

**Minutes of the Highland Park 3 Association, Inc. Board of Directors Meeting**  
Held December 14, 2020 at 7075 Campus Drive, Colorado Springs, CO 80920

1. Verify attendance.

Directors Attending: Douglas Barber, John Christiansen and Duc Luu

Members Attending: Tim Cerniglia, Jacques Delange

2. Members' Forum (generally limited to 15 minutes).

3. Approval of minutes of prior meeting 10/19/2019. Doug was the only Director of the current Board who was on the Board in 2019. Doug vouched for the accuracy of the minutes (which he had drafted), and the Directors ratified them unanimously.

4. Reports of Office: This was the first Board meeting since the organizational meeting of the HP3A in October. Accordingly, no officers have yet been elected by the Board. Doug Barber has been and is acting President. At this point, Doug Barber formally resigned from the Board, so that a new Director could be appointed to complete Doug's one-year term and act for the remainder of the meeting. Tim Cerniglia volunteered as a director and was unanimously approved.

5. Reports/Action of Any Committees. At this time, the HP3A has no formal committees, except the Architectural Control Committee. Discussed that the Highland Park Neighborhood Association, Inc. (HPA) which governs Filings 1 and 2 of Highland Park added additional committees such as Compliance, Maintenance, Communications, Social, Governmental Affairs. The HP3A could add committees as deemed necessary or desirable.

A. Finance: The current HP3A bank balances at Ent Federal Credit Union as of 12/8/2020 are: Checking \$3,910.00 Savings \$8935.34. The Rawhide Company has been providing bookkeeping, billing and mailing services for the HP3A, and Doug Barber is the present authorized signer on the bank account.

B. Architectural Control Committee. Doug Barber noted that he is working with Jacques Delange and Christine Christiansen to train them in ACC work. No submittals are in process at the time of this meeting. Doug Barber stated that he would be willing to remain on the ACC awhile longer if the Board wanted him to, as it is anticipated there will be a lot of building activity next summer. The Board agreed, as the continuity and training is deemed useful to the HP3A.

6. Continuing business

6.1. Trail. The trail is complete. Weather permitting, Doug Barber will do some fine grading of it before the end of the year or in the Spring to smooth out some rough spots.

6.2. Mailboxes and keys. The mailboxes have been replaced and new keys given out to those whose keys were no longer good. The remaining keys are at HP3A office at 7075 Campus Drive, Suite 200, Colorado Springs, CO 80920, and can be picked up there by owners during business hours M-F. The HP3A is now responsible for the mailbox units. HP3A mailbox policy makes owners responsible for lost/missing keys and lock problems.

7. New business

7.1. Obtaining of Directors and Officers and General Liability Insurance: Discussed that the D&O policy covers volunteers in the event of a suit against them. Without such insurance it is hard to find volunteers to take on Association governance. The general liability policy covers the HP3A for claims that could arise from the existence or use of the trail, the mailboxes, the detention pond on Lot 126, or whatever other source a creative lawyer might claim.

Tim Cerniglia moved purchase of the basic Alink quoted \$689 for the basic coverage package. John Christiansen seconded. Unanimously approved. Doug will get the policy bought.

7.2. HP3A Website. Doug Barber noted that there was a misunderstanding with the webmaster over billing for the HP3A.org website early in 2021, but they resolved it and adjusted the finances to credit the HP3A for charges that were not supposed to be on the bill.

HP3A website hosting is \$20/month to Waves End LLC [Scott@wavesendllc.org and Roberta@wavesendllc.org (Scott and Roberta Ross are the owners and live in Monument, CO)], which includes domain registration, email hosting for one address (info@hp3a.org), security patches, site backups, troubleshooting, and normal questions and help. They charge a small fee for adding, deleting or editing content, but the webmasters have provided some instruction on how to do some of it ourselves to avoid charges.

The current recipient of info@hp3a.org is Doug Barber. The Board asked Doug to find out if it can be directed to all three directors. [Answer: Yes. All 3 directors will now be recipients, not Doug.]

7.3. HP3A bookkeeping and bank accounts. John stated he will take over the bookkeeping. Doug will arrange for signature cards at Ent Federal Credit Union to be revised to reflect the new signers, and John will coordinate with Porsche Harvey at The Rawhide Company to get a copy of the Quickbooks file, checkbook and other financial records.

7.4. Approved the following 2021 Budget. Discussed that the budget will have to be refined over time as operational expenses/needs are determined. In the meantime, it will help build up reserves which are good because they may help deter legal action against associations, and avoid requiring special assessments of owners if something unexpected hits. Doug noted his attitude that Directors should seek to operate their associations well, at the least cost to members, and should try to operate in the background (nobody likes an intrusive HOA. Directors are elected to serve, not dictate).

Income	\$7,800*
Expenses:	
Annual fees (Secy of State and Div. of Real Estate)	\$ 48
Website	\$ 300
Trail Maintenance	\$ 250
Insurance	\$ 689
Postage and Mailings	\$ 100
Legal/Training	\$ 250
Accounting/tax return	<u>\$ 500</u>
Net Operating Income	\$5,663

\* There could also be late fees and fines (hope not) and title company statement fee income, but those are not reliable sources and so are not included in income for budget purposes.

7.5. 2020 dues billing and January annual report to owners. Doug Barber will be responsible for preparing and mailing. Directors will review and approve newsletter prior to mailout.

7.6. Water meter readings. Discussed that this is one of the most important functions of the Board. Meters must be read October 31, December 1 and February 28/29 each year and reported to the Highland Park Neighborhood Association, Inc. (HPA; Filings 1 and 2 Association).

7.7. Status letters. Discussed that title companies periodically send requests for statements regarding the financial status of lots in HP3 in connection with closing transfers of such lots. The Association needs to respond fairly quickly to these requests, as the title companies use the information for preparing closing documents, and often wait until the last minute to request them from HOAs. The Rawhide Company has been providing such statements and been paid the \$100 fee therefor that was established by Little London when it governed the HP3A. Hereafter the \$100 fee will be paid to HP3A.

7.8. Turnover of HP3A records from Little London. Discussed that Doug will put together flash drives for the Directors with all HP3A relevant documents, including all of the documents on the website. That way they can pop them onto their own computers going forward.

7.9. 2020 HP3A tax return and end of year financial reports. Doug will have Rohn CPA Group prepare and e-file the 2020 HP3A tax return, and will get the authorization for it to Tim Cerniglia to sign.

7.10. Registered agent for Division of Real Estate and Secretary of State is currently Doug Barber. Agreed that Doug will change it to John Christiansen. [Note: Doug did this on 1/9/2021]

7.11. Director training and any other business. Discussed that at least annually it is a good idea for the Board to have a training session, perhaps bring in an HOA attorney for an hour to ensure all is being properly done. Agreed to budget something for this. More information is found on the Division of Real Estate HOA web page at <https://dre.colorado.gov/hoa-board-member-education>.

7.12. Assignment of Declarant's rights to HP3A. Doug discussed that he was preparing a formal Assignment of Declarants rights under the covenants to the HP3A and would have that document at or before the next Board meeting for the Directors to sign.

7.13. Update on Briargate Parkway. Doug gave an update. County working on design of roadway, but does not have timetable or funds for construction yet. Doug is getting notifications from them and will forward to the HP3A if he gets any.

8. Adjournment

Tim Cerniglia 01/11/2021  
Tim Cerniglia-President

Duc Tien Luu 01/12/2021  
Duc Tien Luu-Vice President

John Christiansen 01/12/2021  
John Christiansen-Secretary/Treasurer

[Per § 24-71.3-107 C.R.S., electronic signatures are permitted in Colorado.]