

Reed Property Management, Inc.  
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## **Board of Directors Meeting Notice**

October 13, 2016

Dear Wooden Canoe at Water Dance on Lake Dillon  
HOA Board of Directors,

This is a notice to inform you of the Wooden Canoe Board of Directors Meeting to be held on **Tuesday October 25, 2016** at the Frisco Town Hall, 1 Main Street, Frisco Colorado in the Council Chambers Room **at 9:00am**. Please find the tentative agenda attached.

For questions or comments please call (970) 468-0939.

Sincerely,

Michael Reed  
Reed Property Management, Inc.

Wooden Canoe  
at Water Dance on Lake Dillon'  
Homeowners Association

Board of Directors Meeting  
Tuesday October 25, 2016  
9:00am

Agenda

1. Call to order
2. Determination of Quorum
3. Approval of minutes of the previous Board of Directors Meeting
4. Review of the Q3 2016 Financials
5. Asphalt Repair Review
6. Water Feature Review
7. Responsible Governance Policies Review
8. By-Laws Review
9. Parking Policy and Enforcement Review
10. Design Review Committee Policy Procedure Review
11. Design Review Committee Report
12. Old Business
13. New Business
14. Adjournment

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## Wooden Canoe

Board of Directors  
Meeting Minutes  
October 25, 2016

### Call to Order, Certification of Proxies

The Board of Directors meeting was called to order by Board President Charles Williams at 9:05am October 25, 2016 in the Council Chambers at the Frisco Town Hall, 1 Main St. Frisco CO 80443.

### Determination of Quorum

In attendance were: Board President, Charles Williams; Board Member, Jim Hafemeister; Board Member, Betsy Burton; Owner Douglas Snyder with Architect Andy Stabile from Allen Guerra Architects. Representing Reed Property Management was Michael Reed and in attendance by phone were Board Members, Tod Hunt and Paul Lewis.

With all Board Members being represented it was determined that a quorum was present.

### Approval of Minutes of Previous Board Meeting

The minutes of the Board of Directors Meeting of August 16, 2016 were presented and reviewed. Upon motion by Charles, seconded by Paul the minutes were unanimously approved as written.

### Lot 28 Remodel

Owner Doug Snyder made a presentation providing copies of the plans for his house remodel at 530 Wooden Canoe Lane. He noted that he was not happy with the design review approval process and that initially he (his Architect) had been given the wrong guidelines by the previous management company (he, his Architect, received the guidelines for Water Dance (the townhomes)) which are substantially different causing considerable expense and delay.

Doug noted that the Wooden Canoe design review guidelines are not logical with different requirements for basements depending on whether there is a walkout or just windows. The main problem being that this affects the allowable square footage and that his plans are 98 sq. ft. over the allowable square footage. He asked for a variance for the additional sq. footage noting that he had been told unofficially by Betsy on the design review committee that his plan would be denied based on the current guidelines but that they should be submitted for review and evaluation.

Paul asked who had written the original design review guidelines. Betsy noted that the guidelines were written by the Wooden Canoe Developer and that, to date, Doug's plans had not been formally submitted to the design committee for review and had not been reviewed by the committee architect or denied by the committee.

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Jim noted that he was discouraged with the process and how long it was taking. He made a motion that a 98 sq. ft. variance be granted. Betsy noted that the design review committee was simply following the guidelines as written, and again that the plans had not formally been submitted yet for review. Doug stated again, that there is no logic to the walkout vs. windows (regarding the sq. ft. requirements).

Jim restated his motion that the variance be granted noting that the owners would still be required to go through the formal design review process. Betsy recused herself from the vote. Paul voted against, Tod and Charles voted in favor. The motion to allow the 98 sq. ft. variance was approved with the understanding that this approval does not preclude the owners from submitting the remodel plans to the Design Review Committee to assure compliance with all other guidelines.

Doug and Andy left the meeting.

### The 2016 third quarter financials were reviewed.

The A/R Aging Summary was of particular concern for Paul. Five owners are past due ninety days. Mike agreed that he would contact all delinquent owners and that some of the issue was related to the management change. Paul requested a copy of the report on a monthly basis.

The Profit & Loss Budget Performance page on the financials was reviewed category by category. Items of note were:

- Legal and Accounting – this cost will be up due to drafting of Responsible Governance Policies required by the state.
- Repairs and Maintenance is up due to the new electric service installed for the dumpster garage
- Grounds Maintenance – ground maintenance is over budget.

### Asphalt Repair Review

The asphalt crack filling was completed in September for a cost of \$1,550 for the cul-de-sacs and in front of the dumpster garage.

### Ponds Expense Review

Mike noted that he, Charles, and Pat Wallace reviewed the ponds shut down and turned off the water to the ponds (from the town water supply), drained the lines, and removed the backflow

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preventers for the season. The pumps/streams are still operating until the end of the month when the pumps would be shut off. Charles noted that he had already shut off the back pond pump.

Charles questioned whether Neils Lunceford had been charged back for the \$90 emergency response call when the fill water was left on and the ponds were overflowing. He wanted to make sure they were billed for it. Mike agreed to discuss this with Mark Lawes the ponds maintenance supervisor.

### Responsible Governance Policies Review

We are still waiting on final responses from board members to get the final RGPs. Mike noted that he will have a better standing for rules enforcement once the RGPs are adopted.

### Bylaws Review

Changes to the Bylaws were discussed – Charles is working with Mike and Attorney Wilton Anderson to make the changes recommended by Wilton including the onerous audit requirement as well as any typos.

### Parking Policy and Enforcement Review

Betsy noted that there are two separate parking issues. The first is cars parking on the streets or cul-de-sacs (either on or slightly on the pavement). Towing was discussed. Mike noted that we have a contract for towing after midnight and before six am for parking on the streets. Mike will discuss more aggressive action with Ryan's Recovery.

The second issue is people parking not on their driveway but on their landscaped areas which is against the rules. Mike noted that he will be in a stronger position for fining when the RGPs are adopted. No motions or votes were made.

### Design Review Committee Policy Procedure Review

It was noted that the procedure for Design Review is the following: plans are submitted to the property manager for review by the committee; the plans are reviewed and through a working relationship between the owner and the committee, the plans are developed, modified and adjusted until an agreement for approval is reached. If approval is denied by the committee the owners can appeal to the board for approval.

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This discussion regarding the process was necessary as there was some confusion as to how or why Doug had presented his plans to the board for appeal and approval without going through this process.

### Design Review Committee Report

Mike noted that he had talked to the architect for the Houghton's, Lot 21 at 505 Night Chant Lane and that they would be submitting remodel plans to the Design Review Committee for approval.

Design review application fees were discussed. It was noted that the set fee may not cover the cost for architectural review by the architect. Betsy noted that she had asked the architect for a fee schedule that would cover the cost.

### Old Business

There was no old business.

### New Business

There was no new business.

### Adjournment

There being no further business the meeting was adjourned at 12:30 pm.