

# NELSON FARM HOMEOWNERS ASSOCIATION

## BOARD MEETING MINUTES

702 W. Drake Road, Building B, Suite 1 Fort Collins, CO 80526

February 22, 2011 6:30pm

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### **Present were:**

Board members: Glenn Gray, Mark Remmers, Mark Pfaffinger and Bret Ellis. Joseph Harmon, Asad Aziz and Mark Higgins were absent. Trey Carroll (Broker Associate | Senior Manager) with Colorado Association Services (CAS) was also present as was Bob Toomey with Evergreen Landscape.

### **Call to Order/Quorum:**

The meeting was called to order at 6:32pm by Glenn Gray and a quorum was declared present.

### **Evergreen Landscape Review:**

Bob Toomey (Evergreen Landscape) presented the Board with an overview of the common area irrigation system and his intent to map the same once the system is activated. Trey Carroll (CAS) previously provided Bob with an old irrigation system map that he located in the association master files and Bob indicated he will use the same to update the irrigation system mapping. Bob also discussed the irrigation concerns from 2010, apologized for any lapse in service by Evergreen Landscape and assured the Board that it will not happen again. Bob also indicated he will work closely with the City of Fort Collins and the concrete contractor, once the concrete replacements begin in the spring, in order that no damage to the irrigation system occurs. Lastly it was agreed that a landscape walkthrough will be performed in late April/early May. Bob then excused himself from the meeting.

### **Approval of Minutes:**

A motion to approve the meeting minutes from January 11, 2011 was made by Bret Ellis and seconded by Mark Remmers. The motion was unanimously approved as presented. The motion carried.

### **Financial Review:**

Trey Carroll (CAS) presented a financial review based on the January 31, 2011 reconciled financial report (inclusive of legal fees owed by the Membership relating to collection proceedings (\$90.00), and incurred by the Association, since the last Board Meeting). Treasurer Bret Ellis discussed the proposed 2011-2012 budget and Trey Carroll (CAS) fielded several questions regarding budget line item variances in 2010-2011. The proposed 2011-2012 budget was unanimously approved as presented reflecting no increase in assessments for 2011-2012. The financial review based on the January 31, 2011 reconciled financial report was unanimously accepted as presented.

### **Reserve Study Review:**

Trey Carroll (CAS) presented the Board with an analysis of pending capital projects based on the data provided in the reserve study and indicated that he has budgeted for the pending pool parking lot concrete replacement and pool expansion joint caulking replacement in fiscal year 2011-2012. Trey also indicated that the tentative purchase of a pool entry stair system would not negatively impact the reserve accounts should the Board decide to authorize the purchase in 2011-2012.

## **CAS Management Evaluation:**

Glenn Gray advised the Board that he met with Vice President Heather Kerwin (CAS) and Trey Carroll (CAS) in January to review the CAS management agreement together in an effort to clarify the roles and responsibilities of management and the Board of Directors. Glenn Gray further advised that he now has a much better understanding of the roles and responsibilities of management and the Board of Directors and feels comfortable with the relationship between Nelson Farm and CAS going forward. Trey Carroll (CAS) also provided the Board with several documents detailing the roles and responsibilities of management and the Board of Directors as relating to the 'team' concept of not-for-profit association management.

## **Members Forum:**

None present.

## **Old Business:**

### **2011-2013 Splash Pool Services pool management contract approved**

Splash Pool Services was contracted in January for a three (3) year contract to provide pool management services in 2011, 2012 and 2013.

### **Pool expansion joint caulking**

Glenn Gray agreed to request further information from the contractor (Edge Concrete) regarding the caulking manufacturer's installation recommendations as relating to backer rod and warranty as well as the details of the contractor's workmanship warranty and report back to the Board.

### **Concrete repairs**

Glenn Gray advised that the City of Fort Collins has agreed to share in the costs of the concrete replacement in the pool parking lot and that J.A.R. Concrete is a preferred contractor with the City of Fort Collins. A motion to approve contracting J.A.R. Concrete to work with the City of Fort Collins to complete the needed concrete replacements was made by Bret Ellis and seconded by Mark Remmers. The motion was unanimously approved as presented. The motion carried.

### **Disabled access to pool**

The subject regarding disabled access to the pool and the costs associated with installing a stair entry system will be discussed with the membership at the Annual Membership Meeting.

### **Neighborhood watch**

The subject regarding the concept of a neighborhood watch will be discussed with the membership at the Annual Membership Meeting.

## **New Business:**

### **Annual Membership Meeting date**

The Annual Membership Meeting will be held March 8, 2011 (6:30pm) at Shepardson Elementary School.

### **Locker Room Floors**

The subject regarding locker room floor repairs/replacement was tabled for further discussion in order that more information can be gathered.

### **Diving board**

The subject regarding the purchase of a new diving board was tabled until such time that the need arises.

### **Scrap metal haul away day**

Information regarding the subject of scrap metal haul away services may be provided in the next newsletter pending further discussion by the Board.

## **Next Meeting:**

The next Board of Directors Meeting will be held on Tuesday April 12, 2011 at 6:30pm. The meeting will be held at the offices of Colorado Association Services – 702 W. Drake Rd. Building B, Suite 1 Fort Collins, CO 80526.

## **Adjournment:**

There being no further business, Bret Ellis made a motion for adjournment and was seconded by Mark Remmers. The motion carried and the meeting adjourned at 8:40pm.

Respectfully Submitted,

*Trey Carroll* [CMCA®](#) [AMS®](#)  
*Broker Associate/Senior Manager*  
*Colorado Association Services* [AAMC®](#)