

Burland Homeowners Association, Inc. Meeting

March 8, 2014

Board Members

Carrie Hurich
Jim Aitkenhead
Mary Ellen Sawyer
Pat White
Jim Glenn
Jack Roberts
Roger Sawyer
Debbie Kappel

Members

Alan Kappel
Sue Glenn

Non-Members

Deputy Pinder
Deputy Leffler

The meeting was called to order at 9:00 a.m. by President Carrie Hurich who determined there was a quorum.

Minutes of the February 8, 2014 meeting were approved as read.

President's Report

Carrie welcomed our new Director, Debbie Kappel.

Deputy Pinder gave additional information concerning the recent break-ins which are primarily occurring at night involving unlocked vehicles. The Sheriff's office would appreciate the HOA getting the word out to the community by whatever means we have. Carrie said she will prepare a draft to run by the Sheriff's Office publicizing their increased visibility in the area and asking the public's help in reporting to them anything of a suspicious nature. This can be published on our Facebook page and in the April newsletter. We would also like to include an announcement that the Sheriff's Office will be present at the April meeting to review the recent problems and what the community might do to assist them in resolving these problems. Things of this nature tend to increase attendance and involvement at our meetings as well.

Treasurer's Report

The treasurer's report was approved as read.

New Neighbors Letter – *Pat had no update for new Burland residents; however, Mary Ellen said the real estate (warranty deed transfers) information was in a special section a couple of weeks ago and she will be happy to provide that information to Pat if she's unable to get it from the library.*

Park

Carrie said that we are looking for someone to clean the park. Mary Ellen has a couple of contacts who have expressed interest in cleaning and she will contact them. There was discussion on whether to pay \$35 (which we had been paying), or \$25 per cleaning. It was decided to pay \$25, and if it becomes necessary to do extra work beyond, picking up trash, sweeping the pavilion, and wiping off tables, we will pay \$35. Mary Ellen was asked to write a job description for this position.

Event Flags for Sub-division Signs

Carrie said she had arranged with Ed at Zuni Signs for the drilling and event flags for the subdivision signs. The three event flags will be for meetings, annual meeting/picnic, and Christmas light judging. Since it is near

time to have the signs re-sealed, etc., she also arranged to have the signs power washed and re-sealed at the same time, saving an additional trip charge.

Carrie said she also spoke with Ed (Zuni Signs) regarding any ideas he may have for better solar lights; however, he had no suggestions for anything better than what we currently have.

Jim Glenn said he would move forward with his earlier lighting proposal and requested a pre-payment check. He will work with Roger regarding this.

Jim said we had talked in the past about ADA access to a certain point leading up to the portapotty at the Park. Jim will research this and report at the May HOA meeting. Carrie said that we hope to do some spring cleaning on the trail and should be giving that some thought as well.

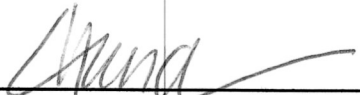
Trash Bash

Jim Aitkenhead reported there is nothing new to report at this time. In talking with someone at the school, it was suggested that this project may work better in August when kids are back in school, and there will be better weather.

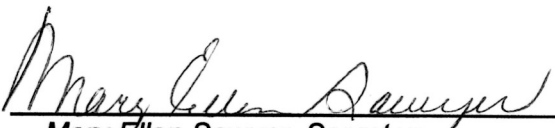
Assistance to Park County

Jim said he had attempted to call Jerry Wick (Park County Road and Bridge) regarding the assistance they had requested (cutting trees back to allow more efficient snow plowing) however, was unable to connect.

The meeting was adjourned at 9:30 a.m.



Carrie Hurich, President



Mary Ellen Sawyer, Secretary

BURLAND HOMEOWNERS ASSOCIATION, INC. MONTHLY MEETING AGENDA

March 8, 2014 9:00am

MONTHLY MEMBER MEETING (Open to All Burland Residents)

- I. Call To Order
 - II. Review and Approval of Prior Meeting Minutes
 - III. Welcome Guests (10 minutes)
 - IV. Presidents Report
 - a. New Neighbors Letter – Pat any updates?
 - b. Park
 - i. We need a new park cleaner
 - c. Adding lights to additional signs – Jim G.
 - i. Ed from Zuni Signs doing signs and cleaning and sealing
 - I. Treasurers Report
 - II. Close of Burland Residents Meeting
-

Board of Directors Executive Session (Open to Board of Directors)

- I. Review and Approval of Prior Executive Meeting Minutes
- II. Treasures Report
 - a. 1st Bank Liquid Asset Account
 - b. Investment Risk Analysis
- III. Covenant Violations Report and Update
- IV. AT&T Tower Discussion
 - a. Carrie & Roger meeting with attorney 3.19.2014
- V. New BOD Topics/Issues
 - a. Scholarships – Melissa and Jim going 4.17.2014
 - b. Jerry with Park County Road & Bridge
 - i. Jim, what's the update?
- VI. Paying Officers

Burland Homeowners Association, Inc. Meeting
March 8, 2014

EXECUTIVE SESSION

Board Members

*Carrie Hurich
Jim Aitkenhead
Mary Ellen Sawyer
Roger Sawyer
Debbie Kappel
Pat White
Jim Glenn
Jack Roberts*

The meeting was called to order at 9:30 a.m.

President's Report

Minutes of the February 8, 2014 meeting were approved as read.

Treasurer's Report – *Approved as read.*

Roger said there is a \$20 charge for a minimum balance of \$20K in the Liquid Asset Account and it was agreed that this account would be closed, and transferred to the regular checking account for the time being.

Carrie reviewed the information that Eric (Lybarger) had furnished, outlining our portfolio and following the investment strategy according to the Investment Policy Statement (IPS) currently in force. He elaborated on our risk level according to the IPS, our 2013 performance, expectations and strategy, and recommended that we stay the course. He stated that our portfolio is already working to achieve a return that will help it grow modestly while staying ahead of inflation without taking on a lot of additional risk. He also recommended that we set some funds aside for the next market correction when there will be opportunities to buy more shares at a lower price. The Board took this into consideration and it was agreed that we would uphold Eric's recommendation.

AT&T Cell Tower Lease

Roger and Carrie will meet with the attorney (cell tower) March 19, 2014 for assistance in a proposal and/or negotiation for a new contract with AT&T that would benefit them by lessening their costs to us; but at the same time, give us a guarantee for stability of the contract.

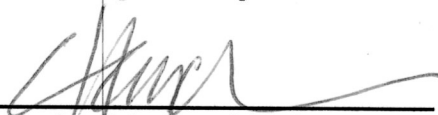
Scholarship

Mary Ellen is working with Platte Canyon High School regarding our scholarship program, and Jim A. and Melissa are scheduled for interviews at the school on April 17, 2014.

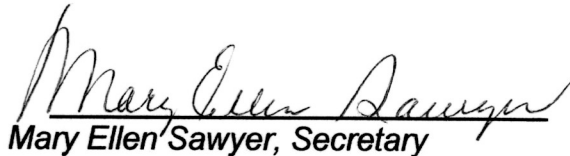
Paying Officers

Carrie said she had spoken with our attorney (Bill) regarding paying officers just to ensure we approach this in the proper manner. Bill suggested that we can pay a salary based on the time an officer is expected to spend, with each Officer recording their time to better explain the payment in terms of so much per hour. Bill also said that bonuses can be awarded if an Officer can show an extraordinary amount of time spent or some significant achievement on behalf of the HOA. There was discussion and it was decided that Mary Ellen will create job descriptions for the positions of President, Vice President, and Treasurer. (There is currently a job description for the Secretary position which was previously presented and approved by the Board.) Until the descriptions/pay rates are ultimately approved, it was confirmed that compensation outlined/approved in the previous minutes (February 8, 2014) for the Secretary/Treasurer positions would remain in place.

The meeting was adjourned at 10:45 a.m.



Carrie Hurich, President



Mary Ellen Sawyer, Secretary