

**Larkspur Community Association Board Meeting
held 24 August 2015
at CB Chamber of Commerce 5:00PM**

Quorum: BOD Members Present

**Michelle Bivens, Bob Pannier, Jeff Duke, Laddie Coburn, Kim Dunn
Larkspur Members/Guests: None**

Agenda:

- I. Roll Call and Determination of Quorum**
- II. Liens/Collections – Status/Issues**
- III. Property Management – Status/Plans for new competitive contract**
- IV. Election of New Officers for 2015/2016**
- V. New Business**
- VI. Next Meeting**

Meeting Minutes:

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

II. Liens/Collections

- Jim Frank's Letter to the BOD requesting delinquent lien status was addressed
- Status of liens on delinquent homeowners/lot owners needs to be researched & updated
- New Colorado law now requires liens on property to be updated every 6 months
- Treasurer will contact Larkspur lawyer to determine currency of liens on 3 lots
- 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.
- The Liens/Collections committee members are Laddie Coburn & Bob Pannier
- Treasurer will inform Larkspur lawyer to respond to Jim Frank's letter

III. Property Management

- Status of current Property Management (PM) Company -- CB Enterprises
- Lengthy discussion ensued on roles & responsibilities of PM company for Larkspur
- New Colorado law requires all HOAs to contract through a competitive bidding process
- BOD will work to develop a new contract Statement of Work (SOW) for issuance to all potential contract bidders
- Laddie Coburn will work with Michelle Bivens to develop SOW for next BOD meeting; the SOW will include both required tasks and optional tasks
- At least 3 PM companies have already been identified for a potential bidders list
- Goal is to have new PM contract awarded in 3-4 months

IV. Election of New Officers for 2015/2016

- Election of new HOA Officers were held in accordance with existing Larkspur covenants/bylaws and results are as follows:
- President – Jeff Duke
- Vice-President – Kim Dunn
- Treasurer – Bob Pannier (incumbent)
- Secretary – Heather Connor (incumbent)
- New BOD Committee for Liens/Collections
 - Bob Pannier
 - Laddie Coburn
- New BOD Committee for Grounds Maintenance was established
 - Michelle Bivens will head up committee for now

V. New Business

- Covenants – need to consider updates and enforcement procedures
 - 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
 - Laddie Coburn has assigned action to research path layout and resurfacing requirements

VI. Next Meeting

- Try to schedule Larkspur HOA BOD Meetings for 3rd Tuesday of the month
- Next meeting now scheduled for Tuesday, 22 September at 5PM