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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 September 18, 2020

The Meeting of the Board of Directors of the Brightwater Club Property Owners Association, Gypsum, Eagle County, Colorado, was held on September 18, 2020 at 10:00 a.m. The meeting was held as a teleconference meeting in accordance with the applicable statutes of the State of Colorado, Public Health Order 20-23, and the state of emergency declared by the Governor of Colorado March 10, 2020.

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

- Don Janklow
- Michael Schneider - Board Member and Community Liaison
- Inga Causey
- Brian Kueker
- Renzo Renzi

Also in attendance via teleconference were:

- Eric Weaver, Marchetti & Weaver, LLC
- Erin McCauley, Secretary to the Meeting, Marchetti & Weaver, LLC
- Janelle Kottenstette, homeowner
- Kirk Frencher, homeowner
- Janice Spencer, homeowner
- Joe Spencer, homeowner
- Domenic & Ora DeMaria, homeowners
- Doug Parker, homeowner
- Scott Green, homeowner, Shades of Green Lawn Maintenance
- Tim Hay, homeowner

#### **Call To Order**

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

#### **Agenda**

No changes were made to the agenda.

#### **Minutes**

The Board reviewed the minutes of the May 15, 2020 meeting. Upon motion duly made and seconded it was unanimously

**RESOLVED** to approve the May 15, 2020 meeting minutes as presented.

#### **Operations**

**GCH Update** Director Renzi provided an update and indicated significant real estate activity in the valley as well as developer interest. However, feedback indicates the cost to build for most at this time is quite high. GCH continues to fund their share of expenses and will continue to work to determine how to reposition the property.

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**Community**

**Liaison**

Mr. Schneider, community liaison, provided an update on community operations including:

- Gates are working well at this time, there are no current maintenance issues. Transponders are working with the exception of emergency vehicles which Mr. Schneider will address.
- Compliance violations have been minimal, no unresolved items at this time. Director Janklow requested reports of violations be kept anonymous. Mr. Parker, volunteered to assist with monitoring convenience as did Mr. Spencer.
- Asphalt repairs and crack filling were completed, however, some areas of repair are unsatisfactory. Michael will review these areas with the contractor and have them addressed this year if weather permits. Mr. French requested clarification on timing of asphalt repairs and if a Board approved plan for repairs is in place. Mr. Schneider stated that the “birdbaths” will be addressed next year, \$15k is budgeted for 2021 for crack filling and repair of settled areas.
- Fencing along the Western border has been repaired, posts were replaced and reinforced, and wire was tightened. Only minor touch ups of the repaired area should be required going forward.
- Scott Green provided an update on the landscaping, flowers will be changed to fall varieties and mowing of islands and cult-de-sacs will take place shortly. Thistles are under control and mowing of lots is approximately 50% complete. Trees will be wrapped with wire soon to deter the wildlife. Tumbleweeds were discussed as well as the timing and frequency of mowing the weeds and related fire mitigation benefits. Ms. Kottenstette inquired why some cult-de-sacs aren’t landscaped in the same fashion as others. Mr. Weaver stated this is a result of irrigation not being installed in certain areas at the time of development due to funding issues on the part of the developer. Also discussed was an appropriate start time for the irrigation around the gate.

**Design**

**Review**

Nothing at this time.

**Other**

**Operations**

Mr. Weaver reviewed the snow plowing contract for 2021, Beaumont Excavating will be used and it is expected pricing will remain the same. The 2021 landscaping contract was also discussed, Shades of Green will be the contractor for the upcoming year and pricing will stay flat.

By motion duly made and seconded it was unanimously

**RESOLVED** to approve the 2021 snow plowing contract with Beaumont Excavating and the 2021 landscaping contract with Shades of Green.

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**Financial  
Matters**

Mr. Weaver presented current certificate of deposit rates and recommended investing in 1-year or 2-year CDs, noting the Association has roughly \$1.4M in the reserve fund to invest. The Board was in agreement with Mr. Weaver to invest in certificates of deposit, despite rates being low at this time.

Mr. Weaver presented the August 31, 2020 financials. Operating expenses are running approximately \$12k favorable, this will be transferred to the reserve fund at year end to hold for future projects such as the road overlay. Mr. Weaver reviewed the reserve fund and completed projects. Fence repair along BLM area was the major project in 2020, the 2021 budget includes repair to the North side of the fence and this project will be considered in the spring. Mr. Weaver recommended to keep dues at \$325 per quarter with a 25% prepay discount of (\$325) if paid by January 31, 2021. The 2021 budget will be adopted in the Board meeting which will take place in November.

**Accounts  
Payable**

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

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

**Accounts  
Receivable**

The Board reviewed the outstanding accounts receivable list. Three accounts are past due and it was agreed to review the collection policy and follow the necessary steps to move forward toward filing liens.

**Owner  
Input**

Mr. DeMaria inquired about Design Review influence on open space and any amendments to the guidelines. Mr. Weaver explained the Design Review Board is appointed by the Developer and it is up to the Design Review board to make any changes to the guidelines. Mr. DeMaria asked about open space specifically and Mr. Weaver noted this is more of a Town of Gypsum and zoning issue and could be a challenge and a significantly public process to make any changes to open space parcels.

Ms. Spencer requested Board meeting minutes be published on the Brightwater website after each meeting. Mr. Weaver explained the Board approves the minutes of the prior meeting in the following Board meeting and the minutes are then posted to the website. It was agreed that going forward, after review by Mr. Weaver and the Board, to post a draft version of the Board meeting minutes to the website noting they are subject to Board approval.

Mr. Green informed the group that Beaumont Excavating is available to plow driveways if homeowners are interested in that service. Mr. Green asked if an email

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could be sent to inform homeowners. Ms. Causey and Ms. Spencer agreed that a periodic newsletter with this type of information would be beneficial and they will work together on this.

Mr. Weaver provided an update on the Comcast project. Installation is anticipated in the 2<sup>nd</sup> quarter of 2021. Comcast has not begun installation at this time as they are in the process of recognizing various ownership of the roads and drafting access agreements. In light of the recent home explosion caused by the contractor, more will need to be known prior to actual construction within the community.

The next Board meeting date is scheduled for November 20, 2020.

**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 18<sup>th</sup> day of September, 2020.

Respectfully submitted,

Erin McCauley  
Secretary for the Meeting

DRAFT - Subject to Board Approval