



# Pheasant Run HOA

PO BOX 20905 Boulder CO 80308-3905

president@pheasantrunhoa.com

(720) 296-3740

Pheasant Run Homeowners Annual Meeting

Minutes by Linda Parks on January 11, 2012

In attendance: Jared Kohlmann, Retiring President

Elizabeth Fischer, Vice President, President Elect

Linda Parks, Secretary

John Esau, Member at Large (1507)

Carol Herrick (1537)

## OPENING DISCUSSION

Profit + Loss Statement Review

Balance Sheet

## PROPERTY MANAGEMENT

Board is looking into options for help with management of HOA association. We are talking to individuals and companies to help with certain aspects of the management (construction management projects in particular), A quote has been requested from the company below which manages other HOA's in the area. Linda has additional referrals and will present at next HOA meeting.

- Angela Smith Hometown Management Inc (works on a retainer).

## NEW TOWING COMPANY AUTHORIZED

Current authorized company is Hamilton Towing

Jared's name will be removed and John Esau's name added, along with Elizabeth Fischer. They will now be the board members and residents authorized to call.

Additionally, the current conditions have improved as to tenant parking and prior trash issues.

The board invited Lee to speak to us to see if he could provide services on an as needed basis with getting larger projects done at Pheasant Run. His background is in residential construction and also has structural concrete experience. He has managed the crews and subcontractors. Can provide references upon request.

He made some great suggestions:

- Statement of work: have a document prepared before you speak to a contractor to define needs. Define the scope of work, timeframe, milestones, criteria to close contract, inspection
- - Define who are the decision makers, etc.
- Rate structure contract relationship supplied. Compensation section percentage of overall job.

Might consider working as a management consultant on an hourly rate.



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## REMIND OWNERS ABOUT THE TRASH SCHEDULE

Check and revise handbook if necessary.

Wednesday trash day

Recycling and compost switch every other Wednesday

Refer to website

## REMIND OWNERS ABOUT THE WEBSITE.

Send minutes by e-mail and a reminder about meetings.

Send the Agenda prior to meeting.

## GUTTERS

Colorado Seamless Gutters is supposed to send us an estimate on repairing and replacing gutters.

We need to check PO, Jared will follow up on that.

## PHASE I: SPRING 2012

Repairs and painting will be done in spring 2012 on the properties southern edge units.

## NEW VOTE:

Elizabeth Fischer, President

Linda Parks, Secretary

John Esau, member at large

Carol Herrick, possible interest as a member at large

## CAR DAMAGE

We need to address the car that was damaged by the tree. Owner will need to get the HOA and estimate within 30 days of contact in order to get the claim process started. Elizabeth Fischer will be primary contact..

Next meeting: March 7, 6:30 PM

Elizabeth Fischer's