Attendees:
Board Members: Mr. Max Kettler, Ms. Dale Swenarton-Kaulousek, Ms. Cheryl
Burnside, Ms. Donna Hamilton, and Mr. Ken Chavez
Architecture Control Committee: Not present
Maintenance Committee: Mr. Lloyd Wade
Homeowners: Mr. David Kerschen

1. Proceedings:
   Board President, Mr. Max Kettler, called the meeting to order at 7:15 p.m. at the
   home of Mr. Ken Chavez, 11245 Raritan St., Westminster, CO 80234. It was
determined that a quorum was present for the transaction of business of the
Association.

2. Homeowners Open Forum
   Mr. David Kerschen addressed the Board, asking again for an apology from the
   Board for alleged misconduct of the Board of Directors. He wanted to know how
   the Board was going to answer the six letters of demands that he delivered on
   February 20, 2013. He spoke for the allotted three minutes.
   Mr. Max Kettler answered for the Board. As required by Association Records Bill
   (HB12-1237 Effective 1/1/2013), Board has delivered the 141 pages of documents
   and the database of homeowners' addresses that Mr. Kerschen demanded.
   Homeowners’ names and addresses are part of the county’s public records. Mr.
   Kettler stated that the Board would not spend either the Board’s time or the
   Association’s lawyer’s time or the Association’s money responding to Mr.
   Kerschen’s demands. He recommended that Mr. Kerschen talk to the members of
   the previous board if he feels that he has been mistreated.
   Mr. Kerschen left the meeting.

3. Board Actions
   a. Approval of prior meeting minutes
      September 6, 2012  Ms. Burnside moved that the minutes of the
      September 6th, 2012 Board meeting be approved as written. Ms. Kalousek
      seconded the motion. Motion passed.
September 12, 2012 A clarification of the timeframe of the meeting was added to the minutes. Ms. Burnside moved that the minutes of the September 12th, 2012 Board meeting as amended. Ms. Kalousek seconded the motion. Motion passed.

February 17, 2013 A correction in the number of consent forms needed for approval of the Governing Documents was recommended. 149 consent forms are needed for the approval of the Amended Articles of Incorporation. 133 consent forms are needed for the approval of the Amended Covenants and the Amended By Laws. A typo was also corrected. Mr. Chavez moved that the minutes of the February 17th, 2013 Special Board Meeting be approved. Ms. Burnside seconded the motion. Motion passed.

February 20, 2013 Mr. Chavez corrected the location of the fence damage to 112th and Raritan Street. Mr. Chavez moved that the minutes of the February 20th, 2013, Board meeting be approved as amended. Ms. Burnside seconded the motion. The motion passed.

February 20, 2013 Special Meeting of the Homeowners A correction to the concluding sentence was approved. The minutes of the Special Meeting of the Homeowners will be presented to the homeowners at the Annual Meeting. Mr. Chavez moved that the draft minutes of the February 20th, 2013 Special Meeting of the Homeowners be posted on the website as amended. Ms. Burnside seconded the motion. Motion passed.

These minutes will all be posted on the Association’s website.

4. Reports
   a. Maintenance / Fence Committee

   Lloyd Wade reported that the fence has been repaired. Mr. Chavez reported that the fence was damaged by a Northglenn city snowplow. Mr. Chavez has photos to document the damage. Ms. Burnside will contact someone in the maintenance department of the Northglenn city government to see if there is anyway to recover costs from the city.

   Mr. Wade recommended that the Board wait until the posts break and then repair them with a sleeve. The board has accepted Mr. Wade’s advice and will handle the repairs as needed.

   Visible Air Conditioning Condensers: Mr. Wade and Mr. Patrick Sprague will survey the neighborhood for visible condensers and sheds. Mr. Wade was asked to get a bid from Avalanche for sprinkler maintenance, weed control, fertilizer and mowing services.
Mr. Kettler will collect bids from other companies.

b. Unpaid assessments and fines
The Board discussed the list of homeowners who have not paid the 2013 assessments. The unpaid covenant violation list has been referred to the ACC for follow-up. The ACC has sent violation letters to 3 homeowners for their ongoing violations.

c. Treasurer’s Report
Ms. Burnside reported that the Association’s bank accounts have the following balances:
Checking: $35,527.76
Money Market: $79,552.50
Ms. Burnside presented the following bills for payment:
Avalanche Snow Removal: $180.00
Wilder & Keenan, P.C. $185.12
Donna Hamilton $125.34 office supplies
Cheryl Burnside $150.00 room rental at RCC
Ms. Burnside moved that the Board pay the presented bills. Mr. Chavez seconded the motion. Motion passed.

The question of whether the 2013 budget needs to be revised to remove the Homeowners Concerns cost line was raised. It is not necessary to revise the budget, as it is a guideline of spending only.

Ms. Burnside explained the need the give Ms. Terry Wilson, the Association’s bookkeeper, read only access to the Association bank accounts.
Resolution: Ms. Burnside moved that the Board write a resolution to allow Ms. Wilson read only access to the Association’s bank accounts. Mr. Chavez seconded the motion. The motion passed.
Ms. Burnside will prepare the resolution for the Board’s signatures, and then will deliver the resolution to the Vectra Bank.

5. Old Business
a. Governing Documents
84 consent forms have been collected so far. 149 consent forms are needed to approve the Articles of Incorporation. 133 consent forms are needed for the
approval of the Covenants and the By Laws. The Board will continue to collect signatures.

b. The Board reviewed p. 9, sect 6.3 of the Amended Covenants document.

c. Swale
Mr. Kettler will call Gil of Global Landscaping to retrieve the irrigation box key. The irrigation line to the swale needs to be capped.
Ms. Swenarton-Kalousek will write to Filing #1 to explain the re-vegetation project as the swale is returned to native grasses.

6. New Business
a. Newsletter
Board members should email items for the newsletter to Ms. Swenarton-Kalousek. The only item on the newsletter list for now is an article about the governing documents. Items listed for the newsletter so far include: porch/yard lighting, and the governing documents.

b. Travis Keenan’s advise about the previous Board’s Governance Policies and other issues.
Mr. Keenan’s office has filed a complaint against a homeowner for covenant violations and that homeowner’s failure to pay covenant violation fines. Mr. Chavez reported that the City of Westminster is keeping track of the homeowner’s code violations also.
Mr. Keenan’s response letter to a homeowner was discussed.
It is the opinion of Mr. Keenan that the “Responsible Governance Policies and Procedures” effective January 1, 2010 which were adopted by the Association’s Board of Directors on 8/25/2009 are in effect. A previous Board took these “Policies and Procedures” to the membership for approval, but that vote was unnecessary. The present Board has amended those Policy and Procedures by passing the Board’s “Reserve Policy” and “Funding Policy.” Thus the Ranch Filing #3 HOA is in compliance with C.R.S. 38-33.3-209.5. Once the Amended Governing documents are approved, Ms. Cavanagh can create a new “Responsible Governance Policies and Procedures” document that is in compliance with the Amended By Laws.

c. Fine Schedule for Non-Compliance of HOA Covenants & Guidelines
The Board reviewed the proposed fine schedule which was written by the ACC. Minor changes (15 days changed to 10 days) were made in the proposed schedule to match the new Amended Covenants and Guidelines. The Board
needs more information about the costs involved in filing a lien or civil action as stated in the proposed fine schedule.

d. Tax returns
Ms. Hamilton will check with Ms. Wilson on the completion of the 2012 Federal and Colorado Income Taxes.

e. Garage Sale
Ms. Burnside will check with Ms. Janice Straub about scheduling a community garage sale for May 17-18, 2013. She will also find out if a neighborhood spring cleanup dumpster can be scheduled May 17-28, 2013.

f. There are 3 closings in the next few weeks. The Welcome Committee needs to be activated. The Board has authorized that $25.00 gift cards to Lowe’s and Bed, Bath and Beyond be purchased as welcoming gifts.

7. Adjournment
Mr. Kettler announced that the next Board meeting will be on April 17, 2013 at 6:30 p.m., at the Ranch Country Club, if possible. An alternate location will be found if the RCC is not available. The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Donna B. Hamilton, The Ranch Filing #3 HOA Board of Directors Secretary