

ROCK CREEK MASTER HOMEOWNERS ASSOCIATION, INC.
Annual/Budget Ratification Meeting of Homeowners
Residence Inn Marriott, 455 Zang Street, Broomfield, CO 80021
Thursday, November 21, 2019 – 7:00 PM

MEETING MINUTES

CALL TO ORDER

The meeting was called to order at 7:10 PM by President John Eckhardt. Pursuant to Section 4.7 of the Association's Bylaws, it was confirmed that a quorum of homeowners was present in person or by proxy.

Eckhardt introduced himself and provided an opportunity for each of the Board members to introduce themselves, Renee O'Shea, Vice President; Rob Cornell, Secretary and Directors Diane Marsella, Chris Nunes, Yuan Liu and Li Yan.

Shanna Massier and Teri Foust, were present from HAVEN Community Management.

Stan Jezierski, the association's legal representative from Business Management Law Group was also present.

ROLL CALL

Chris Nunes made a motion to accept the sign in sheets as official record of attendance and evidence that quorum was achieved with 144 homeowners present either in person or by proxy. Brad Walker seconded. Motion carried unanimously.

PROOF OF NOTICE

Shanna Massier provided proof of notice being mailed to all registered owners in accordance with Article 4, Section 4.4 of the Rock Creek Master Homeowners Association Bylaws. Notice was also posted on the website on November 4, 2019 and sent electronically to members who have provided an email address to the management office on November 13 and 19, 2019.

READING AND APPROVAL OF MINUTES OF 2018 ANNUAL MEETING

A copy of the draft minutes from the 2018 annual meeting was available to homeowners in attendance. Diane Marsella made a motion to approve the minutes of the 2018 annual meeting as presented. Brian Hill seconded. Motion carried unanimously.

HOMEOWNER FORUM

Homeowners were provided an opportunity to ask questions of the Board of Directors. No questions or comments were presented.

OFFICERS REPORTS

2019 Year in Review

The Board had a heavy slate of projects for 2019, which included improvements to the ACC review process, the review of ACC policies and considerations for new guidelines (RockOn), Management Company RFP and improvements to technology. Concerns regarding increased airport noises and the addition of two new Board members were added midyear. An unanticipated challenge in 2019 was board attendance. Two members resigned and the Board appointed Diane Marsella and Chris Nunes to fill these two vacancies.

Airport Update

The board received three legal opinions and believes that the HOA does have grounds for a claim against the airport. An Airport Committee has been established, chaired by Chris Nunes. This committee is administrative

in nature, tasked only with gathering data. The committee will not have legal purview. An email address has been established for homeowners to initiate inquiries or provide information regarding airport concerns.

RockOn Initiative

ACC policy review was the goal for 2019. The board retained Norris Design to develop and facilitate a community survey for the purpose of collecting homeowner ACC data and provide professional recommendations for future change. In 2020 the focus of this project will be review of the Norris Design policy recommendations and community review with one of the original Richmond Home architects.

Management Company RFP

One of the primary focuses of the board in 2019 was initiating an RFP for management services. Eight RFP responses were received and from this field, three finalists were chosen. Each candidate made a presentation at individual board meeting with homeowners in attendance to participate. Grand Manors, a division of Real Manage was selected. In early 2020 the focus will be on hiring a full-time manager, onboarding Grand Manors technology platform and ironing out transition details.

RATIFICATION OF PROPOSED 2020 BUDGET

John Eckhardt presented the 2020 budget highlighting significant changes to several categories including legal fees, Rock On, management contract modifications and the ACC coordinator. Shanna Massier stated that pursuant to the Association's Budget Ratification Policy, without a majority of homeowners present to reject the budget, the 2020 budget is deemed ratified. The annual assessment will increase to \$240.00. While not a requirement of budget ratification, homeowners acknowledged the board's effort to adopt this budget and a motion was made to approve the 2020 budget as proposed. Brian Hill motion, Wendy Torrance seconded. Motion carried with two members opposed.

2nd BYLAW AMENDMENT PROPOSAL

One of the unexpected challenges for the board in 2019 was director attendance. A Bylaw amendment is proposed requiring 70% participation and an opportunity for the board to remove a director for attendance issues.

ELECTION OF DIRECTORS

John Eckhardt explained the election process and stated that Yuan Liu and Li Yan's seats were open. Named candidates included Lihua Cao, Brian Hill and Duncan Torrance. The floor was open to nominations and with no additional candidates named, nominations were closed.

Lihua Cao was not present at the meeting. Brian Hill was provided an opportunity to introduce himself and express his interest in being a board member. Wendy Torrance read an introduction prepared by Duncan Torrance who was out of town on business. Homeowners were provided with a ballot to cast votes for board seats as well as the 2nd Bylaw amendment. A volunteer counting committee comprised of homeowners Natalie Hasem, David Ibarra and Siwei Wang collected ballots and took possession of the ballot box.

After a brief recess, the meeting resumed, and John Eckhardt announced that the new Board members each elected to three-year terms were Brian Hill with 133 votes and Duncan Torrance with 79 votes. The 2nd Bylaw Amendment passed by a vote of 96 for and 12 against.

PRESENTATIONS

Grand Manors Introduction

Kerry Beatty and Jarrett Tran introduced themselves and Grand Manors to the homeowner's present. An outline of the transition timeline and target implementation dates was discussed.

Norris Design Survey

The Rock Creek Community Design Guidelines Survey was created by Board members and Jeff Liljegren and Ryan Schatzman of Norris Design. The survey comprised 32 questions and 42% of homeowners participated and responded. Overall the responses indicated that there is widespread support for design variety in the community. Jeff and Ryan presented a power point presentation detailing survey results.

Recognition

John Eckhardt and board members recognized Shanna Massier and Teri Foust for their combined 23 years of service to the Rock Creek Homeowners Association.

ADJOURNMENT

Sandie Hammerly made a motion to adjourn the meeting at 9:05 PM. David Ibarra seconded. Motion carried unanimously.