

Town Homes at Red Hawk  
Special Meeting  
March 18, 2007  
Village Inn – Castle Rock

**1. Meeting called to order at 5:04 p.m.**

**2. Attendance:**

Board members present: Chris Gould, Gene Plummer, Mary Carter, Ralph Cole  
Management Company - Jeff Frenzel - A Vantage Properties

Community members: Doug Enfield; Carolyn Plummer, Jeff Jeffries and Ethel Jeffries.

**3. Approval of Minutes from February 8, 2007 – Will address at April's, quarterly meeting**

**4. Business**

**A. Selection of 5<sup>th</sup> Board Member:**

- Will discuss / select April 17, 2007, quarterly meeting
- AVP to mail a post card to the Association's members to solicit resumes of interest
- Interested parties who are community owners and in good standing will be given the opportunity to introduce themselves and volunteer for the open Board position
- The Board will then select and appoint the 5<sup>th</sup> Board member

**B. Officer Selection:**

- Ralph Cole – President
- Chris Gould - Vice President
- Gene Plummer – Treasurer
- Mary Carter – Secretary
- TBA - Member at large
- M/M by Gene Plummer to approve the Officer selections as stated
- 2<sup>nd</sup> by Ralph Cole
- All in Favor

**C. Vendor Contract Reviews**

- Reviewed Douglas County Maintenance & Repair (DCMR). Lengthy discussion around ET clock expertise needed and time sensitive issue of awarding seasonal landscaping contract to meet deadlines from the City of Castle Rock. Discussion of the seasonal billing by DCMR, tree concerns, costs of any and all maintenance and prioritizing.
- M/M by Gene Plummer to accept bid for DCMR for growing season 2007, and to begin process to look at other companies to consider for next growing season - 2008.
- 2<sup>nd</sup> by Chris Gould
- All in Favor

- Ralph Cole stated that it would be prudent to meet with DCMR to discuss qualifications and concerns.
- Jeff Frenzel suggested a community walk through by the Board to establish what issues, concerns, wants, and desires the Board would like to discuss with DCMR. DCMR would then have a better understanding of this Board's expectations for lawn care service.
- Ralph Cole mentioned that he would like to review contracts the community's other contracts outside of a meeting, and possibly discuss at future meetings. Ralph requested the other Board members also review these contracts.

**D. Roofs & Gutters:** Discussion around gutters and whether they are cleaned regularly. HOA to seek bids for gutter cleaning throughout community.

**E. Water Intrusion Claim:**

- Discussion of roofs and water intrusion issues
- Insurance policy on what is covered by HOA needs to be addressed
- Board will begin work on a "Policy" to describe insurance / maintenance responsibilities of both home owner and Association
- Mary Carter asked if the homes with damage have been okayed to be fixed?
- M/M by Ralph Cole for the HOA to file a claim to cover water intrusion from 2006-2007 winter storm with American Family Insurance immediately.
- 2<sup>nd</sup> - Gene Plummer
- All in Favor

**F. Community Clean Up:**

- The fencing company is scheduled to visit the entire Townhomes at Red Hawk HOA community to inspect all fences on March 19, 2007.
- Street Clean up will be scheduled in April or May, 2007.

**G. Suburban Waste Services:** Contract concludes 7/1/07, so will need to address soon

**H. Parking Regulations:** Revisit at a future meeting

**I. Revised Board Meeting Schedule** – Monthly workshops proposed by the board - to be considered

**5. Adjournment:**

- M/M by Ralph Cole to adjourn
- 2<sup>nd</sup> by Chris Gould
- All in Favor

Meeting adjourned at 7:10 p.m.

Minutes respectfully submitted by,  
 Mary Carter  
 Secretary - Town Homes as Red Hawk HOA