

**EFPOA Board of Directors Meeting**  
**March 19, 2019 7:30 pm**  
**11665 Upper Ranch**  
**Minutes**

**Board Members Present:**

- ✓ Renae Braun
- ✓ John Nelson
- ✓ Dave Dimeo
- ✓ Taylor Carpenter
- ✓ Rachel Nelson

**Guests Present:**

- ✓ None

**Call to Order:**

- ✓ The meeting was called to order by Renae Braun at 7:45pm. (Motion by John N., second by Dave DiMeo).

**Approve Meeting Minutes:**

- ✓ The following meeting minutes require approval: 6/18/18, 8/27/18, 9/24/18. Board decided to approve these minutes via email. Renae Braun said she has these and would send out draft minutes via email for approval. Approval of 2/5/19 minutes tabled.

**New Business:**

- Website replacement – Condo Manager Portal is for members and board members only.
  - Who will maintain? Taylor
  - Who will design? What documents need to be migrated? Taylor
  - Newsletter
  - Online assistance form capabilities. Who will monitor?
- ✓ Renae discussed Clark, Simpson, and Miller and sister company (Condo Manager) as a strong contender. Monthly fee for service ~\$300 / month. Need to look at updating fee schedule. Capabilities of Condo Manager discussed, can be used concurrently with platforms like Square Space. A user interface can be created for residents to interact with the website.
- ✓ Taylor discussed and offered to set up square space and constant contact platforms, needs credit card information or direct debit authorization (David DiMeo and Renae Braun are signers). The Constant Contact platform costs ~\$20 to \$40 / month depending on package and offers the following capabilities: survey creation, newsletters, provides data on invalid emails, 3<sup>rd</sup> party advertising to offset cost, community recommended business page. Taylor would manage website until a POA volunteer is appointed. Launch of new website discussed to include a snail mail campaign (mailing to residents) and email (CC) notification to verify email addresses.
- ✓ **Taylor motioned to approve acquiring constant contact and square space not to exceed \$60 dollars monthly. J. Nelson seconded motion. Board voted all in favor.**
- ✓ Current GoDaddy website domain annual fee needs to be paid; need to get information from Christine Groves.
- ✓ Renae migrated EFPOA primary email account to Gmail in December, 2018.
- Bed & Breakfast operational requirements.
  - ✓ Conditional use in Park County. Must be primary residence of owner.

- ✓ Discussed by Board. Park County residents must obtain conditional approval from Park Co. in order to operate a Bed and Breakfast. Several short-term rental operations thought to be currently operating within EFPOA.
- ✓ Short-term rental measure discussed. Board to send comments to Renae regarding recommended language on what's being proposed for possible inclusion with ballot. Proposed Amendment to the Declaration letter language reviewed with minor edits recommended.
- Liquor License renewal (Wedgewood Weddings).
- Scheduled for May, 2019. Need to call Park County to acquire Dispatch Log to document reported incidents.
- Draft 2018 Annual Meeting Minutes.
  - ✓ Upcoming Annual Meeting discussed (May 19<sup>th</sup>). Renae will send out invite. 2018 Annual Meeting Minutes were obtained from Christine G.

**Architecture:**

- Did Taylor receive documentation prepared by Bob Wallace?
  - ✓ Taylor will double check if documentation was received.

**Roads:**

- Snow plow contract signed by John?
  - ✓ Contract with Bronson B. signed. Verified invoices mailed for snow plow services performed on 2/23 and 3/14.
- Old Man and Tractor Contract
  - ✓ Renae to send John recommended contract language edits.
- Bronson does not have equipment to spread salt/sand
- Capital Improvements study – piecemeal approach?
  - ✓ John provided progress update regarding obtaining estimates from Professional Engineering firms to completed a roads study to inform roads improvements.
- Upper Ranch paving
  - Permit required? – Likely, John will inquire.
  - Jeffco has started using a product called Milling, is this a good option for Upper Ranch?
- Mailbox area – Jeffco Road & Bridge does not maintain or plow per Joe (JeffCo Schools)
- Jeffco will not take over maintenance of roads even if they are brought up to county standards per Joe.

**Treasurer:**

- 2019 annual dues invoices mailed at end of February due 4/1/19. – Completed.
- D&O Renewal – Renae will file.
- 990 Filing due May 15<sup>th</sup>. – Renae will file.

**Old Business:**

- Email distribution list– how to share with John for roads communications.
- Welcome Committee
  - ✓ No updates.
- JeffCo HOA registration – same officers as last time.
- JeffCo Planning & Zoning Regulation Amendments – John volunteered to review
  - ✓ John was unable to review Amendments since last meeting.
- Neighborhood watch
  - ✓ Tabled

Motion to adjourn made by Renae and seconded by Dave. Board meeting adjourned at 9:30pm.