

Hillcrest at the Farm
BOARD OF DIRECTORS MEETING
February 10, 2016
Fox Hollow Elementary Art Room 6:00PM
MINUTES

PRESENT

Kari Smith
Sari McNeil
Julie Cann

ABSENT

Mark Maguire
Mike Haywood

I. CALL TO ORDER

The regular meeting of the Board of Directors of the Hillcrest at the Farm Owners Association was called to order at 6:05 pm at Fox Hollow Elementary School. Also in attendance was Alison McClure, CMCA® and Jon Duvall with Hammersmith Management, Inc.

II. HOMEOWNER and GUEST FORUM

There was one homeowner present Mike McNeil.

III. MINUTES

A motion was made to approve the minutes from November 11, 2015, seconded and carried unanimously.

IV. FINANCIALS

Balances as of February 11, 2016

| Account | December | January | Change |
|------------------------------------|-----------------|----------------|---------------|
| Pacific Premier (Operating) | \$14,529.50 | \$34,199.32 | \$19,669.82 |
| Pacific Premier (Reserve) | \$159,312.54 | \$160,942.92 | \$1,630.38 |
| Total | \$204,435.42 | \$195,142.24 | \$21,300.20 |

Budget Variance

A. Income

Total Income year to date is \$31,735.00.

B. Expenses

Total Operating expenses year to date are \$6,385.00, which is \$666.00 favorable to budget.

I. Total Administrative expenses year to date are \$4,457.00, which is unfavorable to budget by \$739.00. This is primarily due to legal fees and administrative expenses exceeding projected costs by \$1,822.00.

II. Total Building Maintenance expenses year to date are \$00.00, which is \$250.00 favorable to budget.

III. Total Grounds Maintenance expenses are \$00.00, which is favorable to budget by \$250.00.

- IV. Total Recreation Facilities expenses year to date are \$0.00
- V. Total Utility expenses year to date are \$345.00, which is favorable to budget by \$905.00. This is primarily due to less than expected Gas and Electricity expenses year to date.
- VI. Total Transfer to Reserves year to date is \$1,630.00, which is in line with budget.

C. Delinquencies

Delinquencies reflect a month-end balance of \$8,696.40 which is an increase of \$2,515.33 from last month.

Balances as of December 31, 2015

| Account | October | November | Change |
|------------------------------------|----------------|-----------------|---------------|
| Pacific Premier (Operating) | \$15,361.63 | \$5,064.07 | (\$10,297.56) |
| Pacific Premier (Reserve) | \$156,054.46 | \$157,682.53 | \$1,628.07 |
| Total | \$204,435.42 | \$162,746.60 | (\$8,669.49) |

Budget Variance

A. Income

Total Income year to date is \$127,585.00, which is \$470.00 favorable to budget

B. Expenses

Total Operating expenses year to date are \$131,635.00 which is \$4510.0 unfavorable to budget. This is due to greater than expected pool repairs.

Total Administrative expenses year to date are \$37,504.00 which is unfavorable to budget by \$1,329.00. This is primarily due to greater than expected tax and audit fees.

Total Building Maintenance expenses year to date are \$1,439.00, which is favorable to budget by \$61.00. The ceiling was not repaired.

Total Grounds Maintenance expenses are \$9179.00, which is favorable to budget by \$621.00. This is due to plants trees and shrubs being favorable to budget by \$616.00.

Total Utility expenses year to date are \$19,835.00 which is favorable to budget by \$1365.00. This is primarily due to lower, Gas and Electricity expenses year to date.

Total Transfer to Reserves year to date are \$18,996.00 which is in line with budget.

C. Delinquencies

Delinquencies reflect a month-end balance of \$6,181.07.

V. ITEMS REQUIRING BOARD DISCUSSION OR DECISION

- A. Opening the pool to nonresidents** – the motion was voted down by the board.
- B. Opening the pool early for a school party** – the motion was voted down by the board.
- C. Christmas Lights**- the lights can not be located. New lights will need to be ordered this year.
- D. Cox moving snow off the sidewalk in front of the pool** – it will be requested as needed.
- E. Installing the stop sign** – Hammersmith will contact Arapahoe county to install the sign.
- F. Spring landscaping** – a walk through the community with Cox Landscaping will be scheduled for March.

- G. Arapahoe Security and the pool door locks** – Hammersmith will meet with a representative at the pool. The security system will be discussed.
- H. Ceiling in the pool building** – Hammersmith will have the ceiling repaired this spring.
- I. Pool furniture** – Hammersmith will look into finding new fabric for the 35 lounge Chairs AlumaTech 800-825-8826.
- J. Motion Lights** – Hammersmith will have 4 motion lights installed at the pool.
- K. Pool Building Spring Cleaning** – Hammersmith was asked to find some one to clean the pool house before opening day.
- L. Future Board meeting dates were set** – May 12 6:00 pm at the pool. August 11 6:00 pm at the pool. November 17 6:00 at Fox Hollow.

VII. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 8:00 PM.

DRAFT

Hillcrest at the Farm Homeowners Association
BOARD OF DIRECTORS MEETING MINUTES

May 19, 2016

IN ATTENDANCE:

Board Members Mark Maguire, Kari Smith, Sari McNeil, Mike Haywood, attendance. Quorum was established. Home Owners Michael McNeil, Joe Bonaguidi, Joan Markle, Pauline Seminaro, Barry Kisth also attended. Association Business Manager, Jon Duvall, represented Hammersmith Management, Inc.,

I. CALL TO ORDER

The meeting was called to order at 6:06 PM.

II. HOMEOWNER FORUM

Joan Markle had several concerns, Joan wished for more information about the community from the Board and HMI. Minutes from past meetings, List of Board members and their contact information, pool activities like swim lessons, pool hours. Joan also expressed concerns about the way the pool was run last summer. The pool tile was not cleaned; the skimmers were always full of toy, trash and plates. She observed the staff adding chemicals to the pool while children swam. One time the water level got so low the skimmers stopped working. The staff was not trained in simple procedures, and swim lessons were not organized. Joe Bonaguidi expressed concern about the abandon house on Urivan and the hazard it posed to the community. He asked to get the attorneys involved to get the home sold. Pauline expressed concern about the weeds.

III. APPROVAL OF MINUTES

A motion was made and seconded to approve the February 10, 2016 Board of Directors meeting minutes. The motion passed.

IV. FINANCIAL REPORT

Total Current Assets for the Association were \$221,991.23. The Pacific Premier operating account had a balance of \$47,989.99 and the Pacific Premier Reserves account has a total balance of \$165,832.39. Account balances were as follows:

| | |
|--------------------------------------|--------------|
| Operating Checking – Pacific Premier | \$47,989.99 |
| Reserves – Pacific Premier | \$165,832.39 |
| Total: | \$221,991.23 |

Income:

YTD was \$ 63,454 with a favorable variance to budget by \$408.00

Expenses:

The total year-to-date expenses were \$21,460 which is favorable to budget by \$9,932 the breakdown is listed by category below:

Administrative Expenses year-to-date was \$10,433 which is favorable to budget by \$777 This is due to reduced administrative expense.

Building Maintenance Expenses year-to-date was \$0 which is favorable to budget by \$450.

Grounds Maintenance Expenses year-to-date was \$0 which is favorable to budget by \$450. This is due to the snow removal bill.

Utilities Expenses year-to-date was \$1197 which is favorable to budget by \$5,553. This is due to the lower water and sewer.

Reserves Transfer Expenses year-to-date was \$6332, which is inline with the budget.

Bank Reconciliation Report:

At the time that this reports no checks were still outstanding.

Delinquencies:

As of month end, there was \$15,999 in prepaid accounts the delinquency total was \$8,169. Twenty one accounts are more the 60 days overdue. It was requested late letters be emailed to all late accounts

V. ASSOCIATION BUSINESS

- A. **Get Pictures of all the Life Guards:** Have a log of all life guards so they can be identified by all community members.
- B. **Landscape Contract:** Follow up with Cox to make sure he has what he needs to get started on the improvements.
- C. **Modify the Pool lighting quote:** Add two more lights to the existing pool lights.
- D. **Have the decorative rock put back on the pool columns:** HMI will have Pond Pros stop by next week re mortar the rock to the Colum.
- E. **Purchase a No trespassing sign for the back gate**
- F. **Send emails to past due list;** to prevent calls to customer service warn homeowners that they are delinquent.

VI. CORRESPONDENCE AND ACTIVITY REPORTS

All reports were reviewed and accepted by the Board of Directors.

VII. ADJOURNMENT- 7:35 PM

HILLCREST AT THE FARM

BOARD OF DIRECTORS MEETING MINUTES August 24, 2016

I. CALL TO ORDER

The August 24, 2016 meeting of the Board of Directors of Hillcrest at the Farm Homeowners Association was called to order at 6:10 p.m. by Kari Smith at the Hillcrest at the Farm Pool House located at 17668 Euclid Ave, Aurora Co 80016.

Those in attendance were: Kari Smith (President), Sari McNeil (Secretary), Julie Cann (Vice President), Mark Maguire (Member at Large), and Corrine Notar (Task Force Manager, Hammersmith Management). Mike Haywood (Treasurer) was absent.

II. OPEN FORUM / GUESTS

Michael McNeil of 6493 Telluride St. was present, but did not participate.

III. REVIEW OF THE AGENDA

The Board reviewed the agenda no additions were made at this time.

IV. APPROVAL OF PREVIOUS MINUTES

May 19, 2016 minutes were presented to the Board for review. Kari Smith made motion to approve the minutes as written; the motion was seconded by Julie Cann. The motion carried unanimously.

V. FINANCIAL STATEMENT REVIEW

Total Income as of July 31, 2016: \$95,520.

Total Expenses as of July 31, 2016: \$72,495.

Balance Sheet

A. Operating Account

- a. Pacific Premier \$27,249.41
- b. Reserves - Pacific Premier \$170,729.00.

B. Accounts Receivable

- a. Accounts Receivable \$9,426.90

C. Total current Assets

- a. \$207,405.31

Kari Smith made a motion to accept the July 2016 unaudited financials as presented. The motion was seconded by Julie Cann. The motion carried unanimously.

VI. ASSOCIATION BUSINESS

- A. **17476 E Weaver Drive:** Corrine Notar will send an email to Chicago Title to request a copy of the cancelled check that was provided at closing in 2015 to satisfy the balance on the account. Hammersmith Management Inc. has no record of receiving this check. The Board agreed that this is the only action it will take in regard to the delinquent account. The Board will leave it to the title company and

HILLCREST AT THE FARM

the current owner to resolve the delinquency.

- B. **Pool Area Behavior:** An email was received by Hammersmith Management Inc. from a homeowner who was concerned about people using the pool area who are not residents as well as safety issues in regard to slippery floors. Corrine Notar will send an Eblast to remind owners/residents of the pool rules. The Board will table the safety issues until spring.
- C. **Motion Lights for the pool:** The Board will table this discussion until mid winter/spring.
- D. **Waiver of late fee:** The Board agreed to waive the late fee for the owner of 6567 Telluride St.

VII. CORRESPONDENCE AND REPORTS

- A. The Board reviewed the correspondence and reports.

VIII. ADJOURNMENT

With no further business to conduct, Kari Smith made a motion to adjourn the meeting at 7:30 p.m. Sari McNeil seconded the motion. The motion passed unanimously. The next Board meeting will be on Annual Meeting/2017 Budget Ratification on Wednesday, November 16, 2016 at 5:30 p.m. at Fox Hollow Elementary School, 6363 S Waco St. Aurora, CO 80016.