Brightwater Club Property Owners Association
Board Meeting Agenda
Friday, June 19, 2026, 10:00 AM- 3:00 PM MST
This meeting was held via teleconferencing and in person at the Lakehouse

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Board of Directors	Term Expires:
Don Jennings	2028
Josiah Jennings	2028
Chris Hynes	2029
Kevin Kottenstette	2027
Marge Spanninger	2029

1. **Call to Order:** The meeting was called to order at 10:02 AM by Don Jennings.
2. **Consideration of the Agenda:** By board consensus, Executive Session: Legal Matters (originally Item 5) was moved to the end of the meeting to optimize logistics.
3. **Roll Call and Verification of Quorum:** A quorum was verified with all directors in attendance:
    a. Board in attendance: Don Jennings, Josiah Jennings, Chris Hynes, Kevin Kottenstette, and Marge Spanninger.
    b. Homeowners present in person or online included: Larry Fowler, Kirk and Carolyn French, John McCarty, Kevin Summers, Bruce Godfrey, Don & Lynn Janklow, Wendy Jennings, Donna Gilbreath, Janice Spencer, Brian Huges, Mark Spanninger, Lauren Collar, Larry Boothby, Mary Hay, Steve Garrison, Laura & Dave Sellards, Jeff Petersen, Kristen Gilliam, Kelley Bontempo, Kevin Dickenson, Bill Pugh
    c. Also present were: Dan Wolf of association counsel, and Matt hayden with association management
4. **Approval of Minutes**
    a. March 13, 2026 Board Meeting: Approved pending three minor typo corrections.
    b. May 14, 2026 Town Hall Meeting: Notes from the town hall session were reviewed and approved.
5. **Reports**
    a. **Developer Update (Siena Development):** Progress continues on four housing projects. Schedules are being pushed forward.
    b. **Design Review Board (Siena Development):** Discussion was held regarding administrative approvals for minor projects versus formal reviews for new construction foundations. Funding transparency and compliance regarding developer property fees were reviewed. A comprehensive database tracking projects from 2021–2022 was compiled by Marge Spanninger and Chris Hynes, illustrating a net deficit heavily driven by general overhead and meetings. Moving forward, complete documentation and photorealistic renderings will be mandated before applications are voted upon.
    c. **Community Liaison/Operations (Matt Hayden, Elevated Colorado):** Updates were provided on recent neighborhood improvements, including traffic stop sign

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installations, street lamp replacements, annual perimeter fence maintenance, and incoming gate upgrade proposals. Comcast was contacted concerning completed routing cables to all utility pedestals, and essential keys were successfully distributed to Comcast service vendors. He also stated that he continues to be dedicated to weekly site visits, the majority of his time over the last quarter has been spent on administrative tasks relating to the amount of correspondence received surrounding the current neighborhood issues.

d. **Financial Updates (Treasurer Chris Hynes):** The administrative transition from Marchetti & Weaver to Clearview continues. Issues exist in banking access for the new accounting firm. Approximately half of the property owners have actively migrated to the new online payment portal. Once the financial transition is complete, more robust financial reporting will be available at future meetings.

6. **Old Business: Action Items from Town Hall**
    a. **Board Efficiency & Accounting Clarity:** The board continues to work on tightening meeting lengths and increasing detailed visibility within the financial ledgers. Future Town Hall meetings will be utilized to collaboratively resolve preliminary community topics to keep the Board Meetings within a target 2-hour limit.
    b. **Community Skills Inventory:** Outreach is ongoing to compile neighborhood engineering, financial, and professional skills that could be useful for the needs of the association. Contact with ten homeowners have been completed to date.
    c. **Gate Project Vendor Decision:** Five comprehensive infrastructure proposals ranging from $72,000 to $134,000 are under review. The board is consulting with developers to prioritize resident user-experience, smartphone applications, physical bumper transponders or windshield stickers, and emergency vehicle access points.
    d. **Ground Squirrel Mitigation & Wildlife Safety:** Ongoing toxicology examinations are being conducted by the Department of Wildlife and the Department of Agriculture following community wildlife concerns. Developer-contracted applications continue under strict label requirements to protect all non-targeted animals. An updated communication regarding the resident opt-out process will be re-distributed once the schedule is determined.

7. **New Business**
    a. **Hybrid Town Hall Requirements:** To ensure complete community transparency and accessibility, all future town hall meetings will provide both in-person and online options.
    b. **Separate DRB Accounting:** Following recommendation from Clearview, a dedicated bank account and formal fund accounting system will be deployed exclusively for the Design Review Board to continue to discuss whether the DRB should break even overall.
    c. **Future Pest Control Strategy:** The board established an aligned strategy for mitigation efforts to be done in tandem with the developer for maximum effectiveness. While it was not recommended this year due to low snowfall, future efforts will include the possibility of a transition to gas-based mitigation.
    d. **Conservation Area Maintenance:** Management will consult with the Eagle Valley Land Trust to evaluate grass cutting, trail accessibility permissions, and environmental guidelines within the conservation tract.

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e. **Golf Course Chemical Notification:** Moving forward, coordination efforts will be explored to better communicate chemical application schedules to residents.

8. **Member Forum / Public Comment**
    a. Frustration was voiced over the time it is taking for the developer to complete its new home projects and how solid their commitment was to the neighborhood. Josiah affirmed that they are committed to the community and have no plans to sell or flip the property, with the intention to fully build out the project. They state that they will share the plan with the community once it is fully actionable
    b. John McCarty addressed the board regarding review delays and the sudden cancellations of his residential construction application meetings. The situation is under investigation, but it appears to be a communication misunderstanding between the DRB's architect, Mr. McCarty, and the DRB.
    c. An owner raised a concern regarding standing dead trees on specific lots and their removal. This will be communicated to the association's landscaping company to address.
    d. A clarification was sought concerning the seasonal fire hydrant flushing parameters. Management confirmed the Town of Gypsum has stated they will not flush hydrants this year due to local water shortages.

9. **Action Items**
    a. **Management:**
        i. Correct the 3 typos identified in the March 13 meeting minutes.
        ii. Complete the installation of stop signs
        iii. Reinforce fencing parameters along the back border during annual maintenance.
        iv. Collaborate with Scott Green to facilitate the removal of identified dead trees.
        v. Distribute follow-up communication to homeowners regarding the squirrel mitigation opt-out process.
        vi. Contact the Eagle Valley Land Trust to confirm permitted maintenance boundaries within the conservation area.
    b. **Board:**
        i. Continue community outreach to complete the neighborhood skills inventory.
        ii. Meet with the remaining gate infrastructure developers to review proposals.
        iii. Evaluate groundskeeping expansion needs to integrate tasks into 2027 budget planning.
        iv. Financial
            1. Continue study of historical DRB revenue and expense records
            2. Request estimated costs of audit or review of past years from Clearview
            3. Discuss general ledger reconstruction beyond 2022 with Clearview.
            4. Study the configuration of the Clearview financial portal to facilitate internal controls.
        v. Review DRB structure and composition guidelines to report findings to the POA board.

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vi. Provide formal written documentation to the McCarty project applicant regarding missing materials and schedule a meeting with John McCarty following the dispute resolution process.

vii. Counsel discussion on what is allowable to post to the website regarding approved plans, owner names or addresses, etc.

c. **Developer:**

i. Research and share anticipated completion dates for ongoing neighborhood construction projects.

10. Executive Session: The board entered Executive Session at 1:19 pm to discuss legal matters with association counsel. The board exited the Executive Session at 2:50 pm.

11. Adjournment of the Board Meeting: With no further business to discuss, the board meeting was formally adjourned at 2:57 pm.

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Meeting minutes taken and submitted by Elevated Colorado Management