

Minutes of the Stonehaven HOA Board Meeting

February 2, 2011

- I. The meeting was called to order by the President, Paige Beville, at approximately 4:05 pm.
- II. A quorum was established by the presence of all five Board Members, Paige Beville, Jim Contino, Linda Schutt, Patti Smith and Garth Stroble. In addition, the manager of the Association from Woodwinds, Inc., Dave Hartman was in attendance.
- III. The Board voted unanimously to forgo the reading of the Minutes of the last Board Meeting.
- IV. Old Business
 - a. **New HOA Website**

The Board was asked to comment on the new homeowner website. All agreed that it was well done. Ms. Beville suggested that a note be added on the website telling homeowners to contact Woodwinds directly if there is an emergency related to HOA-owned areas, e.g. roads into and through Stonehaven, the irrigation system, and the dumpster building. They are to contact Paige Beville or another Board Member for non-emergency problems or concerns related to Woodwinds or HOA-owned areas. The Board approved this addition and Ms. Beville and Mr. Contino agreed to draft appropriate language to be included in the website.
 - b. **Monitoring Woodwinds Billings**

Ms. Beville asked Mr. Stroble, the Association's Treasurer, if he had developed a process to better monitor Woodwinds billings. Mr. Stroble indicated that he would develop a plan and present it to the Board.
 - c. **Liability Insurance**

Dave Hartman reported on his meeting with George Osborn, the Association's agent with State Farm, about the HOA's insurance policy coverage in the event a break or leak in the HOA-owned irrigation system caused damage to a home. According to Mr. Osborn, the HOA does not have any building insurance. Damage to a residence caused by a failure in the irrigation system would fall back to the homeowner's policy. Mr. Osborn advised that each homeowner should review his/her homeowner's policy to make sure there isn't an exclusion for water damage. If there is damage to a residence and the homeowner's policy does cover water damage, the homeowner's insurance company may either cover the repair costs or subrogate back to the HOA's general liability policy. Ms. Beville volunteered to draft a letter to the homeowners suggesting that they review their homeowner insurance policy to ensure that they are covered for water damage.
 - d. **Homeowner-installed landscaping on Common Areas**

Ms. Beville reported that she had contacted the HOA Attorney, Ron Carlson, to find out how to handle situations where homeowners have planted trees or otherwise added landscaping on Common Areas. This has happened in several cases, sometimes with ARC approval. The question for the attorney was whether the Board could hold the homeowner responsible for the maintenance of that landscaping? At the time of the meeting, Mr. Carlson had not returned Ms. Beville's call. However Mr. Carlson did return the call a few days later and indicated that it would be fair and desirable for the

homeowners to take responsibility for that landscaping. However if they refused, the HOA would have to take responsibility or if the HOA chose not to maintain the landscaping, could remove it since it is on Common land.

e. **Landscape Maintenance**

Ms. Beville reminded Mr. Hartman that the Board had asked him to get bids for next summer's landscape maintenance program, including grass cutting, weed control and deep-root tree feeding. Mr. Hartman indicated that he generally gets those proposals in the spring. The Board will have to specify what kind of maintenance it wishes to get bids on, e.g. areas/frequency for grass cutting, frequency for tree fertilization, method of weed control, etc. before bids can be obtained.

V. New Business

a. **Review of 2010 Financials**

Ms. Beville reported that HOA 2010 expenses exceeded total income by about \$6500 which came out of the HOA Reserve. The Reserve is presently at slightly more than \$45,000 – which is \$30K more than the Board determined was desirable. Expenses exceeded income primarily due to the irrigation system upgrades and landscape improvements, including the monument sign repair and new entry way sign.

b. **Snow Removal Report**

Ms. Beville reported on her conversation with Mr. Jerry Puc of PGMS. Mr. Puc has a fixed price contract with the HOA to remove, stack and store snow, charging a flat rate of \$2100 per month and an additional \$60/hour for snow blowing. During November and December no additional charges were incurred, but in January the HOA paid an additional \$1000 for snow removal from the North end to the South end. Jerry said someone (he wasn't sure who) told him not to blow any more snow on the North end and to move it all to the South. While the Board isn't sure who told him not to blow any more snow in the North end, the Board did agree that there is limited snow storage in the North end and that, at some point, the snow from the North end would have to be moved to the south. Mr. Contino pointed out that before that was done, all possible snow storage on the North end had to be utilized. The Board agreed and Ms. Schutt and Mr. Stroble, who live in the North end, assured the Board that there was no more room on that end to stack snow.

The Board also discussed Mr. Puc's usage of metal chains on his plow tires. The Board believes that those chains damaged our roadway last year. To date, Mr. Puc has not used chains, but that, in the event the roads were too snow-covered or icy for safe operation, wanted permission to use them. The Board agreed that under those circumstances, chains were appropriate and that since the road would be covered with snowpack and/or ice, chains would not damage the road. Mr. Stroble indicated he would monitor Mr. Puc's activities.

c. **New HOA website**

The Board had been asked to review the new website and had no comments or suggested changes other than discussed earlier. Ms. Beville agreed to send a note to the website designer thanking him for a job well done.

d. **Composition of Architectural Review Committee (ARC) and selection of new Chair**

With the resignation of Mr. Van Anderson from the Board and Chair of the ARC, the Board reviewed the future composition of the Board and selected a new Chair. Ms. Schutt was elected Chair and Ms. Smith was asked whether she would be interested in serving on the Committee. She declined, citing her “newness” to the Board. Ms. Beville will ask homeowners if anyone is interested in serving. If not, the current Committee, comprised of Ms. Schutt, Mr. Stroble, Mr. Contino and homeowner Mr. Bert Cook will suffice. The Board had no other suggestions regarding the composition. Ms. Beville reminded the committee that they could approve routine requests, but non-routine requests will be brought before the entire Board for consideration.

Since the Chair is responsible for determining and implementing the ARC review process, e.g. how applications are received, how the review, follow-up and notification process works, Ms. Schutt agreed to develop an ARC Review process. Ms. Schutt asked Ms. Beville to include in her letter to the homeowners a reminder that they need to submit an application to the ARC for any changes to the exterior of their homes including landscaping. She also asked they be told who the ARC members are and to submit applications to Woodwinds.

e. **HOA versus homeowner landscape maintenance/irrigation responsibilities**

The Board discussed options to put forth to homeowners for consideration. The Board agreed to recommend the following:

- i. Irrigation and maintenance including weed control, fertilization, and tree maintenance on Common Areas is the responsibility of the HOA, except for landscaping installed by homeowners on Common Areas (earlier comments from Carlson notwithstanding).
- ii. Irrigation on private property - any repairs of HOA-installed irrigation on private property should be the responsibility of the HOA. Improvements/upgrades to irrigation systems on private property to support homeowner-installed landscaping will be the responsibility of the homeowner.
- iii. Maintenance of homeowner-planted trees, including deep-root feeding and disease control will be the responsibility of the homeowner.
- iv. Tree inspections will be managed by the HOA. However if a homeowner-installed tree is found to be infected, the homeowner will be notified and responsible for treating the tree. If they don't within the prescribed timeframe, the HOA will arrange to have it treated and will bill the homeowner.
- v. Weed control on private property – because we have so many absentee homeowners and determining where Common areas end and private areas begin can be difficult, the Board agreed that weed control, **except in homeowner-installed flowerbeds**, will be the responsibility of the HOA. Homeowners will be responsible for weeding their own flower beds.

f. **Weed control**

Ms. Schutt and Mr. Stroble have been strong proponents of “green” weed control within Stonehaven instead of the more common use of chemical herbicides. They were instructed to put together a cost proposal for their desired weed control method for the

Board's review and consideration. The proposals may also be forwarded to the homeowners for consideration.

At the last Board Meeting, Ms. Schutt and Mr. Stroble agreed to be responsible for weed control in the rock-lined borders on the north end and Mr. Shulek agreed to manage the weeds on the borders on the south end. Mr. Contino will remind Mr. Shulek of the agreement and to tell him to notify the residence prior to applying herbicides.

g. **New Projects**

The Board identified only one project to put forth to the homeowners for consideration. The Board is waiting for proposals from Mr. Hartman and Mr. Shulek for landscaping the entryway into Stonehaven and along the Clubhouse Drive ditch. Mr. Contino will contact Mr. Shulek to determine the status of his proposals. Once the proposals are in, the Board will consider them and, if approved, forward them to the homeowners for consideration. The homeowners will have to not only agree to moving forward with the project, but also how to pay for it, e.g. out of our Reserve or through a Special Assessment.

Being no further business to discuss, the meeting was adjourned at approximately 5:30 pm.

Respectfully submitted,
Paige Beville, President

Minutes of the Stonehaven HOA Special Board Meeting

June 2, 2011

- I. The special meeting of the Stonehaven Homeowner's Association Board to discuss landscape maintenance for 2011 was called to order by the President, Paige Beville, at approximately 10:05 am MDT.
- II. A quorum was established by the presence of all five Board Members, Paige Beville, Jim Contino, Linda Schutt, Patti Smith and Garth Stroble. In addition, five homeowners, Mr. George Gray, Bert and Karen Cook, and Mike and Debbie Hruza as well as the manager of the Association from Woodwinds, Inc., Dave Hartman were in attendance.
- III. Landscape Maintenance

Ms. Beville described for the homeowners in attendance a landscape maintenance proposal she had put forth to the Board for discussion at today's Board Meeting. That proposal is provided below exactly as it was given to the Board Members via e-mail on May 27th:

I will also share my thinking regarding our landscaping maintenance program for this year. My proposal is based upon two lengthy conversations with Tim Glasco, several lengthy conversations with Dave Hartman, several conversations with the National Pesticide Information Center at Oregon State University, a careful review of the toxicological studies of the chemicals found in the herbicides that have been used on our property as well as from my experience as an Environmental Engineer (I have a Masters in EE with specialties in water, wastewater and air pollution control). I also helped write the EPA regulations that control the use of pesticides as part of the Toxic Substances Control Act. I'm telling you all this so you know that my thinking is unbiased and based upon an objective analysis of the facts.

1. Weed control -

a) I do not believe an expensive pre-emergent program is necessary. The corn gluten pre-emergent that has been proposed acts like a blanket to discourage the growth of any new vegetation, not just weeds, but grass as well. As I mentioned before, Stonehaven does not have a major weed problem. It was largely addressed years ago through Lunceford's aggressive weed elimination program - therefore the application of a pre-emergent over all of Stonehaven is overkill and will inhibit the growth of new grass.

*b) I do support the application of an organic fertilizer over the property. Typical "weed and feed" type fertilizers contain high concentrations of nitrogen which promote the rapid growth of weeds and some grasses. The growth is so rapid that the plant's infrastructure, e.g. root system, can't support it and the plant dies. The high concentrations of nitrogen is not natural and, at high concentrations, is considered a water pollutant. The small amount we would apply should we go the "weed and feed" route is negligible, but is still contributory. Further, there is a relatively small amount of other herbicides in the mixture which, at such low concentrations, is fairly ineffective and short-lived. A natural, organic fertilizer contains far less nitrogen, provides plants with both macro-nutrients to promote normal growth and micro-nutrients like iron, magnesium, calcium and manganese - all of which are helpful for plant sustainability. The organic fertilizer also does not break down as fast as other fertilizers, thus providing longer-lasting benefits. Organic fertilizers are somewhat more expensive than the typical "weed and feed", but there are several brands available and a broad price range. **Dave - can you get a quote on the price of a couple of these organic fertilizers and your cost for applying them? I will also get a quote from Lunceford.***

c) I do agree that we should seed the bare areas on our property to make it more difficult for weeds to take hold. As I said before, grass seed is cheap and all we have to do is rake it in and then pray for rain. I am willing to help do this if the rest of you are. Maybe we can get others to help out as well. I am not in favor however, of seeding dirt patches that are not on our property - it is too big a job, trespassing and frankly stupid since weed seeds blow in from everywhere. We can only do our best to control the weed propagation on our property.

c) *I propose that this summer we "experiment" with the use of a non-petrochemical herbicide on our weeds in the Common Areas. Whether we use the agricultural grade vinegar or a biosynthetic herbicide, like Fiesta Turf Weed Killer - I don't care. Someone else can research the varieties out there and determine which is the best for the money. According to Tim, there are several out there at a whole range of prices. I am not, however, in favor of using Lunceford to do this. There is nothing magic about squirting a weed and since we intend to use several methods of weed control, e.g. fertilizer, frequent grass cutting, seeding bare areas, I do not think the hours necessary to walk the property with a sprayer squirting weeds is a huge expense. At \$23/hour, I think Woodwinds can do this far cheaper than Lunceford.*

d) *Having said that I'd like to experiment with the use of "natural" versus "traditional" herbicides, I would like to stick to our original plan of using Round Up on the rocks on the south side and Linda/Garth using natural herbicides on the rock borders on the north side. We would post a notice on the dumpster building when the Round Up is applied. It will be a useful and inexpensive way to compare the efficacies of each weed control method. Incidentally, I have studied the toxicology of the active components of Round-up, and am fully satisfied that used in accordance with the directions, is safe.*

Landscape Maintenance

I support using Woodwinds for our landscape maintenance program. At \$23/hr. - their price can't be beat. Landscape maintenance would include mowing our grassy areas (on a schedule we dictate), weed control, fertilization, spring and fall cleanup and whatever else we want them to do. I would propose using someone else, like Lunceford however, to do a tree inspection of our aspen and if necessary, treatment of diseased trees. However we can cross that bridge when we need to. Deep root fertilization - I'd like to talk to Lunceford about that. My feeling is that our trees on the Common areas are mature and probably don't need fertilization, but I'd like to talk to Lunceford about that. What homeowners do with the trees they've planted is their business.

After describing the proposal, Ms. Beville made a motion to adopt the weed control program as proposed with the exception of the herbicide experiment for the rock borders since a Board Member had proposed an alternative to that portion of the proposal. The motion was seconded and the motion passed. Four suggestions to the plan were made and agreed to.

- a) We would ensure that appropriate grass seed be used to seed the bare areas, e.g. the short grass similar to that already growing at Stonehaven.
- b) Woodwinds, with Ms. Schutt's help, would select an appropriate organic fertilizer to apply and would inform the Board what that fertilizer was.
- c) Ms. Beville would be responsible for contacting Woodwinds when grass cutting/weed whacking was needed. The other Board members would help in making that determination.
- d) Woodwinds would notify the Board what agricultural grade vinegar they would be using for weed control since there are many different kinds out there.

Mr. Stroble proposed that instead of conducting an experiment with Round-up and vinegar to control the weeds in our roadside rockbeds, that we just use vinegar on all the rockbeds. Ms. Beville reminded the Board that the Board had agreed, during a Board Meeting last Fall, to conduct the experiment. The reasoning was to determine which method worked best and at what cost. The Board did agree at the fall meeting, that they would be willing to consider using a non-toxic herbicide even if it cost somewhat more, but that, in the absence of good data on how effectively vinegar works to kill weeds and how many applications it would take to effectively eliminate the weeds, a simple comparative experiment made sense. Mr. Gray indicated his support for the experiment, and asked that should be Board elect not to experiment and to use only the vinegar herbicide, that we reserve a portion of the rockbed between his home and the Shulek's home so he could experiment with Round-up.

Following that discussion, Ms. Beville made a motion to move forward with the experiment as originally proposed. The motion was seconded and the motion was approved, with two members abstaining from the vote. Mr. Contino agreed that he and Mr. Shulek would manage weed control on the south side and Ms. Schutt and Mr. Stroble would manage it on the north side.

Another motion was made and seconded to

- a) use Woodwinds for grass cutting/weed whacking, fertilization, weed control, and cleanup this season,
- b) defer deep-root fertilization this year and determine whether and on what annual schedule deep-root fertilization was needed on the mature Common area trees, and
- c) to contract with Lunceford to assess the health of our trees.

The motion passed.

The meeting was adjourned at 10:51 am.

Respectfully submitted,

Paige Beville, President

Minutes of the Stonehaven HOA Board Meeting

July 14, 2011

- I. The meeting was called to order by the President, Paige Beville, at approximately 3:10 pm.
- II. A quorum was established by the presence of all five Board Members, Paige Beville, Jim Contino, Linda Schutt, Patti Smith and Garth Stroble.
- III. The Board voted unanimously to forgo the reading of the Minutes of the last Board Meeting.
- IV. Old Business
 - a. **Change in HOA Management**

In light of the general dissatisfaction with Woodwinds Management Company particularly as it relates to communication, quality of on-site work, and pro-activeness, the Board decided to look into other HOA management options. These options included eliminating the use of a management company altogether and considering other management companies.

 - i. Paige Beville reported on her research to determine whether foregoing a management company and having the HOA manage itself was feasible. She reported that after talking with two accounting firms, that the cost of retaining a firm to manage the HOA's finances, pay its bills, collect receivables, prepare taxes, and prepare financial reports would cost about half of the total annual management fee. Furthermore, finding qualified people to manage and oversee the rest of the HOA's responsibilities would be difficult and costly. Consequently, a motion was made and passed to table that idea.
 - ii. Last year, Garth Stroble contacted four management companies to determine their interest in submitting proposals to manage our HOA. Two management companies, Basic Property Management and Blue River Management submitted proposals. Since the proposals were nearly a year old, a motion was made and passed to re-interview the two management companies to determine whether the bids were complete, current and accurate. Once the interviews are completed and proposals re-submitted, the Board will determine whether to pursue a change.
- V. New Business
 - a. **Landscape Maintenance Controls**

In light of some issues with Woodwind's landscape maintenance staff not knowing the difference between weeds and ornamental plants, the Board agreed that in the future, Board Members will show landscape management personnel where and what to whack!
 - b. **Summer Projects**
 - i. Dumpster Building Repairs – P. Beville reported that she had authorized Woodwinds to repair damage to the dumpster building doors. Jim Contino volunteered to jury-rig a line to hold up the dumpster lids while residents are dumping their trash.
 - ii. Concrete Pad Damage - After looking at the small amount of spalling on a few concrete pads adjacent to residential driveways, the Board determined that the areas weren't growing in size, didn't pose a problem to residents and were too few to repair at this time. The Board will, however, continue to monitor the situation.

- iii. Road Repair - The Board agreed that the four cracks in the asphalt on the South Road and one crack on the North Road needed to be repaired. J. Contino agreed to arrange for repairs.
 - iv. Irrigation System Upgrades – the Board agreed to defer a decision to replace some spritzers with pop-ups until Woodwinds could provide a bid.
 - v. Tree Inspection – P. Beville reported that Neils Lunceford would conduct an inspection of all the trees at Stonehaven for disease and report back to the Board on any trees that needed cutting or treatment. This assessment will be done at a cost of \$200.
 - vi. Landscaping Projects –Based upon recommendations from the Board for “elective projects” to put before the homeowners for consideration, the Board agreed to ask the homeowners to consider:
 - 1. Extending the existing rock wall another 170’ along the north end of the South Road, along a portion of the entrance into Stonehaven and up the west side of the North Road. Lunceford has submitted a proposal to do this work at a cost of \$6885.
 - 2. Seeding and irrigating the west side of the ditch between Stonehaven and Clubhouse Drive and along the north side of Fieldstone Drive. Lunceford has provided a bid of about \$7000 for this project. As part of this proposed project, P. Beville is to get a bid from Lunceford to rework the boulders along the entrance to create a more natural look. She was also asked to contact the Town of Breckenridge to get their approval to seed their ditch.
- c. **Process for Reviewing Schutt’s Remodeling Request**
The Board reviewed the ARC Guidelines to ensure that the ARC followed the correct procedures to review and approve/modify/deny the Schutts’ home renovation proposal. The Board agreed that this needed to be a completely open process and that all Stonehaven homeowners, not just those adjacent to the Schutts’ residence (as directed in the ARC Guidelines), should have the opportunity to review and comment on the proposed renovations. Garth agreed to arrange to have Woodwinds e-mail the letter and the design drawings to the homeowners.
- d. **Rules and Regulation Enforcement Procedures**
P. Beville offered to review the procedures for enforcing the Stonehaven governing documents. The Board agreed that this needed to be done.

The meeting was adjourned at 4:55 pm.

Respectfully submitted,
Paige Beville, President
Stonehaven HOA

Dear Stonehaven Homeowners:

Attached are the Minutes of the 2011 Stonehaven Annual Homeowners Meeting held on August 12. I would encourage you to read them since they contain important information about our Association. In addition I want to let you know that some homeowners have reported some problems with their homes that are or may be significant. Even though the Association is not responsible for our homes, I feel we would be remiss in not sharing what we are hearing from these homeowners. First, several homeowners have had problems with their chimneys. In one case a chimney actually separated from the home, in others the homeowners have experienced leakage in and around the chimney itself causing damage to the interior walls. If you are interested in learning more about these problems and suggestions as to whom to call to have your chimney inspected, feel free to contact the following homeowners:

1. Bert Cook at bertcook70@yahoo.com
2. Jim Contino at jim.contino@gmail.com
3. Patti Smith at 970/453-2108
4. Pete Marcelli at 410/591-1889 or at capopj@aol.com

They can tell you what problems they experienced and who they recommend to inspect your chimney and/or repair it.

The second issue concerns possible leakage between the wood siding and the stone ledges or wainscoting on the exteriors of our homes. While no problems have been reported yet, an architect who is familiar with our homes, pointed out that snow on the ledges may leak into the joint between the ledge and siding if it is not properly sealed or otherwise protected with flashing, potentially rotting out the drywall. If you want more information, you can call Patti Smith, who is currently having those joints sealed.

Finally, one of our homeowners was recently cautioned about the need to install a heat exchanger between the boiler and the driveway paver snowmelt system. According to the heating contractor, problems can arise when the cooled glycol from the snowmelt system returns through the heated boiler piping. Apparently this temperature differential "shocks" the boiler. The homeowner warned that he believes this may have contributed to the recent failure of his boiler. Again, if you use your driveway snowmelt system and have concerns, please contact the homeowner, J.D. Shulec at jdsuzy@comcast.net for more information.

Paige B. Beville
Home number: 970/453-5299
Cell: 720/839-3118
E-Mail: pbbeville@msn.com

Stonehaven at Breckenridge Golf Club Association
Annual Meeting
Saturday August 13, 2011

The meeting was called to order at 2:05 PM by Paige Beville, President, Stonehaven HOA.

Dave Hartman confirmed Proof of Notice of meeting.

Introductions were made. Garth Stroble, Patti Smith, JD and Sue Shulec, Terry and Jim Contino, Pete Marcelli, Mike and Sue Fischer, Rich Easton, Paul and Linda Schutt, Burt and Karen Cook, Jim Manwaring and Paige Beville, Stu and Tracy Van Anderson, Sarah, Caroline and Jim McCann were present.

Dave Hartman and Tania Robinson were present from Woodwinds.

A quorum was met with 12 owners and 11 proxies.

A motion was made to waive the reading of the Minutes of the previous Annual Meeting. Before that motion was seconds, there was a motion to read the Minutes of the last Annual Homeowners Meeting by Sue Fischer. Stu seconded the motion. The motion did not pass.

2011 President's Report:

A. Year to date in review:

a. Quarterly Assessment

At the end of 2010, residents voted to reduce Quarterly Assessments by \$200/quarter – knowing that with this reduction, assessments would likely just be covering operating costs, leaving no monies to put into the Reserve and Contingency Fund nor monies to fund discretionary projects like additional landscaping.

b. Snow Removal

In spite of record snowfall this year, PGMS, Stonehaven's snow removal contractor, was able to keep up with the snow. Further, in spite of a drastic loss of snow storage – between the construction of the last four homes and landscaping along the roadway, PGMS was able to find storage for snow thereby avoiding costly off-site snow removal. A few changes will be made, however, to make future snow storage easier. First, a few feet of berm on each side of the dumpster building will be removed to allow PGMS to push more snow behind the berms. Second, two aspen on Common Area will be removed to allow PGMS to blow snow up on the hill between the Ryan's and the Hruza's homes. The HOA/ARC will, when considering changes to the landscaping around Stonehaven, ensure that we aren't eliminating current snow storage areas. Rich Easton asked that the end of the South Road turnaround not be used so much for snow storage.

c. Entryway sign

Lighting of the entryway monument sign was completed. Because of objections to the blood red lettering, Garth Stroble has volunteered to repaint the lettering black.

d. Irrigation System

The irrigation system, built to last only a couple of years, badly needed either replacement or upgrading. Two years ago, the Board looked at both options. After getting a rough estimate from Neils Lunceford to replace the entire system at a cost of somewhere around \$70,000, Woodwinds indicated they could fix our current system and avoid full replacement. The Board elected to make repairs to the existing system and to make those changes incrementally – spending between \$4000 and \$5000 per year for three years to make those improvements. The project was started in 2009 and completed in 2010 – basically doubling up in 2010 to complete the system in two instead of three years and at a cost of around \$14,000.

e. Road Repairs

The North and South Roads have several large cracks in the asphalt. They will be fixed before the snow flies. There is also minor spauling on the concrete pads in front of the driveways. These small areas haven't gotten worse in the last two years. The Board decided to defer the expense to repair them until they get worse and or until there is more evidence of spauling in other areas.

f. Board Appointments

Patti Smith was appointed by the Board when Stu Van Anderson resigned.

g. Website Hosting

As part of another cost-saving measure, the website host was changed, thereby saving the Association close to \$500/year. If you haven't registered on the new site, go to www.stonehaven@breckenridge.org. All of the Association documents are there including the Declarations, Minutes of all Board Meetings, rules, regulations, ARC guidelines, etc.

h. Landscaping

The Board has had numerous discussions about landscaping this year – particularly regarding weed control and landscape maintenance. The Board elected to experiment with agricultural vinegar and a natural citrus and clove oil-based herbicide to determine if they worked as well as the Ortho chemical pesticides used in the past.

The Board continues to look for ways to reduce maintenance requirements and costs – the highest expense along with snowplowing. Future landscaping will be considered carefully. Installation costs, maintenance costs and water utilization will all be researched prior to installing future landscaping. The Board asked that homeowners, when considering the installation of landscaping, consider the same.

Ms. Beville reminded the homeowners that what an owner installs, the owner maintains. She also reminded absentee homeowners, to carefully consider what they plant, since unmaintained, a garden doesn't take long to look abandoned, which hurts the entire HOA.

B. Association Budget

Ms. Beville reported that the Association Budget is in good shape. At the beginning of 2011 there was \$45,000 in the Reserve and Contingency Fund. HOA will most likely come in just under budget this year.

- a. Snow Removal – expenses will exceed our budget by \$2000 due to the cost of moving snow from North end to South end. There is a lack of snow storage capacity on the north end.
- b. Electricity – may exceed by a small amount – likely due to new lighting on monument signs.
- c. Landscape Maintenance – To date, \$3073 has been spent – but that doesn't include July's or August's costs for grass cutting/weed whacking of about \$2600. In addition, there will likely be one final grass cutting in September and some clean-up work done in the fall. It is expected that landscape maintenance will come in under budget by about \$5000 or \$6000.
- d. Irrigation System Maintenance – after system shut-down, should be right about on budget.
- e. Maintenance and Repairs – will probably be close to budget after completion of some minor maintenance work including repairing the damage to the dumpster building, having Woodwinds clean out the drainage culvert in our entry, cutting the berms by the dumpster building and having the asphalt cracks repaired.
- f. Water – will probably be about \$2000 under budget largely because of improved efficiencies to our irrigation system, a relatively wet summer and Garth Stroble's diligence in shutting off the system when it rains!
- g. Board Conference calls and web site hosting will also be under budget.
- h. Total expenses for 2011 will most likely come in at about \$54,000 or about \$5000 under budget. The Board will have a better idea in a few months once billings for landscape maintenance, irrigation system shutdown, etc. are paid. The proposed 2012 budget is not expected to differ too much from the 2011 budget.
- i. Stonehaven is somewhat different from many associations in that there are not many capital expenses for which maintaining a Reserve is required. The only capital expenses are the roads, dumpster building and the irrigation system.

However, a Reserve Study is required to analyze capital requirements their expected life and replacement costs. A study will be done this year to better understand where the Reserve and Contingency Fund should be.

New Business

- A. Ms. Beville asked homeowners to review the HOA contact list to make sure their information is correct. Contact Woodwinds if anything needs to be updated.

- B. A number of homeowners have had problems with leakage around their chimneys – in some cases the chimney covers have failed or the builder failed to put flashing around the chimney itself. In addition, the Schutt’s architect has pointed out that in cases where the rock walls meet the siding – there is no flashing and/or not enough mortar to prevent water leaking in underneath the siding. Patti Smith is presently addressing both issues. She and Dave Hartman can suggest contractors if you want a contractor to look at your home. The HOA is not responsible for the structure but will share information about these problems.

- C. Some friendly reminders for homeowners and their guests and renters: A list of “dos and don’ts” will be put together and it is suggested that for those people who rent their homes out or have friends or relatives use their homes that these be posted somewhere in the house. This way the relatively pristine and pleasant nature of Stonehaven can be preserved and the embarrassment of having to point out violations to guests and renters can be avoided. A few of these reminders will be to a) park your vehicle inside the garage whenever possible; b) clean up after your pet; c) remember that noise travels throughout Stonehaven and be respectful of your neighbors when outside, particularly at night; d) the golf course is owned by the Town and only paying guests are allowed on the course; e) watch your speed on our little roads and remember that there are no sidewalks so people and their pets can often be found on the road and e) all trash must be dumped in the dumpster, not simply within the dumpster building. There has been a problem with contractors parking on neighbors’ driveways. Woodwinds can help with problems like these, so feel free to contact them if you see a problem.

Sue Fischer suggested that contractors be given a list of rules to follow in regards to dumping construction materials, parking, and time restrictions on working.

- D. Future Landscaping projects- The Board currently has two landscaping projects that they will be sending out for vote, but will include others proposed by homeowners provided they seem reasonable and bids can be obtained.
 - a. Landscaping the berm along Club House Drive to match the landscaping along Club House Drive just south of our entry. This will include completing the irrigation along that berm. That project includes seeding the entryway with drought tolerant grass on the south side and reworking the line of boulders currently along the entryway to look more natural. Because of the steepness of the slope we will use weed/erosion control fabric and plant

grasses that won't need cutting. Three homeowners have volunteered to pay for irrigation of the berm that would be landscaped in this proposal.

- b. Construction 170' of rock wall around the entry way on both sides and just north of the large monument sign. This will complete the rock wall project we started several years ago.

Jim Contino suggested that the Board poll the homeowners, as we did in 2005 to determine the direction the homeowners wish to go for future landscaping project, e.g. moving back to a more natural landscaping or continuing with a more formal look.

E. Submittal of the Schutt's Remodel Request.

- a. Review process: The ARC is currently composed of four homeowners - Linda Schutt, who is Chair, has recused herself from this review/approval/denial process. The remaining members are Garth Stroble, Jim Contino and Bert Cook. Garth will serve as interim Chair during this particular review. Because this is a unique, "one-off" ARC request, as per our ARC Guidelines, the HOA Board will participate in the review process and advise and make recommendations to the ARC during the process. However, as stipulated in the Declarations, it will be the ARC who will ultimately vote to approve, require changes to and/or deny the request.
- b. The ARC just this week received the final plans for the project. (They were changed when the Schutts decided to eliminate the re-orientation of their front entrance from the project.) As part of the review process, the ARC will give the homeowners the opportunity to review and comment on the final plans and will consider those comments during the review process. JD Shulec sent out an e-mail indicating his intent to propose that we change our Declarations to allow homeowners to vote to approve or deny the request. Such a change will require the approval of 67% of the homeowners. If approved, it will, in effect make everyone a member of the ARC. Paige Beville commented on this proposal. "I don't think it's fair to change the rules in the middle of the "game". Furthermore, I am not sure whether it's necessary or appropriate to allow this. I have yet to see any design and review process in any development that allows all homeowners to "vote" on a proposed change to a residence. However if that is the will of the majority of the homeowners, we'll certainly discuss it with our Association attorney and look into it."
- c. While Stonehaven Guidelines indicate that the ARC will "strive to provide a decision within one week of receipt of each request", in this case the process will take much longer. After the Annual Meeting, the ARC will meet to review the request and will engage the Board to do two things a) decide the time table for this process; b) and work out the details of the review process,

e.g. when and how to involve the homeowners, what to do with the comments received, whether to engage an independent architect to review the plans to ensure conformity, etc. This will be an open process and the homeowners will be kept informed as it moves along. This is new territory and the board wants to proceed correctly - for all the homeowners, including the Schutts.

d. President's Remarks.

I understand a lot of homeowners are concerned that this proposed remodel will change the look and feel of Stonehaven and that it will start a cascade of other requests for remodel projects. We have to remember or be aware of several things - first this is not the first change to the original designs of these homes. BEW, the builder of the last four homes, made substantial and visible changes to the exterior design of at least two if not all four of their homes. BEW added a second deck to the Van Anderson's home, increased the height of their garage, including the doors (10' vs. 8') and added a third entry door. BEW also changed the entry way to the Stroble's home and extended their decks around their home. Second, each proposed change will be carefully reviewed by the ARC to ensure conformance with the "look and feel" of Stonehaven - in regards to exterior architectural features, materials, color, etc. As alluded to earlier, the ARC is free to hire, at the requester's expense, an independent architect, engineer, etc. to help review any changes to ensure such conformance. Finally, given our tiny building envelopes, no large additions will be possible, e.g. adding rooms, extending decks outward, etc. thereby limiting the extent/scope of any remodel. It is my hope that all concerned homeowners, rather than simply reacting to a proposed change simply because it is a change, will look carefully at what the Schutts are proposing and make an informed decision as to whether they think this project "fits in" at Stonehaven. The Schutt's have already held two meetings – one for the Board and another open to all homeowners to do just that. They will hold another one if that helps.

Open Forum

JD Shulec stressed a strict policy of conformity that has served the HOA well. He is concerned about changing the character of Stonehaven. He made a motion to amend the Bylaws to state that major building projects that change the outer dimensions of a home must have the approval by vote of the majority of homeowners. This motion was taken under advisement by the Board, but the amendment would require a change to the Declarations and would need to be voted on by the homeowners. **There was a motion for the Board to craft an amendment to the Declarations that would be voted on by ballot stating all owners have a vote on architectural control when it comes to major building projects that would change the outer dimensions of the home. Mike Fischer seconded. This motion failed.**

Sue Fischer motioned that in the event of a building addition or remodel that affects the exterior of the home, ARC shall hire an architect at the expense of the

homeowner to make sure the Stonehaven “look” stays consistent. Paige Beville seconded. This motion failed.

Linda Schutt commented that she believes her 360 sq. ft. addition will enhance the value of her unit. She stated that upgrades can help the neighborhood values.

Rich Eaton thanked the board for presiding over a budget where homeowner costs went down. There was a round of applause for the board.

The date for next year’s meeting will be the same time as this year.

Election

Paige Beville, Garth Stroble, JD Shulec, and Sue Fischer were all nominated. The vote was by secret ballot. Paige Beville and Garth Stroble were voted onto the board for 3 year terms.

The meeting adjourned at 4:30 pm

Submitted by,

Tania Robinson
Acting Secretary
Stonehaven at Breckenridge Golf Club Association

**Stonehaven HOA
Board of Directors
2011-2012**

3 Year Terms

President

Term Ending 2014

Paige Beville
P.O.Box 7399, PMB 410
Breckenridge, CO 80424
H: 480-983-4349 (Phoenix)
PC: 720-839-3118
6210 E. Flatiron Loop
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E: pbbeville@msn.com

Vice President

Term Ending 2013

Jim Contino
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Treasurer

Term Ending 2014

Garth Stroble
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Secretary

Term Ending 2012

Linda Schutt
PO Box 9536
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Member at Large

Term Ending 2012

Patti Smith
PO Box 9068
Breckenridge, CO 80424
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PE: schoolteacherpatti@yahoo.com

**Stonehaven at Breckenridge Golf Club HOA
Owner List
2011**

<p>#1 62 N. Road Peter & Judith Marcelli 15276 Callaway Court Glenwood, MD 21738</p> <p>7118 Orchid Island Place Bradenton, FL 34202</p> <p>Winter FL Spring Fall MD MD H: 410-489-0501 FL H: 941-388-9622 O: 410-480-4405 Pete C: 410-591-1889 Judy C: 410-591-1801 E: capopj@aol.com Security Checks</p>	<p>#2 64 N. Road William J. Kies Jr. 1500 North Astor St. #8 Chicago, IL 60610 H: 312-642-9740 O: 312-642-9730 C: 312-622-0076 E: bill@kiesconsulting.com</p>	<p>#3 66 N. Road Linda & Paul Schutt P.O. Box 9536 Breckenridge, CO 80424 H: 970-453-7222 LC: 970-406-2002 E: lindaschut@aol.com E: PLS1Helix@aol.com</p> <p>Bills: 1715 North Wells Street #33 Chicago, IL 60614 Non-rental</p>	<p>#4 67 N. Road James Manwaring & Paige Beville P.O.Box 7399, PMB 410 Breckenridge, CO 80424 H: 480-983-4349 (Phoenix) PC: 720-839-3118 JC: 480-516-8479 B: 970-453-5299 6210 E. Flatiron Loop Gold Canyon, AZ 85118 E: pbbeville@msn.com E: jmanwaring_4@msn.com</p>
<p>#5 65 N. Road Kenneth M Motz 4 Minton Lane Fair Haven, NJ 07704 C: 908-309-5636 O: 212-559-0260 E: veritasllc@vzw.blackberry.net</p>	<p>#6 63 N. Road Robert & Susan St. Pierre 12627 N. Fallen Shadows Drive Marana, AZ 85658 B: 970-453-8324 C1: 970-485-1476 C2: 970-485-3523 E: stpierrebob@gmail.com</p>	<p>#7 61 N. Road Deborah Hruza 5739 South Depew Circle Littleton, CO 80123 H: 303-798-0321 Mike O: 303-753-8800 ext. 8447 Debi C: 303-881-7276 Mike C: 303-250-8636 E: debihruza@yahoo.com</p>	<p>#8 26 N. Road Richard & Molly Granaghan 2416 Colonial Pkwy Ft. Worth, TX 76109 H: 817-921-9855 Rick C: 682-225-3710 Molly C: 817-946-4334 O: 817-321-0300 E: rtgran@ratc.com E: mggran@aol.com</p>
<p>#9 28 N. Road Rick & Deborah Kinning 5722 Secrest Court Golden, CO 80403 H: 303-279-1996 C: 303-808-1111 kinninghome@aol.com</p>	<p>#10 30 N. Road Garth & Judy Stroble P.O. Box 5937 Breckenridge, CO 80424 H: 970-453-8010 C: 970-393-0425 E: garth@colorado.net</p>	<p>#11 27 N. Road John & Janet Ryan 6607 Centre Place Circle Spring, TX 77379 H: 281-379-3047 O: 713-923-1671 C1: 713-828-3563 C2: 713-823-8522 E: johnr@alexanderryan.com</p>	<p>#12 25 N. Road Michael & Suzanne Fischer 3201 NE 183rd St. Apt.2802 Aventura, FL 33160 H: 305-933-3494 E: msfischer@earthlink.net</p>
<p>#13 23 N. Road Dean Volk & Amy Wolf 395 E Skyline Dr. Pueblo, CO 80026 H: 719-547-1602 Amy C: 719-250-1985 Dean C: 719-250-1986 Unit #: 453-9620 E: dqvabw@msn.com</p>	<p>#14 21 N. Road Marcus and Patti Smith P.O.Box 9068 Breckenridge, CO 80424 B: 970-453-2108 PE: schoolteacherpatti@yahoo.com ME: jmarcussmith@mac.com</p>	<p>#15 14 S. Road Stu & Tracy Van Anderson P.O. Box 3238 Breckenridge, CO 80424 C: 970-485-1214 (Stu) C2: 970-485-2575 (Tracy) Unit #: 970-453-4062 E: stu@propertyinbreck.com</p>	<p>#16 19 S. Road Wengler, Collins & Goldin 2162 S.W Racquet Club Dr. Palm City, FL 34990 H: 772-288-3637 O: 772-283-7444 C1: 772-285-5118 C2: 772-285-9687 Unit #: 547-5290 E: ggoldin@mrgcpa.com</p>

**Stonehaven at Breckenridge Golf Club HOA
Owner List
2011**

#17 21 S. Road
Joseph & Janet Verno
5106 E. Otero Circle
Centennial, CO 80122
H: 303-290-0917
Joe: 303-807-5176
Janet: 303-638-9642
E: jverno1184@msn.com
non-rental

#18 23 S. Road
J.D & Sue Shulec
PO Box 9602
Breckenridge, CO 80424
5252 East Mission Hill Dr.
Tuscan, AZ 85718
H: 520-529-4094
Other: 547-8166
E: jdsuzy@comcast.net

#19 25 S. Road
George & Nancy Gray
26619 Godfrey Cove. Ct
Katy, TX 77494
H: 281-392-8273
C George: 713-376-1099
C 2: 970-485-1240
B: 547-5866
E: george.gray@BP.com
EZ: graynancy@hotmail.com

#20 37 S. Road
Louis & Geraldine Gasperut
5654 Greenhill
Troy, MI 48098
H: 248-952-0694
C1: 248-660-4640
C2: 248-342-7288
Unit #: 547-0515
E: lgasperut@gmail.com
E: gerigasperut@gmail.com
Non-rental

#21 45 S. Road
James & Terry Contino
25620 N. Abajo Drive
Rio Verde, AZ 85263
JC: 480-772-8092
B: 970-423-7333
E: jim.contino@gmail.com
E: contino22@hotmail.com

#22 63 S. Road
James L. & Sara B. McCann
324 Garden Road
Palm Beach, FL 33480
C: 561-379-9492
WoodWinds 453-0458
E: jminpb@aol.com

#23 152 S. Road
Gilbert & Karen Cook
300 Fernhill Drive or
PO Box 8875
Breckenridge, CO 80424
Debary, FL 32713
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C: 386-801-5012 (Karen)
B: 970-453-5875
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#24 158 S. Road
Richard & Diane Easton
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E: richeaston@msn.com

Minutes of the Stonehaven HOA Board Meeting

August 22, 2011

- I. The meeting was called to order by the President, Paige Beville, at approximately 3:05 pm.
- II. A quorum was established by the presence of all five Board Members, Paige Beville, Jim Contino, Linda Schutt, Patti Smith and Garth Stroble. Mr. Bert Cook, resident and member of the ARC was also present.
- III. The Board voted unanimously to forgo the reading of the Minutes of the last Board Meeting.
- IV. Old Business
 - a. **Road Repair**

Ms. Beville asked Mr. Contino if he had been able to identify contractors interested in repairing the five large cracks in the asphalt crossing the North and South Roads. Mr. Contino indicated that he would identify some companies, including Jetblack, to see if they are interested in bidding on the job. The Board would like to see this work completed this fall.
 - b. **Review of HOA Management Proposals**

The Board continues to consider changes in HOA management and with it, landscape/irrigation system maintenance. These tasks are being considered together since oftentimes HOA management companies include landscape/irrigation system maintenance in their proposals. The Board is reviewing proposals from two companies and looking for others. Ms. Beville presented a price comparison of several options for HOA management and landscape/irrigation system maintenance. These options include a) continuing with Woodwinds for HOA management and landscaping/irrigation maintenance services; b) continuing with Woodwinds for HOA management services only and utilize Neils Lunceford for landscape/irrigation system maintenance; or c) selecting another company to provide management services with or without landscape maintenance services. Ms. Beville was authorized to contact Summit HOA Services to determine whether they were interested in submitting a proposal. Bert Cook offered to provide names of other management companies to provide proposals and Mr. Stroble and Mr. Contino were authorized to contact references for the companies from whom the HOA has received proposals. Mr. Contino also agreed to contact these companies to get their "best and final" bids.
- V. New Business
 - a. **2011-2012 Snow Removal Contract**

The Board voted unanimously to renew its snowplowing contract with PGMS Construction for the 2011-2012 season. Ms. Beville was authorized to sign a new one-year contract. The monthly rate of \$2100/mo. is not expected to change. There might be a small increase in the hourly rate for snowblowing if diesel fuel goes above \$4/gal.
 - b. **Final 2011 Grass Cutting/Weed Whacking**

Ms. Beville and Mr. Stroble will meet sometime in the next week or two to determine whether a final grass cutting/weed whacking is warranted. In addition, they will determine which areas require cutting.
 - c. **Landscape Maintenance Bids**

Ms. Beville has received a bid from Neils Lunceford for 2012 landscape/irrigation system maintenance. This bid is less than what the HOA expects to pay for the same services

this year provided by Woodwinds. The HOA believes that Lunceford, as a landscaping business, can provide better services than those provided by Woodwind's or other HOA management company staff. The Board considered obtaining other bids from other landscaping companies but determined that based upon the bids Woodwinds obtained this Spring for those services, Lunceford's bid met our "best bid/best quality" standard. The vote to seek no additional bids for landscaping services for the 2012 season passed 4 to 1.

d. Landscaping Projects

Having received no further suggestions for landscaping projects to be completed or initiated this fall, the Board agreed to offer two landscaping projects to the homeowners for consideration.

- i. Extending the existing rock wall another 34' between The North Road and the Granahan's home (the home at the corner of Fieldstone Drive and The North Road). This will largely complete the rock wall feature built around Stonehaven along the sloped areas lining The North and South Roads. Approximate cost: \$1500.
- ii. Landscaping the north-facing slope along Clubhouse Drive and around the entrance into Stonehaven using a combination of large and small boulders and a low growing, drought tolerant grass seed mix to provide both erosion control and more finished look to the entrance to Stonehaven. The appearance would be similar to that along the ditch just past Stonehaven toward the Breckenridge golf course clubhouse. The landscaping will be simple and once established, maintenance-free. Irrigation will be needed to ensure success of the landscaping. However, because installing irrigation along the top of the ditch will also provide water to the Stroble's, Kinning's and Granahan's property, these residents have agreed to pay for the installation of the irrigation system. The cost for the landscaping (minus the irrigation provided by the three above-mentioned residents) is \$6000.

Ms. Beville was authorized to send a letter to the Stonehaven residents asking for their vote on these projects. Ms. Beville noted that the cost for both of the projects could be covered by existing revenues since we are likely to come in under budget on 2011 operating expenses.

e. Process for Reviewing Schutt's Remodeling Request

As discussed at the Annual Homeowner's Meeting earlier this month, the Board agreed to develop a process and timeline for reviewing the Schutt's proposed remodel.

The Board agreed to the following:

1. Ms. Beville to send a letter to the homeowners describing the process and timetable. Mr. Stroble to review.
2. Mr. Stroble to send a letter describing the proposed remodel project along with copies of the final plans to all homeowners for review and comment. The homeowners will be given two weeks to submit comments to Mr. Stroble. Ms. Beville to review letter.
3. Based upon the Board's recommendation, Mr. Stroble and Mr. Contino will identify potential architects in Summit County to review the plans to ensure conformity with the "look and feel" of Stonehaven in color, material, design, etc. These architects will be asked to submit bids for the review of these plans and a written report to the ARC regarding their opinion.

4. The ARC, following review of residents' comments, the architect's written opinion and any other considerations, will submit their proposed recommendation to approve with or without conditions, modify or deny the proposed remodel to the HOA Board for review.
 5. The Board will review the proposed recommendation and provide their comments for consideration by the ARC.
 6. The ARC will prepare their response to the remodel request and submit to the Schutts.
 7. The review will be completed, barring unforeseen problems, within six weeks.
- f. **Composition of the ARC**
The Board agreed to add Mr. Pete Marcelli to the ARC. Ms. Schutt, Chair of the ARC, will send a letter to Mr. Marcelli welcoming him to the ARC and providing him with details about the activities of the committee.

There being no further business, the meeting was adjourned at 4:15 pm.

Respectfully submitted,
Paige Beville, President
Stonehaven HOA