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## RECORD OF PROCEEDINGS

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### **Minutes of the Meeting of the Board of Directors of Brightwater Club Properties Owners Association March 15, 2019**

The Meeting of the Board of Directors of the Brightwater Club Property Owners Association, Gypsum, Eagle County, Colorado, was held on March 15, 2019 at 10:00 a.m., at the offices of Marchetti & Weaver, LLC, 28 Second Street, Suite 213, Edwards, Eagle County, Colorado, in accordance with the applicable statutes of the State of Colorado.

**Attendance** The following Directors were present and acting:

- Don Janklow
- Michael Schneider
- Inga Causey
- Renzo Renzi (By Telephone)
- Brian Kueker (By Telephone)

Also in attendance were:

- Eric Weaver, Marchetti & Weaver, LLC
- Anne Clarke, Secretary to the Meeting
- Kirk French (By Telephone)
- Chris & Anne Montera (By Telephone)

#### **Call To Order**

The Meeting of the Board of Directors of Brightwater Club Property Owners Association was called to order by Eric Weaver, noting a quorum was present.

#### **Agenda**

No changes were made to the agenda.

#### **Minutes**

The Board reviewed the minutes of the November 16, 2018 meeting. Upon motion duly made and seconded it was unanimously

**RESOLVED** to approve the November 16, 2018 meeting minutes as presented.

The minutes from the January 5, 2019 Annual Member meeting were reviewed by the Directors with no comments. The minutes will be posted to the website in draft form until approved by the Members at the 2020 Annual meeting.

#### **GCH Updates**

Director Renzi reported that the summer maintenance and irrigation plans will continue as they have in the past.

#### **Owner Input**

None.

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**Policy** Mr. Wolf reviewed the POA's governing policies to confirm that they matched current legal requirements. Upon his recommendation, an amended and restated policy for Examination, Inspection, and Copying of Association Records was presented to the Board. By motion duly made and seconded it was unanimously

**RESOLVED** to adopt the amended and restated policy for Examination, Inspection, and Copying of Association Records.

The policy will be posted to the Association website. An email with a link to the document will be circulated to community members.

**Election of Officers**

As the composition of the Board did not change after the Annual member meeting, by motion duly made and seconded it was unanimously

**RESOLVED** to elect Director Don Janklow as President, Director Michael Schneider as Secretary/Treasurer, and Directors Inga Causey, Renzo Renzi, and Brian Kueker as Assistant Secretary/Assistant Treasurer.

**Operations** The Association's three-year landscape contract with Shades of Green has expired. Mr. Green revised the contract details (Exhibit A) to account for changes needed. The quantity of chemicals necessary to control the noxious weeds has decreased, while maintenance of new trees will increase and an allowance for additional plantings at the main entrance has been included. Mr. Green requested a renewal of the contract, with the described adjustments, at the same total value as the prior contract. By motion duly made and seconded it was unanimously

**RESOLVED** to approve Exhibit A of the Shades of Green Contract, at an annual price of \$42,932.

The Association has purchased 40 aspen trees and three spruce trees to be installed throughout the property at locations that currently have irrigation available. The Association has also reserved three flower barrels to be placed at the north entrance area this summer.

**Gatehouse** Mr. Weaver reported that a contractor caused damages at the guardhouse. The guardhouse is owned by GCH. Mr. Weaver will share the contractor information as well as preliminary repair bids with Director Renzo.

**Security** Ms. Montera will lead the security committee and plans to take a survey of property owners regarding gate code maintenance and other security items. Mr. Weaver reported that the gate maintenance contractor is wrapping up a proposal to upgrade the gate access and CCTV systems.

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### Conservation

**Easement** The Eagle Valley Land Trust is developing signage for the conservation easement (Parcels A and B, west of Castoff Cabin). They submitted a proof of the sign and requested a location for installation later in the year. After discussion, the Board selected the location at the end of the Fisherman's Path for installation.

**Covenants** The Covenant enforcement contractor requested feedback on the current operation. Also, some owners are giving advance notice of requested exceptions, but not removing the vehicle/equipment in a timely manner. The Directors agreed that two days is all that should be granted for an advance notice/request.

**Management** Mr. Weaver drafted a management scope of services document to explore opportunities for efficiencies in managing the on-site aspects of the Association. The Board directed Mr. Weaver to solicit proposals from contractors to perform these services.

### Design Review

The owner of Filing 2 Lot 10 is working to complete the landscaping required from the original construction on the lot, with an expected completion date of spring 2019. The owner has said that he will submit plans to the Design Review Board for consideration.

Borne Consulting administers the Design Review program for the Association. Since 2012, the fee schedule base cost has been \$2,000 per project. They submitted a request to increase the base fee for services to \$2,400. Mr. Weaver reviewed the history of the agreement and recommended that the Board accept the new fees as well as adjust the homeowner application fee by the same \$400. By motion duly made and seconded it was unanimously

**RESOLVED** to accept the 2019 fee increase request by Borne Consulting as well as amend the homeowner application fee to \$2,900.

### Financial Matters

Mr. Weaver presented the December 31, 2018 financial statements. Cash balances are strong and the accounts receivable balance is reasonable. Mr. Weaver recommends utilizing the bill.com platform to process accounts receivable moving forward, which will offer an electronic payment option for assessment payments. At the January members meeting, the members decided to not renew the Cast Off Cabin lease, so those appropriated funds will be transferred to the Reserve Fund.

### Accounts Payable

The Board reviewed the accounts payable list. By motion duly made and seconded it was unanimously

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**RESOLVED** to ratify and approve the accounts payable list as presented.

**Adjournment** By motion duly made and seconded it was unanimously

**RESOLVED** to adjourn the Meeting of the Brightwater Club Property Owners Association Board of Directors this 15th day of March 2019.

Respectfully submitted,

*Anne D Clarke*

Anne Clarke  
Secretary for the Meeting