Brightwater Club Property Owners Association
Board Meeting Agenda
Friday, November 11, 2024, 10:00 AM MST

Meeting held via teleconferencing

Board of Directors	Term Expires:
Don Jennings	2025
Josh Kroot	2025
Maury Keller	2026
Wayne Conrad	2026
Bill Pugh	2027

-MINUTES-

1. **Call to Order:** The meeting was called to order at 10:04 am by Board President Don Jennings.

2. **Quorum & Attendance:** With four of five board members in attendance, a quorum was established.
    a. Board members in attendance were Don Jennings, Maury Keller, Bill Pugh, and Josh Kroot
    b. Association members in attendance were Dominic DeMaria, Kirk French, Mark Spanninger, Mary and TJ Hay, Larry Fowler, Laura Sellards, Lauren Collar, Janice Spencer, Don Janklow, and Steve DeMaria
    c. Also in attendance were Accounting: Jon Ericson and Erin MacCauley, Legal Counsel: Dan Wolf, and Management: Matt Hayden.

3. **Approval of Minutes:** The minutes from the September 20, 2024 Board Meeting were unanimously approved.

4. **Reports:**
    a. Legal- Dan Wolf
        i. Required changes to Collections & Covenant Enforcement
            1. The Colorado Legislature updated CCIOA notification requirements for Covenant Enforcement and Collections.
            2. The policies will be circulated to the Board for a review and comment period. They will be approved by email and posted to the website
        ii. Beneficial Ownership Information (BOI)- New Federally required reporting and registration of individuals that influence the financial operations of businesses and non-profits. An HOA's board of directors is included in the reporting requirements.
            1. Dan will recommend a company to assist in registration.
        iii. Counsel was asked to send notice to Comcast. The association is disappointed with the lack of communication surrounding the infrastructure installation within the neighborhood, the amount of time that has passed since the project's start, and the unfinished nature of the project.

1. Dan was asked to draft a notice and reach out to the Town of Gypsum to help push for action.
2. It was requested that the association engage with the Town of Gypsum officials to find out what they are aware of and how to work together toward a solution.

b. Developer Update- Siena Development
   i. Siena remains focused on the development of the western side of the property.
      1. While there have been limited visible changes, work is being completed behind the scenes.
      2. House building is the primary focus.
      3. Golf memberships are being considered to offer access to the currently available nine holes and there are plans to begin working on the eastern side of Valley Rd to get the remaining nine holes available for play.
      4. Additional amenities of the Castoff Cabin and Lakehouse are planned to be made available for member use.
   ii. There is a desire from the developer to have consistency in branding and signage of the association.
      1. They are working towards a single community name as Siena Valley Club
         a. Some changes will be visible, like signs and marketing materials, and others will be less obvious like filed document changes.
         b. It was voiced that changes to the signs, labeling, or governing documents should be the responsibility of the developer.

c. Design Review Board- Siena Development
   i. New design criteria and enforcement is ongoing.
   ii. Road damage to Brightwater Club Rd from the Bluestem home construction will be investigated and addressed.

d. Community Liaison/Operations- Elevated Colorado
   i. Fence repairs were completed along the border of the BLM.
   ii. All asphalt patching and crack filling have been completed.
   iii. All missing roadway water service hatches were reported to the Town.
   iv. The Board requested monthly updates to be submitted to them to stay on top of ongoing efforts for the association.

e. Financial & Budget- Marchetti & Weaver
   i. Jon led a review of the YTD Financials and Preliminary 2025 Budget
      1. While there are some changes to the costs of individual line items the dues are proposed to remain $1200 for 2025
   ii. The board requested time to review the 2025 budget and would approve it by email.
   iii. The upcoming front entrance gate project was added to the budget at $80,000

5. New Business:

a. Security Gate Committee report
   i. The plan to replace the gate entrance and exit system was discussed. The committee has been working with a local contractor to work out the association's desired features and ways to implement the plan.
   ii. Future flexibility as the association's needs change is a consideration
   iii. Locally sourced service and maintenance are also considerations

b. For homeowner notice requirements, legal counsel will be sought to determine if email is considered mail under the law or if the documents of the association would need to be changed to alter notification requirements.
    i. Motion made and duly passed to allow email to be used for all official notifications and postal service would be used in cases where an email address was not available, provided counsel states that this is allowed.
c. The Annual Meeting was confirmed to be held at the Lakehouse on January 11, 2025, at 4:00 pm.

6. **Member Forum/ Public Comment:**
    a. Beaver dam removal was discussed to reduce damages to the Land Trust area below the Castoff Cabin

7. **Adjournment:** With no additional matters to discuss, the meeting was adjourned at 12:05 pm