

VILLAS AT NORTHGATE OWNERS ASSOCIATION, Inc.

Board of Directors Meeting Minutes

January 25, 2021

The Villas at Board Meeting was held via web conference was called to order at 10:00 a.m. by Darren Burns. Present were Tina Swonger, Erik Tjelmeland, Geir Tonnessen and Darren Burns. The first order of business was to elect officers. Officers and Board Terms are as follows:

Tina Swonger	President
Geir Tonnessen	Vice President/Secretary
Erik Tjelmeland	Treasurer

The first order of business was to review and approve the 2020 October Board of Directors minutes. Erik made a motion to approve them as amended and the motion carried unanimously.

The action item of signs at both entrances was raised again. Language for each sign shall state: "Covenant Protected Community managed by Z&R Property Management. For emergencies 24/7 please call (719) 594-0506." In addition, the contracted tow company will post a sign.

Darren provided the year-end financial report. As was expected the Association is well under budget because of only partial completion and expenses. Accounts receivable from December 31st were \$5181, but have since been reduced to \$1200 and that Owner is now on EFT and their account should be caught up this month.

Cash operating at year end was \$17,208 with \$1000 in the reserves, which was the startup deposit to open the account. A transfer to reserved was discussed and Darren was approved to move \$10,000 from cash to reserves with a 12/31/20 posting date. Operating expenses for 2020 were a total of \$18,672.

Darren asked the Board about its thoughts on the rules from another Community he disseminated and if that would be a tie in to the parking and towing policies. Geir raised the question of adding a pet number limit of 2 animals maximum per unit, meaning 1 dog, 1 cat or 2 dogs or 2 cats, but no more than 2 in the aggregate. Penalties for non-registration are \$100 fine per pet plus retroactive registration fees to 2021. The new effective date will be February 1, 2021 with registration deadline and annual registration fees of \$100 due February 15th. Pets previously in the Community that do not comply with the new regulations shall be grandfathered for the term of the tenants' tenure or the life of the pet. The other rules will be reviewed for roll out later.

Darren provided a review of the balance sheet and expense register and answered questions.

Darren had previously forwarded the Board a bill from the Northgate Business complex for \$511 a month of dues. This \$6000+ a year was not disclosed to him until well after the budget had been ratified for 2021. In addition, a Shared Drive Maintenance Agreement was recently forwarded to him from the Developer. The agreement makes the Association for 40% of all the surface and subsurface maintenance to include snow removal. In addition, it provided no opportunity for Villas at NG to review expenses in advance or be part of the approval process. This also was not disclosed to Darren in advance of the budget. He has requested governing documents for the business association and was instructed by the Board to reject the shared road agreement and notify the manager of the neighboring property accordingly.

Landscaping bids were requested from approx. 6 companies and 4 were received. Unlimited - \$1840 a month, Greener Grass - \$1225, Bear Claw \$1268 and Heritage – Individual service prices provided but no grand total (\$42,000 approx. as calculated by Erik). After review and discussion of the 4 bids, Greener Grass and Bear Claw were identified as the two finalists. Based on experience with both contractors from Erik and Geir, the Board unanimously chose Bear Claws as the approved contractor and authorized Darren to communicate with the Ownership to work out the final details for a start date of April 1, 2021.

An initial bid from hardware and installation by Big Security was reviewed. With hardware (\$8318), and installation (\$4113) the tentative total was \$12,431. This total did NOT include the need to install louvered doors and 120v outlets on each of the approx. 12 access points. The matter was tabled for a future meeting.

A towing contract from Klaus' towing was reviewed and the Board authorized Darren to work out particulars and get the contract signed and enforced and let Klaus' post signs at the entrances along with the new covenant sign.

There being no further business, the meeting was adjourned at 11:32 a.m.

Geir Tonnessen

Geir Tonnessen (Feb 25, 2021 14:15 MST)

Geir Tonnessen
VP / Secretary



Darren H. Burns
Property Manager