 2003.

MANAGER'S REPORT

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In reviewing the financials for January 31, 2003, Jim Armstrong noted that there were approximately 180 homeowners listed as delinquent. It was based on the fact that the letters for the 2003 annual amount were delayed until January when mailed out by Management Specialists, Inc. He was concerned that these accounts may reflect a late charge on the February financials. Sharon was instructed to check with Accounting to request that these late charges not be placed on homeowners' accounts.

The Board discussed comments from a homeowner. He was concerned that his new neighbors are parking on the gravel next to the driveway and indicated his former neighbor had been told that he could not park on the rock way near the drive. Sharon had checked the logs. There was no record of any letter accordingly. The Rules and Regulations were reviewed by the Board with reference to parking at the side of the driveway and extension of driveway. After discussion, the Board decided to review the Rules and Regulations and make some changes to bring them up-to-date.

Sharon passed out Orten & Hindman information sheets on Chapter 7 Bankruptcy Filings so that they would be more aware of the situation that is currently within their Association and how it may be handled in the future.

Sharon reported she had a phone call from a homeowner asking for a leniency this summer on weeds and how the Board would be handling violations during the drought. She recommended newsletter tips be given to individuals how to control the weeds. Sharon advised she would be gathering information on droughts, weed control, etc. to discuss with the Board as spring approaches.

Taxes – Tax forms, as prepared by Management Specialists, Inc., were reviewed by Board members. After some discussion, the Board made a resolution to sign the tax papers.

SIGNATURE ON CHECKS

The Board reviewed and signed checks. The Board brought the question to Sharon's attention as to why a charge was being made from December of 2002 for extra meeting time on the current Management Specialists, Inc. billing. They instructed Sharon to check with Accounting to be sure there were only twelve (12) meetings charged to the account in 2002 and that this was not an additional charge. Sharon explained that sometimes the monthly charges for extra meetings fall into billings a month or two later. However, the Board asked for resolution and directed Sharon to check with Accounting prior to their signing the Management Specialists, Inc. check.

OLD BUSINESS

Soft Language Recommendations for Violation Letters – Tabled.

Metropolitan Homes Agreement Update – Tabled.

New Bank Versus Wells Fargo Bank – After discussion and information submitted to the Board by Sharon from the Accounting Department, the Board made a motion, which was seconded and approved to switch to the United Missouri Bank (UMB) in place of the current Wells Fargo Bank being used by the Association.

Decision on Mulch Funding – Tabled until spring 2003.

NEW BUSINESS

Signs for Community/Announcing Board of Directors Meetings Places and Dates – Sharon reviewed information that she had received from Longmont Signs, and the Board decided to table the issue until Karen Kruse could be available since she had brought up the topic of using specific signs announcing community meetings.

NGLA Representative Appointment by Board of Directors – A motion was made and seconded to appoint Mike Monticello to the Longmont NGLA Fox Creek Farm Master Association, Inc. representative for the year 2003.

OPEN FORUM

There were no homeowners present for Open Forum.

NEWSLETTER ITEMS

A brief discussion was held with reference to topic of publications to be included in the next newsletter.

NEXT MEETING DATE

March 13, 2003 has been chosen for the next meeting at Skyline High School from 6:00 p.m. until 8:30 p.m. or 9:00 p.m. A Board meeting will be held prior to the Annual Meeting on that date.

ADJOURNMENT

The meeting adjourned at 7:45 p.m.

SR/mkm