

**COLLIERS HILL HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS RECORD OF PROCEEDINGS
JUNE 19, 2025**

CALL TO ORDER

The Board of Directors for the Colliers Hill Homeowners Association, Inc. met on June 19, 2025, at 6:00 p.m. in person at The Overlook Clubhouse, located at 650 Orion Avenue, with the option for homeowners and vendors to attend via Zoom.

Present in person were Directors Bryant and Mott, as well as six homeowner members. Also attending in person were LeeAnn Roessler with Norris Design, MaCayla Longson with RPM, and Alisia Kear with the management firm. Attending via Zoom were Director Sabatino; Legal Counsel Rich Johnston; Matt Kaeo and Eric Keesen with BrightView Landscaping; and Bob Howey with Tree Analysis Group and four homeowners.

Director Mott called the meeting to order at 6:02 p.m. and noted that Ms. Kear would be overseeing the remainder of the meeting.

DISCLOSURE OF POTENTIAL CONFLICT INTEREST

Mr. Eames confirmed that all general disclosure statements have been filed on behalf of the members of the Board of Directors.

CONSENT AGENDA

Upon review, a motion was made, seconded and without public comment, unanimously passed to approve the following consent agenda items as presented:

1. Record of Proceedings for October 10, 2024
2. Financials ending December 31, 2024
3. Legal Reports & Collections

ARCHITECTURAL REVIEW

The Board was provided, as part of their informational packet, with the Architectural Review Committee's member application response log covering the period from September 23, 2024, through June 13, 2025.

The Board reviewed the current process for handling hot tubs when a home is in the process of selling with a hot tub already installed. It was discussed and agreed that if the hot tub was previously submitted and approved, it will be allowed to remain. This will be noted on the status letter, which the buyer will sign to acknowledge and continue maintenance of the hot tub. If the new buyer does not wish for the hot tub to remain, the seller will be required to submit an application for its removal, including details on what will replace or cover the area. The seller and buyer will need to work amongst themselves to ensure the removal and any related renovations are completed.

OUTSIDE PROFESSIONAL REPORTS

LANDSCAPE REPORT

Matt Kaeo and Eric Keesden with BrightView Landscape presented a community update covering several key topics, including pending work orders, dead tree removals, native grass overseeding, irrigation operations, seasonal maintenance activities, and new tree replacements. They also addressed questions, comments, and concerns from the Board and homeowners.

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OUTSIDE PROFESSIONAL REPORTS CONTINUED
LANDSCAPE REPORT

Bob Howey with Tree Analysis Group provided an update on his review of the community's trees and their overall condition. Howey reported that his team and BrightView have agreed that BrightView will be responsible for replacing 180 warranty trees across various sections of the community. A map showing the type and location of each tree to be planted was displayed.

Howey also reviewed several areas of concern related to irrigation in preparation for the upcoming tree project. Additionally, it was noted that repairs to the pump and irrigation pond are in progress. A mulch refreshing project is also underway in various areas of the community, with priorities to be coordinated with Kear.

NORRIS DESIGN UPDATE

LeeAnn Roessler provided updates on various open space construction and landscape projects and addressed inquiries from the Board of Directors. Members from West Edge expressed concerns about the native grasses posing a potential fire risk during the summer. Ms. Roessler will review the area and follow up with the members directly.

OPERATIONS REPORT

MaCayla Longson with RPM provided a detailed report on the overall operations of The Overlook and The Ascent clubhouses and pools. Longson reviewed the work needed at both facilities and updated the Board on the status of the pump repairs at The Ascent. Longson also reported on the pool furniture, noting its arrival and the plan to remove the old furniture and set up the new. In addition, Longson discussed the décor at The Overlook and shared a link for the Board to provide feedback. The Board agreed to review the link and provide their input.

Longson further reported that The Overlook pool requires attention due to significant cracks, which will be assessed this fall following the seasonal pool closure to ensure the pool can reopen next spring. Quotes for the necessary repairs will be obtained from multiple vendors; however, Longson emphasized that the Board will need to review and provide timely approval in order to keep the project on schedule.

MANAGEMENT REPORT

Kear reviewed several items with the Board, including the violations summary and correspondence that had been received. The Board provided direction on the items received. Two motions were made as noted below to ratify approvals through electronic consent:

- A motion was made, seconded, and passed to ratify the original electronic consent regarding the pool furniture purchase in the amount of \$50,786.91. The motion passed with no comments.
- It was also reported that Prestige Construction was nearing completion of the congregation repair project at The Overlook. A change order required Board approval to proceed with a revised design that would prevent sinking of the newly placed concrete on the lower level. A motion was made, seconded, and passed to ratify the change order in the amount of \$33,497.83. The motion passed with no comments.

Following the ratification, photos of the completed clubhouse work at The Overlook were presented to the Board, and the Board noted how well the work had turned out.

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MANAGEMENT REPORT CONTINUED

Kear also reported that a call would be scheduled with both the Metro District and the Association's legal counsel to finalize the clubhouse agreement for The Ascent. Once finalized, this agreement will allow the Association to operate and manage the clubhouse while ensuring that appropriate associated costs are handled by the Metro District.

UNFINISHED BUSINESS

Overlook Furnishing Update: This update was provided by Longson as part of her pool operations report.

HOMEOWNER PUBLIC FORUM

The floor was open for a member questions, answer and discussion period.

ADJOURNMENT:

The meeting was adjourned at 7:43 p.m. The next tentative regularly scheduled meeting of the Board was set for September 25, 2025 at 6:00 p.m. via Zoom.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 25th day of September, 2025.

COLLIERS HILL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

By /s/Alisia Kear_____

Secretary/Authorized Agent