

**MINUTES OF THE
HILLCREST AT THE FARM HOMEOWNER ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 1, 2018**

MEETING CALLED TO ORDER

The Board of Directors for the Hillcrest at The Farm Homeowners Association, Inc., met on February 1, 2018. Present were: Julie Cann, Sari McNeil, Brian Smith and Scott Rolsen. Also present was Mark Eames, PCAM with PCMS. Julie Cann, Vice-President, called the meeting to order at 6:03 p.m. and asked Mr. Eames to run the remainder of the meeting.

DISCLOSURE STATEMENT FILINGS

Mr. Eames noted that all general disclosure statements have been filed on behalf of the members of the Board of Directors as required by Colorado State Statute and are maintained as part of the Association's corporate files.

OFFICER REPORTS

Nomination and Election of Officers: The following Directors were nominated for the following positions as Officers of the Corporation for 2018:

Kari Smith	President
Julie Cann	Vice-President
Brian Smith	2 nd Vice-President
Sari McNeil	Secretary
Scott Rolsen	Treasurer

Motion was made by Director Cann and seconded by Director Smith and with no public comment, unanimously passed to approve the slate of Officers for 2018.

RECORD OF PROCEEDINGS

The next item of business was to review the August 3, 2017 and December 15, 2017 record of proceedings. Motion was made by Director Smith and seconded by Director Cann and with no public comment, unanimously passed to accept the August 3, 2017 and December 15, 2017 record of proceedings as presented.

FINANCIAL REVIEW

The unaudited financial and delinquency reports through December 31, 2017 were presented and reviewed by Mark Eames. Upon a final review, a motion was made by Director McNeil and seconded by Director Cann and with no public comment, unanimously passed to accept and file for audit the financial and delinquency reports for the months ending through December 31, 2017.

LEGAL REPORTS

The Board of Directors reviewed the legal updates as provided by management in their quarterly informational packet.

ELECTRONIC CONSENT RATIFICATION

2018 Proposed Budget and 2018 Pool Services Agreement: The Board of Directors reviewed the electronic request to approve the proposed 2018 Budget and to approve moving forward with Front Range Recreation for the 2018 pool season. Upon review, a motion was made by Director Cann, seconded by Director McNeil and without public comment, unanimously passed to ratify both of the electronic consents/approvals.

MANAGEMENT REPORT

Mark Eames reviewed the written management report as provided to the Board of Directors in their informational Board packet along with a letter that was handed out to the Board at the meeting received from the owners at 6502 S. Richfield Street and was provided direction by the Board on those matters.

UNFINISHED BUSINESS

Action Item/Short & Long Term Goals List: Mr. Eames went on to review the Action Item List and Short & Long Term Goals list presented to the Board as of January 31, 2018. The Board had a lengthy discussion on several matters pertaining to the update.

Amenities Survey: The Board of Directors reviewed the responses submitted for the Amenities Survey and also took and addressed comments from the floor.

NEW BUSINESS

Telephone/Internet Services at the Pool Facility: Mark Eames reviewed the proposal received from Comcast to provide telephone/Internet and WiFi at the pool. Based upon the overall costs savings from the current provider, Century Link, a motion was made by Director Cann, seconded by Director Smith and with no public comment, unanimously passed to enter into an agreement with Comcast Services.

Homeowner Public Forum: There were several items brought up for discussion from the members in attendance that were addressed by the Board of Directors and/or by Management.

ADJOURNMENT

Director Cann adjourned the meeting at 7:10 p.m. The next regularly scheduled meeting of the Board was set for May 3, 2018 at 6:00 p.m.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 3rd day of May, 2018.

HILLCREST AT THE FARM BOARD OF DIRECTORS

By *Siame M. Weil*
Secretary/Authorized Agent

**MINUTES OF THE
HILLCREST AT THE FARM HOMEOWNER ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 3, 2018**

MEETING CALLED TO ORDER

The Board of Directors for the Hillcrest at The Farm Homeowners Association, Inc., met on May 3, 2018. Present were: Kari Smith, Julie Cann, Sari McNeil, Brian Smith and Scott Rolsen. Also present was Jon Olgee with Terracare, Eli Schlagel with Front Range Recreation and Mark Eames, PCAM with PCMS. Kari Smith, President, called the meeting to order at 6:04 p.m. and asked Mr. Eames to run the remainder of the meeting.

DISCLOSURE STATEMENT FILINGS

Mr. Eames noted that all general disclosure statements have been filed on behalf of the members of the Board of Directors as required by Colorado State Statute and are maintained as part of the Association's corporate files.

OFFICER REPORTS

RECORD OF PROCEEDINGS

The next item of business was to review the February 1, 2018 record of proceedings. Motion was made by Director Cann and seconded by Director McNeil and with no public comment, unanimously passed to accept the February 1, 2018 record of proceedings as presented.

FINANCIAL REVIEW

The unaudited financial and delinquency reports through March 31, 2018 were presented and reviewed by Mark Eames. Upon a final review, a motion was made by Director Brian Smith and seconded by Director Cann and with no public comment, unanimously passed to accept and file for audit the financial and delinquency reports for the months ending through March 31, 2018.

LEGAL REPORTS

The Board of Directors reviewed the legal updates as provided by management in their quarterly informational packet.

ELECTRONIC CONSENT RATIFICATION

Revised Monument Landscaping Proposal: The Board of Directors reviewed the electronic request to approve the proposal submitted by Terracare for the revised monument landscaping at a cost not to exceed \$3,900.00. Upon review, a motion was made by Director Cann, seconded by Director Kari Smith and without public comment, unanimously passed to ratify the electronic consent/approval.

MANAGEMENT REPORT

Mark Eames reviewed the written management report as provided to the Board of Directors in their informational Board packet. Eli Schlagel with Front Range Recreation and Jon Olgee representing Terracare, the Association's landscape contractor were in attendance and provided service updates on both the pool and common tract landscaping services.

UNFINISHED BUSINESS

Action Item/Short & Long Term Goals List: Mr. Eames went on to review the Action Item List and Short & Long Term Goals list presented to the Board as of April 25, 2018. The Board had a lengthy discussion on several matters pertaining to the update. Mr. Eames also noted that the new pool hours have been revised in the 2018 pool rules and signage that is onsite. The Board requested one additional change to the number of guests a member may bring to the pool for 2018 and requested that those rules be sent out via E-news to the community members prior to the pool season opening.

NEW BUSINESS

Clubhouse Floor Sealer Option: Mark Eames reviewed the sample of the Invisalign sealer product that was put on a section of the floor inside the mens restroom. Mr. Eames noted that he is concerned that the rubber tile product that was reviewed by the Board at their last work session may not be the best long term solution, which was why he was recommending that the Invisalign sealer be tried as a test product for this year. Upon review, the Board unanimously agreed to move forward with the less expensive product as a test for this year's pool season.

AED Purchase Recommendation for Pool: Eli Schlagel was in attendance to review the proposal submitted to purchase an AED for the pool. Upon review, a motion was made by Director Rolsen seconded by Director Cann and without public comment, passed 4-1 to approve purchasing the AED.

Homeowner Public Forum: There were several items brought up for discussion from the members in attendance that were addressed by the Board of Directors and/or by Management.

ADJOURNMENT

Director Smith adjourned the meeting. The next regularly scheduled meeting of the Board was tentatively set for August 2, 2018 at 6:00 p.m.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 2nd day of August, 2018.

HILLCREST AT THE FARM BOARD OF DIRECTORS

By *Suzanne M. White*
Secretary/Authorized Agent

**MINUTES OF THE
HILLCREST AT THE FARM HOMEOWNER ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 2, 2018**

MEETING CALLED TO ORDER

The Board of Directors for the Hillcrest at The Farm Homeowners Association, Inc., met on August 2, 2018. Present were: Kari Smith, Julie Cann, Sari McNeil and Scott Rolsen. Also present was Eli Schlagel with Front Range Recreation and Mark Eames, PCAM with PCMS. Kari Smith, President, called the meeting to order at 6:02 p.m. and asked Mr. Eames to run the remainder of the meeting.

DISCLOSURE STATEMENT FILINGS

Mr. Eames noted that all general disclosure statements have been filed on behalf of the members of the Board of Directors as required by Colorado State Statute and are maintained as part of the Association's corporate files.

OFFICER REPORTS

RECORD OF PROCEEDINGS

The next item of business was to review the May 3, 2018 record of proceedings. Motion was made by Director McNeil and seconded by Director Cann and with no public comment, unanimously passed to accept the May 3, 2018 record of proceedings as presented.

FINANCIAL REVIEW

The unaudited financial and delinquency reports through June 30, 2018 were presented and reviewed by Mark Eames. Upon a final review, a motion was made by Director Smith and seconded by Director Cann and with no public comment, unanimously passed to accept and file for audit the financial and delinquency reports for the months ending through June 30, 2018.

LEGAL REPORTS

The Board of Directors reviewed the legal updates as provided by management in their quarterly informational packet.

OTHER OFFICER REPORTS

Grandview Highschool DECA Request: Macy Brockamp was in attendance to make a presentation to the Board on behalf of the Grandview Highschool DECA group regarding a request to utilize the pool area for a DECA fundraiser. After a brief question and answer session, a motion made by Director Smith, seconded by Director Cann and with public comment, the Board agreed to allow the DECA group, as a non-profit organization, to utilize the pool on September 8th, provided that Ms. Brockamp's parents, as owners in Hillcrest agree to be the parties renting the facility and that the event is coordinated through the offices of PCMS and Front Range Recreation.

MANAGEMENT REPORT

Mark Eames reviewed the written management report as provided to the Board of Directors in their informational Board packet. Eli Schlagel with Front Range Recreation was in attendance and provided service updates on the pool services.

NEW BUSINESS

2019 Proposed Budget: Mr. Eames reviewed the proposed 2019 budget draft and the updated reserve planning sheet with the Board of Directors. Upon a lengthy discussion, a motion was made by Director Cann, seconded by Director McNeil and without public comment, unanimously passed to approve the 2019 budget as presented which will be included in the Annual Meeting notice that will be sent to the membership (Attachment A), and waive/remove the 2016 auditor due to reserves general ledger adjustment on the Associations balance sheet in the amount of \$ 28,260.00.

Reserve Fund Investment Discussion: The Board reviewed the updated reserve planning sheet and agreed to have the managing agent place up to \$40,000.00 of the Association's reserve funds in certificates of deposit that will not have a term longer than 18 months.

Annual Meeting Preparation: Mr. Eames noted that the Annual Meeting was scheduled for November 1, 2018 at 6:00 p.m. at Fox Hollow Elementary School. There are two positions up this year. Director Cann noted that she will not be seeking reelection.

NEW BUSINESS CONTINUED

New Access Card Monitoring System/Software: Mr. Eames reviewed a proposal from Key-Rite Security to change the current access card monitoring system/software. The current company, Arapahoe County Security Center is not very responsive and it has caused problems with residents access cards not working properly. With this proposed system, all cards can be activated or deactivated from the PCMS office and can be updated immediately rather than taking several days to simply activate a residents card. After a brief discussion, the Board agreed to continue discussion on the proposal to their next meeting.

Winter Pool Covers Proposal: Eli Schlagel was in attendance from Front Range Recreation and explained the proposal to purchase new winter pool covers as the current covers are in very poor condition.. Upon review, a motion was made by Director Cann, seconded by Director Rolsen and without public comment, unanimously passed to approve the proposal from Front Range Recreation as submitted.

Homeowner Public Forum: Public forum was opened for discussion from the members in attendance.

ADJOURNMENT

Director Smith adjourned the meeting. The next regularly scheduled meeting of the Board was tentatively set for February 7, 2019 at 6:00 p.m.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 7th day of February, 2019.

HILLCREST AT THE FARM BOARD OF DIRECTORS

By  _____
Secretary/Authorized Agent

HILLCREST AT THE FARM HOMEOWNERS ASSOCIATION, INC.
2018 APPROVED BUDGET, 2018 ESTIMATED ACTUAL
2019 PROPOSED BUDGET

CATEGORY	2018 Approved	2018 Estimated	2019 Proposed
Operating Income			
Homeowner Assessments	\$123,200	\$123,200	\$123,200
Late Fee Income	\$1,000	\$1,250	\$1,000
Legal Fees-Collection Income	\$500	\$200	\$250
Miscellaneous Income	\$0	\$600	\$0
Carry Forward Funds (Loss)	\$0	-\$2,200	\$650
Total Operating Income	\$124,700	\$123,050	\$125,100
Administrative Expenses			
Management	\$8,600	\$8,600	\$9,000
Legal-General	\$350	\$250	\$300
Legal-Collection	\$1,000	\$450	\$850
Insurance	\$8,000	\$7,580	\$8,000
Audit and Tax Preparation Fees	\$0	\$0	\$2,980
Administrative Expense	\$4,800	\$4,680	\$4,800
Telephone	\$2,000	\$2,300	\$2,000
Social	\$1,500	\$1,500	\$1,500
Bad Debt Expense	\$500	\$0	\$500
Total Administrative Expenses	\$26,750	\$25,360	\$29,930
Building Maintenance			
Building Maintenance	\$1,200	\$1,085	\$1,200
Total Building Maintenance	\$1,200	\$1,085	\$1,200
Grounds Maintenance			
Landscape Contract	\$7,600	\$8,475	\$8,200
Sprinkler Repairs	\$1,000	\$530	\$850
Plants Trees & Shrubs	\$1,000	\$400	\$1,000
Holiday Lighting	\$1,200	\$1,000	\$1,000
Trash Removal	\$0	\$0	\$0
Snow Removal	\$1,000	\$350	\$1,000
Total Grounds Maintenance	\$11,800	\$10,755	\$12,050
Recreation Facilities			
Pool Contract	\$39,000	\$39,800	\$41,000
Pool Repairs	\$500	\$580	\$500
Pool Chemicals	\$3,250	\$3,650	\$3,500
Miscellaneous Expenses Recreation Facilities	\$0	\$0	\$0
Total Recreation Facilities	\$42,750	\$44,030	\$45,000
Utilities			
Gas & Electricity	\$6,400	\$6,170	\$6,420
Water & Sewer	\$15,800	\$15,000	\$15,600
Total Utilities	\$22,200	\$21,170	\$22,020
Reserve Additions			
Transfers to Reserves	\$20,000	\$20,000	\$20,000
Total Reserve Additions	\$20,000	\$20,000	\$20,000
Total Expenses	\$124,700	\$122,400	\$130,200
Net Operating Income (Loss)	\$0	\$650	-\$5,100

**HILLCREST AT THE FARM OWNERS ASSOCIATION, INC.
ANNUAL MEMBERSHIP MEETING MINUTES
NOVEMBER 1, 2018**

CALL TO ORDER

The meeting was called to order at 6:08 p.m. by Kari Smith, President of the Hillcrest at The Farm Owners Association, Inc. Notice was given to all members in accordance with the Bylaws of the Association. Mark L. Eames of PCMS was also present.

Board Members present that introduced themselves were; Kari Smith, Julie Cann, Sari McNeil, and Brian Smith. Mike Haywood was not in attendance. Director Smith went on to introduce Mark Eames with PCMS, the managing agent for the Association and requested that he conduct the Business for the remainder of the evening.

APPROVAL OF THE 2017 ANNUAL MEETING MINUTES

Mr. Eames asked the homeowners in attendance to review the 2017 Annual Meeting notes, if they had not already done so. After a brief discussion, a motion was made, seconded and unanimously passed to approve the 2017 Annual Meeting minutes as presented.

OFFICER AND COMMITTEE REPORTS

State of the Association: Director Smith provided an update to the members present regarding several items that the Board has accomplished in 2018 in the community.

2018 FINANCIAL REPORT AND 2019 BUDGET PRESENTATION AND RATIFICATION

Mr. Eames reviewed the 2018 financial condition of the Association and presented the 2019 Budget and addressed questions from the floor. Key points discussed were as follows:

- Based upon anticipated operational expenses for 2018, the Board of Directors were able to maintain the assessment at \$100.00 per quarter for the 2019 assessment year.
- Although there was not 67% of the owners present to reject the budget, a motion was made by Julie Cann and seconded by Kari Smith and with no public comment passed to ratify the 2019 budget as written and presented.

ELECTION OF DIRECTORS

Mark Eames announced that there were two (2) Board seats for two (2) year terms up for election this year. Mr. Eames opened the floor up for nominations. Mike Broker and Brian Smith both submitted their names for nomination. There being no additional interested candidates, Mr. Eames closed nominations. Mr. Eames explained the ballot process and noted that since the Association only has two nominees, the members could suspend the written ballot process and vote the two nominees in by acclamation. Motion was made by Kari Smith and seconded by Sari McNeil and with no public comment, passed unanimously to elect Mike Broker and Brian Smith to two-years terms on the Board by acclamation.

HOMEOWNER ITEMS RELATED TO ASSOCIATION BUSINESS

The floor was opened to general questions.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:56 p.m.