

**Larkspur Community Association Board Meeting
held 22 September 2015
at Jeff Duke's Residence at 5:00PM**

Quorum: BOD Members Present

**Michelle Bivens, Bob Pannier, Jeff Duke, Laddie Coburn, Kim Dunn
Larkspur Members/Guests: James Brennan, CB Enterprises**

Agenda:

- I. BOD Executive Session to Discuss New Larkspur HOA Contract Preparations**
- II. Roll Call and Determination of Quorum**
- III. Approval of August Meeting Minutes**
- IV. Treasurer's Report on Status of Liens/Collections**
- V. Water Committee Update**
- VI. Property Management – Status of Existing Property Management Issues**
- VII. Review of Bids for Drainage work along SW portion of Larkspur Loop**
- VIII. New Business**
- IX. Next Meeting**

Meeting Minutes:

I. BOD Executive Session was held to Discuss New Larkspur HOA Contract Preparations.

- Laddie Coburn presented a summary briefing of status of new Property Management Contract for Larkspur HOA. Contract to be awarded by 1 November 2015.
- RFP/SOW formats were reviewed and some recommended changes made
- FFP Contract Ceiling was established and BOD concurred with new contract approach
- RFP Solicitation Announcement to be forthcoming in 25 September edition of CB News

II. Roll Call and Quorum – completed/obtained; only Secretary, Heather Connor was absent

III. Approval of August Meeting Minutes was obtained by voice vote.

Motion was made and seconded to designate Michelle Bivens as Larkspur HOA Contracts Manager, to manage and coordinate all aspects of development and execution of the new contract. She was approved by voice vote.

IV. Treasurer's Report on Status of Liens/Collections

- Jim Frank's Letter to the BOD requesting delinquent lien status was again addressed
- Status of liens on delinquent homeowners/lot owners was obtained from Larkspur lawyer and it was stated that none of the existing liens had expired but may need to be updated as new delinquencies occur or an existing delinquency status changes.
- Treasurer will continue to work with Larkspur lawyer to determine requirements for updating the existing liens on 3 Larkspur lots, as necessary.
- Updated process to be put in place by BOD for collections, loans, and liens

- A new BOD committee was established to take action and monitor Liens/Collections and brief BOD at next meeting.

V. Water Committee Update was presented by Jeff Duke concerning electrical short repairs and water pump replacements in the Lakeside pumphouse.

VI. Property Management Discussion on Status of Existing Property Management Issues

This discussion was led by CB Enterprises, Mr. James Brennan

- Current status of work completed by Property Management Company, CB Enterprises
- Discussion ensued on various issues for winterizing the common grounds of Larkspur
- Discussion on status of contract with Parker, the existing snow removal company. Larkspur BOD will receive new contract for Larkspur files when issued.
- Final tasks to complete before fall include final mowing and aeration of grass areas
- Snow poles will be installed over the next 30 days
- Weed mitigation chemicals were discussed and BOD expressed concern over toxicity
- Facility issues included installation of new light bulbs and timers on street lights and preparing tennis courts and playground for winter.

VII. Review of Bids for Drainage work along SW portion of Larkspur Loop

According to Jeff Duke, two bids have come in for drainage ditch repair along both edges of Larkspur Loop between Wright Ranch Road and Lexie Court. One bid was from RAS Landscaping and the other from Nathan Lovett, a landscaping contractor. The BOD discussed the two bids and a recommendation resulted to allow Jeff Duke to proceed with this drainage ditch road repair this fall to get the task completed before first snowfall.

VIII. New Business

- Covenants – need to further consider updates and enforcement procedures, which will be included in new Property Management Contract. In future, Covenants/Bylaws Executive Committee may be formed to review & update covenants.
- Lake path layout and resurfacing was brought up at 2015 Annual Meeting and Laddie Coburn has assigned action to get bids to repair path layout and resurfacing requirements. The project will be deferred to next spring after all snowmelt has completed.

IX. Next Meeting

- Continue to try to schedule Larkspur HOA BOD Meetings for 3rd Tuesday of the month
- Appears to be a long-term conflict with scheduling into the CB COC Conference room
- Next meeting now scheduled for Tuesday, 27 October at 5PM

