

# **Breckenridge Homeowners Association Board Meeting Minutes (Amended)**

TitleOne @ 4:30 PM

March 21, 2024

## **Meeting was called to order at 4:29 pm by Angela Grant, President**

- Members in attendance: Angela Grant, Larry Roberts, Cathy Reed, Verlie Stanger, Steve Clezie, Jenn Renfro (Property Manager).
- Members absent: Susan Beseris, Loren Butler.

## **Approval of Minutes**

- Verlie moved to approve the February 15, 2024 regular board meeting minutes; the motion was seconded by Steve; and the motion passed unanimously.

## **Treasurer's Report - Larry Roberts**

- Proposed 2024 Budget: Larry took out the pool resurfacing and manor resurfacing and made some adjustments so we should be on budget. Hopefully, unless we have big time tree issues and sprinkler issues, we may come out close to our budget this year. This will be important especially with the special assessment coming out. Larry indicated last year's actual budget was \$154,028. The budget is usually about \$134,000. This year is less than last year once adjusted. There were a lot of sprinkler repairs last year. The hope is we can reduce those amounts this year.
- Cathy moved to approve the 2024 budget of total expenses \$132,402.72. Verlie seconded the motion and the 2024 budget was approved unanimously.
- The February 2024 Financial Reports: Sally hadn't done the budget and that is why there is no comparison. The financial report is over because we prepaid the spraying which was about \$11,000 in February; making us over for the year by about \$6,400.
- Larry isn't sure Sally was paying the bills on a regular basis. He wasn't getting them every ten days. Larry needs to talk to Pam to see how she is sending and printing the checks. He had to go in the office a couple times to sign them because they were getting close to being delinquent. Larry will talk to Pam and if he doesn't get satisfaction will call Lisa.
- The accounts receivables look pretty good. Only one person more than a month behind. The AR should be sorted by amounts instead of by property. Jared Rands sent his invoice in December. We need to make sure his bills get paid by the end of the year. It would be nice for the residents to know when he is spraying. Verlie asked if Larry talked to him about doing the entry. Verlie stated there were weeds coming up. Jenn will talk to him and also about getting a schedule of when he was going to spray so we should put it on the website. He might be gone for meet and greet. He should come to a regular meeting since there is history there Jenn isn't aware of. Angela will give him a call and set something up.
- Are the accounts receivable being credited correctly? How often do they pick up checks? Checks should be picked up in a timely manner at least at the first part of the month so people can see if they have paid. Larry will talk to Pam about cleaning up the odd amounts.
- Larry received an email from First Federal today indicating they did not know Sally had left. It is Harris CPAs' job to change that information. When Larry asked they said they would check into it. Maybe we should invite Pam McClain to the meet and greet.
- Angela made a motion to accept the February 2024 Financial Report. Cathy seconded the motion and the motion was approved unanimously.

## **New, Unfinished or Postponed Business**

- Nadia King, a property owner in the next HOA, called about trees hanging over her fence and encroaching on her property and house. She is located at 709 Canyon Park Avenue. Angela

thought it had already been dealt with. Nadia was going to take pictures and send them to Angela. She did not. We do not have to do anything unless the tree is sickly and damaged. We cut the broken branches down last year. If she wants to trim them it is on her. Jen will take pictures from her side; talk to the homeowner; and send pictures to the board. This has been going on for a couple of years. No commitments will be made until we decide the course of action to take. We don't want to set a precedent. Jenn will get bids to determine the cost if we do choose to address this issue from our side and get a short summary of her thoughts. A decision will be made at the next meeting.

- Vanessa's tree was removed. Looks good. The invoice was for \$1,000 from Travis at Steele's. Cathy provided him with Pam's contact information. He will send the bill to Pam.
- Jim Stevens, from the adjacent subdivision, asked about political signs. It is a freedom of speech issue and the individual property owners can decide. He asked if he could canvass in our HOA and it is also something we cannot prevent. He cannot canvass if the individual homeowner has a no soliciting sign.
- The meet and greet with the vendors is set for April 23rd from 6-8 PM.
- Angela spoke to Kevin. Mowing will begin between April 1 to April 15. Sprinklers will be turned on depending on when the city turns the water on. Some parts of the irrigation uses domestic meter water and can be turned on at the homeowners' discretion.
- Complaints about vendors should go through the property manager.
- Cathy brought up the arborvitae along Angela's fence line that borders the whole west side. They need to be topped as they are thinning and can be seen through in spots. The property manager will get an estimate from Travis at Steele Tree Service and Lee Chavez at Stumps and Trees LLC. We could see if we could access from the west side if needed.
- Ongoing improvements to be discussed further:
  1. Manor entrance area - Removal of damaged brick structures on either side of the gate and making the entrance to Manor secure, possibly with vinyl fencing. Replace or freshen Breckenridge Manor sign. Update beds with weed barrier, plants and rock.
  2. Sidewalk/concrete repair where it is lifted due to tree roots
  3. Update paver driveway through gate area.
  4. Discuss and make plans to remove the narrow strip of grass near the arborvitae on the West Side of the subdivision near Randy & Angela Grants' home.

#### **Architectural Committee – Verlie Stanger**

- Cathy updated the architectural form and it is on the website. The property manager will make some copies for Verlie. Verlie has not heard from anyone yet.

#### **Landscape Committee - Susan Beseris**

- The cost for the entrance design includes an original design and then two revisions to the design. The original design was printed and everyone has a copy to review. It will be discussed at the next board meeting when Susan gets back. There would be minimal care and water usage for the xeriscape design.
- Smaller grasses in the west area would be nice.

#### **Pool Committee - Cathy Reed**

- Dusty called to see if we can open earlier than Memorial Day, depending on the weather.
- The pool temperature was too cold last year. The water temperature needs to be a little warmer somewhere between last year and the year before. The pool will stay cleaner if cooler.
- Cathy will talk to Dusty about opening earlier and the pool temperature. She will tell him to use his own judgment on the opening date. Rain gutters need to be done every spring.

- Work needs to be done on the landscaping around the pool. Susan has been working on it. Maybe we could have a Volunteer Day. The area where the arborvitae used to be needs to be cleaned out. We will pick a day at the next meeting.

#### **Website - Cathy Reed**

- Updates were made to reflect property manager and board changes. The architectural form was updated and the year label was removed so the label does not have to be updated every year.

#### **Property Manager Update - Jenn Renfro**

- A call was received from Jerry Youngblood asking when the sprinklers were going to be turned on and when the backflow inspection needed to be completed. Jenn let him know the sprinklers would be turned on between April 1 - April 15 traditionally. He was informed the backflow inspection could not be done until the irrigation is turned on and the city would send him a form that gives him a due date. I also referred Mr. Youngblood to our website resource page for suggestions on a contractor to perform the backflow inspection.
- Jenn will be working on updating contact information and emergency contacts in preparation for notification emails.
- The property manager will coordinate with Kevin this spring to make sure the sprinklers along the canyon path are directed away from the path as much as possible to minimize spraying on the path. The sprinklers need to be run at night, usually 4 AM to 6 AM. Cathy will let the property manager know if this criteria is not being met.

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#### **Adjournment**

- Regular meeting was adjourned at 5:28 pm.

The next board meeting will be on **Thursday April 18, 2024, 4:30 PM at TitleOne.**

Respectfully submitted,



Jenn Renfro  
Property Manager