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KENDALL BROOK MASTER ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

FEBRUARY 7, 2007

CALL TO ORDER

Board President Brett Bennett called the meeting to order at 3:00. Board members in attendance were Brett Bennett and Leighton Millar. Also present were Advisory Committee members David Robinson, Clark Lowery, Dave Williams, and Virginia Bachli. Also present were homeowner Ann-Marie Brunk and Brent Herren with Affordable Lawn & Landscaping. Present representing MSI was Lauren Jacques.

OPEN FORUM

There were no homeowners present for Open Forum.

APPROVAL OF PREVIOUS MINUTES

The minutes dated September 18, 2006 were approved as written.

MANAGER'S REPORT

The Manager's Report is attached to these Minutes. The Board reviewed and there were no questions at this time.

ASSOCIATION BUSINESS

Grounds Contract Bids - Brent Herren, with Affordable Lawn & Landscaping, was present to discuss his company's landscape maintenance qualifications with the Board and Advisory Committee. He was asked to prepare a Request for Proposal (RFP) for grounds maintenance and/

or snow removal as a possible replacement for the current grounds contractor. The Board is considering replacing the current contractor due to poor performance with snow removal. Lauren Jacques gave Brent an RFP packet and grounds map. He said he would have an estimate within the week. The Board asked Lauren to get two more bids, including one from a previously recommended contractor, Blue Moon Landscaping, and one from Rock Solid.

Lauren was also asked to set up a punch-list of contractual items for the grounds company to use and submit to her on a regular basis.

Reserve Funds - Investing. The Board and Advisory Committee agreed it was time to talk to an investment advisor. Lauren Jacques recommended Howard Hissrich with Merrill Lynch and indicated she could send a copy of the 20-year Reserve Plan to him for his recommendations. The Advisory Committee will discuss other possible firms to contact outside of this meeting.

Covenant Violation Enforcement - Fines. The Board and Advisory Committee discussed changing the fine levels in the policy to a two-tier structure, with more serious violations being fined at a higher rate. The Board unanimously agreed to the following fine structure:

Tier One

1. Warning letter
2. \$25 fine
3. \$50 fine
4. \$75 fine
5. \$100 fine

Tier one would include the following types of violations:

- Weeds
- Landscape maintenance - dry lawn, mowing
- Trash cans
- Oil stains in driveway
- Pet clean-up
- Signs;
- Pet not on leash
- Unsightly storage
- Fence repair

Tier Two

1. Warning letter
2. \$50
3. \$100
4. \$150
5. \$200

Tier two would include the following types of violations:

- Late landscaping/no landscaping;
- Trailers/campers/boats;
- Inoperable vehicles

Lauren Jacques will send these changes to HindmanSanchez so they can incorporate into the policy.

NEXT MEETING DATE AND TIME

The quarterly board meetings for 2007 are scheduled as follows:

Wednesday, May 16, 2007 from 3:00 to 5:00 p.m. at MSI's offices in Loveland

Wednesday, September 12, 2007 from 3:00 to 5:00 p.m. at MSI's offices in Loveland

The Budget Ratification meeting for the FY2008 Budget is tentatively scheduled for Wednesday, November 28, 2007 at 7:00 p.m., at the Lutheran Church.

An election meeting will be scheduled in the late spring or early summer to elect two homeowner board members.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:15 p.m.

Posted on Jul 6 2007 2:33PM by Laura Moss