

COLLIERS HILL HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS RECORD OF PROCEEDINGS
JULY 7, 2026

CALL TO ORDER

The Board of Directors for the Colliers Hill Master Association met on July 7, 2026, at 6:00 p.m. in person and via Zoom. Present in person were Directors Ed Brimer and John Trapp. Also in attendance were MaCayla Longson and Kimberly Armitage with RPM; Alisia Kear with the management firm; and approximately eight homeowners.

Present via Zoom were Directors Molly Sabatino, Gordon Hartman and John Bryant; LeeAnn Roessler with Norris Design; Bob Howey, Certified Arborist; legal counsel Rich Johnston; Cody Laverentz and Elliott Mansell with BrightView Landscaping; and approximately twelve homeowners via Zoom.

The meeting was called to order at 6:03 p.m.

DISCLOSURE OF POTENTIAL CONFLICT INTEREST

Each Director verbally confirmed that they have no conflicts of interest. Director Bryant did want to note that his residence was in District #2 and actively serving on their Board as a Director.

CONSENT AGENDA

With no changes requested to the Consent Agenda, a motion was made and seconded to approve the Consent Agenda as presented. All Directors voted in favor, with none opposed. The motion carried:

1. Record of Proceedings – April 23, 2026
2. Financial Reports – May 31, 2026
3. Ratification – Letter to Metro – Ascent

ARCHITECTURAL REVIEW

Shed Variance: The Board reviewed a variance request relating to a residential shed. Following discussion, a motion was made and seconded to approve the variance, subject to the homeowner providing a photograph of the completed shed and its final location and requiring the shed to be installed on pavers or a concrete pad to provide a stable surface. The motion passed with four Directors voting in favor and one opposed.

OUTSIDE PROFESSIONAL REPORTS

NORRIS DESIGN UPDATE

Ms. Roessler with Norris Design provided an update regarding current turnover and warranty items throughout the community. Warranty items continue to be reviewed, and various filings are being walked for initial acceptance and turnover.

The Pocket Park located on Gold Hill Drive and the new pond located along Flora View Drive were being reviewed as part of the turnover process. The southwest corner of County Road 5 and County Road 10 was also being reviewed for seed quality and may require additional reseeding. Ms. Roessler further advised that the Spine Trail extending to the southeast corner of County Road 3 is anticipated to be turned over to the Town of Erie later this year.

LANDSCAPE REPORT

Mr. Laverentz with BrightView Landscaping introduced himself as the new interim account manager following the departure of the Association's previous account manager. He advised that he would be working to familiarize himself with the community, address outstanding landscape items, and continue the work previously underway to bring the community's landscaping up to standard.

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LANDSCAPE REPORT CONTINUED

Mr. Howey provided an update regarding the Association's tree program. Tree installations funded through the Town of Erie grant had been completed, and winter watering options for the newly installed trees were being evaluated.

The next phase of the tree program will focus on identifying and mapping warranty trees covered under the Association's landscape agreement. The Board was advised in potentially increasing the tree budget for the upcoming year based upon future tree replacement and installation needs.

Approximately 300 yards of brown-dyed wood mulch had been refreshed throughout designated areas of the community as part of the first phase of the mulch project. Additional areas are currently being evaluated for a potential second phase.

POOL OPERATIONS REPORT

Ms. Longson with RPM provided an update regarding The Overlook Pool and advised that the underground pipe repairs had been completed and paid for by the responsible vendor.

Ms. Armitage with RPM provided an update regarding The Ascent Pool and Clubhouse and explained that The Ascent and The Overlook facilities are owned by separate entities. She reviewed the current condition of The Ascent Pool, including approximately two to four inches of movement associated with the underlying soil conditions and the manner in which the pool was constructed, resulting in the pool becoming slanted.

It was discussed that repairs associated with these conditions are outside normal wear and tear and require coordination with the Metro District/Developer as owner of the facility. Temporary repairs had been initiated by the construction company; however, the Association had not yet received a report regarding the work and had requested photographs and additional information. The Association's goal remains to have the necessary repairs completed as quickly as possible while ensuring the required information and repair requirements are addressed.

Ms. Longson also provided an update regarding the proposed implementation of mandatory cleaning fees for reservations utilizing The Overlook Clubhouse. Following discussion, the Board agreed to table the matter pending additional information and revisit the proposed cleaning fee at a future meeting.

MANAGEMENT REPORT

Ms. Kear reviewed several management updates with the Board. Ms. Kear presented a proposal to create informational signs for the Association's native landscape areas. The signs would include QR codes directing residents to information on the Association's website regarding native landscape installations and what residents can expect as the areas become established.

Following discussion, a motion was made and seconded authorizing management to create native landscape informational signs at a cost not to exceed \$600. All Directors voted in favor, with none opposed. The motion carried.

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UNFINISHED BUSINESS

Committees: The Board continued discussion regarding the establishment of Association committees and the need for committee charters outlining the responsibilities and expectations associated with each volunteer position. The Board also discussed developing an organizational chart to further clarify the committee structure.

A motion was made and seconded for Director Trapp to review the proposed committee charters as the next step in the process. Following his review, the charters will be presented to the Board for approval prior to soliciting residents to serve on the committees. The motion carried.

Governance Policies: The Board reviewed the Conflict of Interest Policy, Covenant Enforcement Policy, Collection Policy, and Records Inspection Policy, with the Records Inspection Policy requiring an adjustment to the Association name on the last page.

Following review and discussion, motions were made and seconded to approve all four policies, with the noted name correction to the Records Inspection Policy. All Directors voted in favor, with none opposed. The motions carried.

Pond/Drainage Vendor & Inspection: Management provided an update regarding two ponds/drainage areas within the community that are not currently included within the Association's landscape maintenance contract. Two proposals from SWAP, which had been carried over from the previous meeting, were presented for Board review and consideration.

The proposals were for two separate ponds/drainage and included comprehensive inspections to evaluate their current condition, identify maintenance or corrective work necessary for proper operation, and provide recommendations for future ongoing maintenance.

SWAP provided two proposals for detailed inspections of two separate pond/drainage areas, one at a cost not to exceed \$3,000 and the other in the amount of \$9,000. Following review and discussion, a motion was made and seconded to approve both proposals and proceed with the detailed inspections of both pond/drainage areas. All Directors voted in favor, with none opposed. The motion carried.

NEW BUSINESS

Leash Law Signage: The Board discussed installing signage within certain community open areas regarding applicable leash requirements. The Board also discussed including contact information for Animal Control on future signage when the time comes to install signs.

Governance Policies: During review of the Collection Policy, a question was raised regarding the \$25 amount contained within the policy; however, this did not prevent the policy from moving forward for consideration. Following review and discussion, a motion was made and seconded to approve the Collection Policy. All Directors voted in favor, with none opposed. The motion carried.

The Records Inspection Policy was reviewed, and it was noted that an incorrect name appeared on the final page. A motion was made and seconded to approve the policy subject to correction of the name. The motion carried.

The legal fee schedule was also reviewed, and it was noted that the document referenced an incorrect attorney name. The matter will be addressed with legal counsel.

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NEW BUSINESS CONTINUED:

Insurance Coverage: The Board discussed increasing the Association's Directors and Officers insurance coverage to \$2 million. Management will obtain additional information regarding the increased coverage for further review by the Board.

HOMEOWNER PUBLIC FORUM

The floor was opened for member questions and discussion.

A concern was raised regarding the condition of the deck and the potential need for sanding and maintenance of the railings at The Overlook clubhouse. The Board and management acknowledged the condition and advised that the matter was already being reviewed in coordination with the applicable Metro District.

Board Bi-Weekly Update: Following discussion, a motion was made and seconded for the Board to provide biweekly community updates regarding the status and progress of The Ascent Pool repairs. The updates will be reviewed by legal counsel as necessary and distributed by management via E-News. All Directors voted in favor, with none opposed. The motion carried. Director Trapp volunteered to prepare the first community update.

ADJOURNMENT:

The meeting was adjourned at 9:48 p.m. The next regularly scheduled meeting of the Board is to be determined and would be posted on the Association website.

IN WITNESS WHEREOF, the foregoing has been duly executed by the Board of Directors as of the 8th day of October, 2026.

COLLIERS HILL HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS

By /s/Alisia Kear
Secretary/Authorized Agent