

Cedar Mesa Ranches Board of Directors Meeting January 14, 2003

Present: *Chuck Weisel, Julie Nadolske, Nancy Schaufele, Lisa Liljedahl*

The minutes of December were read and approved by the Board

Treasury Report

Julie reported a current balance of \$22781.48. Bills outstanding are insurance and \$50.00 for HOA Christmas party. A motion was made and approved to pay for HOA tax returns not to exceed \$200.00. Lisa will find a CPA to do the returns.

Contractors

Lisa brought up the subject that all contractors should be provided with 1099s for work completed in 2002. They should also provide both proofs of workers compensation insurance and professional liability. Lisa volunteered to complete the 1099 forms for 2002.

Insurance

The insurance form has been submitted with Pagosa Insurance and is awaiting approval.

Road Vote

The road assessment vote was approved with seventy four "yes" votes and six "no" votes.

Board of Director Vote

The expansion of the Board of Directors vote was approved with eighty seven "yes" votes and one "no" vote.

Pinion Tree Problem

It was decided that a strong letter would be put into the newsletter addressing the removal of dead pinion. The dead pines will increase the risk of fire danger and all lot owners should be made aware of this serious problem.

Annual HOA Meeting

The annual HOA meeting is scheduled for March 6th at 7:00 at the First United Methodist Church. The Board approved \$50.00 for snacks.

Slate of Officers for 2003.

The slate of officers for 2003 is:

President Nancy Schaufele

**Cedar Mesa Ranches Homeowners Association
Annual Meeting
First United Methodist Church
515 N. Park, Cortez, CO
March 6, 2003**

In attendance: (See attached list)

Meeting called to order by Nancy Schaufele at 7:10 pm.

Introduction of New Board Members:

- Nancy Schaufele President
- Lisa Liljedahl Vice President
- Julie Nadolske Treasurer
- Susan Bryson Secretary
- Steve Ludemann At Large
- Lora Wiggins At Large
- Terri Montoya At Large

The incoming President, Nancy Schaufele mentioned that a lot was accomplished in 2002. The Board established a Road Committee, hired an engineer and worked to collect construction/maintenance repair bids. The majority of owners voted favorably for a road assessment fee and repairs have begun in segments as described by the engineer. New signs were installed on the road and we were able to secure a rebate from the county for noxious weed spraying. Additionally, the Board expanded in size; from 3 to "up to 7" with an emphasis in on-site representation. As for upcoming projects in 2003, homeowner Barry Hale (lot # 44) has agreed to construct the log mailbox building at the front of the subdivision. The material was generously donated by Lora and Rex Wiggins (lot # 64). We anticipate the completion of construction by the end of this spring season. We have several important issues to address in 2003. Most notably, the looming fire season and the need for fire mitigation in this subdivision. Julie Nadolske (tract # J) arranged for a "fire" meeting in February and many property owners attended. We feel it is imperative to take a proactive approach to fire mitigation and intend to establish a committee to examine this very issue. The Board met once a month last year. The newly elected Board will be meeting on March 12th and one of the issues to be discussed is the 2003 schedule.

Approval of January 2003 Board Minutes: Nancy announced that some of the budget items were misrepresented in the January minutes and that the Board would be addressing this issue at its March meeting. Hence, approval of the January minutes is on hold until the March meeting.

Financial Report: Julie Nadolske provided a hand-out of the 2002 actual expenses to budget and reviewed the contents. In summary, Julie announced that she had successfully collected all of the 2002 HOA membership dues but still had two property owners delinquent with their 2001 payments. The HOA is already starting to receive the 2003 membership dues. We have received the road assessment fees from 38.5 out of 139 lots. The deadline to pay the road assessment fee is May 2003. Additionally, it was pointed out that the "income" reflected in the hand-out was incorrect. The HOA Dues withstanding in 2003 should read, "\$20,250" and not "\$40,500."

New Business: We plan to form four (4) committees:

1. Fire Mitigation
2. Covenant Review and Enforcement Recommendations
3. Road Committee (ongoing)
4. Weed Committee.

Additionally, we are developing a community resource guide and property owners are encouraged to submit their recommendations. We will compile a list of recommended contractors based upon the good experience and recommendations of property owners. Your lists can be submitted to Nancy Schaufele.

Guest Speakers:

1. Laurie Robson with the San Juan Public Lands Center was present representing the US Forest Service & BLM. She stated that several burning, thinning and hydro-mowing projects are scheduled near our subdivision. The hydro-mowing creates defensible space. It is possible to pursue discussions with the agency regarding the use of emergency exit routes in the areas that will be or have been hydro-mulched. The Forest Service/BLM is working on mutual aid programs with all area agencies, including the local Mancos Fire Department. The area currently has one Type 3 incident management fire team and plans to establish a second team. They are aware of slash removal issues and are developing systems to help with this concern. The Colorado State Forest Service will possibly have some cost share grants available to assist with fire mitigation costs, however, the applications will not be available until the fall of 2003 – after the need (and cost) to cut down the dead pinion trees and prepare defensible space. Hence, it is recommended that the work proceed as though there is no grant funding while at the same time retain receipts and documentation of the cost to minimize the hazardous fuels in the area. April is Fire Prevention Month and Laurie encourages participation (brochure provided).
2. Tony Aspromonte (Volunteer Fire Chief of Mancos Fire Dept.) and Scott Davis (Mancos Volunteer Firefighter) announced that, yet again, Redstone

Development is pursuing litigation against the Fire Department. **Tony would like to collect the names and telephone numbers of those property owners that were promised a fire station when they purchased their property.** Apparently the previous developer is seeking the right to retain the ½ acre land occupied by the fire station. The developer alleges that the fire station was not built in the proposed timeframe. The Fire Department is proceeding as though they retain the right to occupy the station.

- The septic will be installed once the area dries.
 - Road base will be constructed
 - Class A or Type 2 – 1,000 gallon/minute, 4 wheel drive fire engine will be parked at this Cedar Mesa Ranches station
 - Ambulance is on order and will be stationed on the site in July
 - A question was asked about the Mancos Ambulance Association. Membership (\$25/year for immediate family). Membership in this Association allows you and your immediate family to ride in the ambulance for free and only be charged for the cost of medical supplies.
 - Working with Mesa Verde to secure the use of their 2,000 gallon tender during the off season (October-May) and have that tender stationed at the site.
 - There was considerable discussion around the possibility of having some on-site property owners receive first responder wildfire training instead of pursuing the full-fledged volunteer firefighter training. Tony and Scott stated their willingness to assist with some basic training for interested property owners in our subdivision. The Fire Mitigation Committee will explore this further.
 - Discussed the possibility of having some fire fighting equipment in the station and available for our use.
 - Mitigation and prevention are the key ingredients to combating a hazardous fire season.
 - Essential to start working on mitigation of the whole development. The idea is to keep that single lightning strike to a single tree and not allow it to make a run. These fires build their own weather patterns and with the dry dead pinions it is essential to mitigate and control.
 - Dan Ochaki with the Colorado State Forest Service is an excellent resource to help us determine the issues of defensible space in our subdivision.
3. Tess Johnston with the Mesa Verde Fire Department announced that the thinning projects in the Park were very successful and proved that fire mitigation really works!

Noxious Weed Concerns: Marty Ludermann (lot # 51) has agreed to act as Chairperson for this Committee. There was a brief discussion and Marty encouraged interested folks to join the Weed Committee.

Roads: Rex Wiggins (lot # 64) announced that the Committee is following the recommendations outlined by the professional engineer that was hired last year. The dangerous curve/hill was repaired right before the snow started to fly. The next section scheduled for maintenance and repair is at the start of Road 35 right where the pavement ends and will continue up to the point of the first repairs.

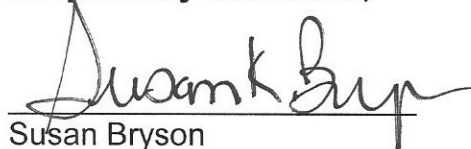
Conclusion: The next Board meeting will be on March 12th at 6:00 pm at the home of Susan Bryson and Lisa Liljedahl. Please contact Nancy Schaufele if you have any suggested agenda items.

TO DO:

- **Update the CMRHOA membership list and make it available to all property owners.**
- **Encourage property owners to support the Mancos Ambulance Association by joining. Send a check for \$25.00 to the Association at PO Box 145, Mancos, CO 81328. Note "Membership Dues" on the check.**
- **Send an e-mail to all property owners requesting they submit their name and contact information if they were promised a fire station at the time of purchase.**
- **Prepare a letter to every real estate agent in the area advising them of the road assessment fee and updates about the HOA.**
- **Fire Mitigation Committee to contact Mancos Fire Department with respect to first responder training and equipment.**
- **Susan Bryson will house a lending library of fire prevention videos and hand-outs. Please contact her at sbryson1@earthlink.net if interested in checking anything out.**
- **Form all Committees (see attached list) and determine reporting requirements.**

Meeting adjourned at 8:40 pm.

Respectfully Submitted,



Susan Bryson
Secretary, Board of Directors
CMRHOA
sbryson1@earthlink.net

CMR 2002 BUDGET

	<u>Original</u> _{5/1/02}	<u>Spent</u> _{3/6/03}	<u>New</u> _{1/1/03}
ROAD MAINTENANCE	2000	7848.62	8343
ROAD IMPROVEMENT	TBD	16705	16390
EMERGENCY ROAD REPAIR	0	450	450
SHED (MAILBOX & BUS STOP)	1500	0	0
48 MAILBOXS – 3 PEDASTALS	280	280	280
LABOR FOR MAILBOX INSTAL	500	164.63	500
SIGNS\FIRE DANGER SIGN & LABOR	150	1291.47	1528
SNOW REMOVAL 10X500=	5000	3000	5000
INSURANCE	1500	950	1500
WEED CONTROL	1500	1258.37	1500
POSTAGE/COPIES/SUPPLIES/MISC	500	430.03	500
CPA TAX PREP	0	0	150
CHAIN/SIGN/POST/LABOR EMER EXIT	238	0	0
WEB SITE	0	100	100
	<u>13168</u>	<u>32478.12</u>	<u>36241</u>
weed rebate	-500	-500	-500
	<u>12668</u>	<u>31978.12</u>	<u>35741</u>

Income:

CMR Current Balance as of 03/06/2003	\$13844.26	
HOA Dues withstanding for 2001	300	
HOA Dues withstanding for 2002	0	
ROAD Assessment Dues	30450.00	
HOA Dues withstanding for 2003	<u>40500.00</u>	150 (20,225) 50%
Possible Future Balance before additional expenses	\$85094.26	

**Cedar Mesa Ranches Homeowners Association
Board of Directors Meeting
March 12, 2003
Bryson/Liljedahl Residence**

In Attendance: Nancy Schaufele, Lisa Liljedahl, Susan Bryson, Steve Ludemann, Marty Ludemann, Lora Wiggins and Rex Wiggins.

Not in Attendance: Julie Nadolske and Terri Montoya

Meeting called to order by Nancy Schaufele at 6:10 pm

Lisa Liljedahl made a motion to approve the January 14, 2003 minutes as written. Steve Ludemann seconded the motion. Motion approved.

The record should reflect that the Budget to Actual presented in the January 2003 Newsletter was incorrect. The figures were adjusted and reported at the Annual Meeting in March. Note that the "Income" section for 2003 was adjusted to reflect the correct figure (see Annual Meeting Minutes).

Financial Report: Our Treasurer, Julie Nadolske, was unable to attend the meeting. She reported to Nancy prior to the meeting that the figures are the same as presented at the Annual Meeting on March 6, 2003. The Board had a discussion concerning the timeliness of recording deposits and issuing checks and a motion was made, seconded and approved to enact the following policies:

1. All checks must be deposited on a weekly basis (within 5 working days of receiving the check).
2. All cash disbursements must be issued on a weekly basis (within 5 working days of receiving the invoice).
3. Cash Flow Statements must be current and available weekly if necessary.
4. A financial report reflecting the current cash balance will be reported at each board meeting.

Budget 2003: A motion was made, seconded and approved to pass the following budget:

EXPENSES:

• Mailbox/Bus Stop Shed *	\$ 3,000
• Signs/Chains	\$ 400
• Snow Removal **	\$ 3,250
• Insurance	\$ 1,500
• Weed Control	\$ 1,500
• Postage/Copies/Supplies	\$ 500
• CPA Tax Preparation	\$ 300
• Professional Fees	\$ 500
• Roads	\$50,000
• Miscellaneous	<u>\$ 3,894</u>

TOTAL \$64,844

REVENUE:

• HOA Dues outstanding (2001)	\$ 300
• HOA Dues outstanding (2002)	\$ 0
• HOA Dues outstanding (2003)	\$20,250
• Road Assessment Dues outstanding	\$30,450
• CMR Current Balance (as of 3/6/03)	<u>\$13,844</u>

TOTAL \$64,844

* The plan is to NOT have a permanent foundation on the shed. The Board discussed the building site near the entrance to the subdivision and the overall consensus is that parking would be a real problem; particularly when the subdivision is built out. A decision was made to revisit the original suggestion of placing the shed near the Fire Department building. Nancy will call Tony (Fire Chief) and see if that is still a possibility. Lisa will contact the USPS and obtain a complete set of building guidelines and restrictions.

** (Snow Removal for the "winter season" is \$5,000 but that includes some expense in 2004) A motion was made, seconded and approved to continue our contract with Daniel's Excavating for snow removal and to have the Road Committee meet as soon as possible with Daniel to discuss the existing problems. The Board felt that the Road Committee should review the existing problems and get some advice on how to repair them. The existing contract states that the "road damage shall be repaired [following snow removal] at no additional cost." Moreover, the Board feels that we should obtain snow removal bids for the next season sometime this summer and not procrastinate.

HOA Committees & Guidelines: The Board agreed that our biggest risk issue is "fire" and a motion was made, seconded and approved to send Nancy's letter to area realtors informing them of our concerns with respect to this issue, HOA dues, covenants and road assessment fees.

The Fire Awareness Committee will take the lead on speaking with homeowner, Pat Sheeran, Esq. about fire mitigation and property liens.

Rex Wiggins updated the Board about the schedule for road maintenance and said that the next section to be worked on is from the subdivision entrance to K1 at a cost of \$14,150. The Board discussed the current cash flow situation and Rex was instructed to request a minimum payment term of 30 days and give authorization to proceed with repairs.

A motion was made, seconded and approved mandating that a representative from each of the four Committee's attend each board meeting and provide an update. If a representative from the Committee cannot attend in person than it is suggested that they prepare a written report to be distributed at the monthly board meetings. This written report will be given to the Board President prior to the monthly meeting.

General Housekeeping Items:

- The Board Secretary will e-mail copies of all Board Minutes to the CMR HOA. We will mail a hard copy of the Annual Meeting Minutes to the individuals that do not have an e-mail address but will state in our cover letter that mailings will not occur on a regular basis unless specifically requested.
- The Board Secretary will be responsible for updating and sending HOA members items listed in our lending library.
- Nancy is responsible for collecting the list of contractors that will be identified in the Community Resource Guide. The CMR HOA members are asked to submit their list to Nancy as soon as possible and we anticipate making this Guide available no later than the end of May 2003.
- Nancy will be sending a cover letter along with the Annual Meeting Minutes to the entire HOA highlighting the Board's priorities in 2003.
- A lot owner in the subdivision has complained that her access road was not snow plowed. It was unanimously agreed that Daniel's Excavating should snow plow ALL roads in our subdivision regardless if there are any houses on them or not. Nancy will notify the contractor.
- **The Board will meet at 7:00 pm on the first Monday of every month. The location will be announced each time.**

Next Board meeting will be held at the Ludemann's residence on April 7th.

Meeting Adjourned at 7:30 pm.

Alvord Bur
Secretary
CMR HOA

**Cedar Mesa Ranches Homeowners Association
Board of Directors Meeting
April 7, 2003
Ludemann Residence, Lot 51**

In Attendance: Nancy Schaufele, Susan Bryson, Steve Ludemann, Lora Wiggins, Rex Wiggins, Julie Nadolske and Terri Montoya

Not in Attendance: Lisa Liljedahl

Meeting called to order by Nancy Schaufele at 7:10 pm.

Approval of March 12, 2003 Minutes: Lora mentioned that she would like to see the expense budget line item for "Roads" broken down as two separate items: (1) Road Maintenance and (2) Road Improvements. The Road Committee will be assigned the task of separating these two expenses (currently posted as \$50,000) and reporting back to the Board. Lora made a motion to approve the March 12th minutes on the one condition that the budget for "Roads" is separated as described above. Susan seconded the motion. Motion approved.

Financial/Treasurer's Report: Julie reported the current account balance is \$23,219.92 and then Nancy handed her some checks tonight totaling \$1,950. We anticipate receiving an invoice (approximately \$15,000) for Road Improvements the first of May and Rex confirmed thirty day payment terms were pre-approved by the contractor.

Julie also reported that there is a discrepancy between our records and that of Colorado Land and Ranches concerning the number of lots owned by Colorado Land. We show eight lots and their records show three lots. The issue of ownership should be resolved fairly soon.

All bills are paid as of today, April 7th. Everyone was sent an invoice for 2003 HOA dues; however, because of timing issues there were some Annual Meeting Minutes that were mailed out without the dues notice. If anyone hears of somebody questioning their payment of dues, please have them contact Julie directly.

The Board has requested an e-mail address listing for all HOA members be sent to each Director. Julie and Susan have been updating the list and will coordinate those changes before sending the list to all Directors.

The Board agreed that from now on the Annual Membership Dues invoice will be mailed under separate cover from the Annual Meeting Minutes and that Julie (our Treasurer) will be responsible for this mailing. For those individuals who do not

pay their dues by the end of May 2003, Julie will send out second notices. The Board felt that the invoice mailing should not be cluttered with other HOA information.

Julie also informed the Board that our current checking account only allows a very limited number of checks to be written each month. It was unanimously agreed that we should immediately change our account and Lora offered that our current bank (Citizens State Bank) provides free business checking. Julie agreed to change our account to one that is not as restrictive as soon as possible.

President's Update: Nancy reported the following:

- Barry Hale (local contractor and resident) has agreed to help us with the mailbox building. Nancy also spoke with Tony and he agreed to let us place the structure near the fire station. Terri is charged with contacting the Mancos School District to determine (1) if their bus driver will pick-up students at that location and (2) what turn around space the bus needs to be in compliance with their requirements. Susan offered that Lisa has agreed to spearhead this project. Lisa has already contacted the Mancos Postmaster and is in the process of obtaining their written requirements for the construction of a mailbox structure. We currently have 70 boxes (stored at Chuck's home) and Rex was asked to pick them up and store them at the building site. Presumably they are up to code and in compliance with the postal requirements. We also discussed the issue of lights and safety and decided that Lisa would spearhead the project and report the progress of this project as it develops.
- Steve said that due to Marty's health she has asked Barry Hale to take the lead with weed spraying this year. Barry spoke with Ron Lanier, Montezuma County, and reported to Steve that he plans to take a test, put on a weed spraying pack and "go for it" by volunteering his time and effort in eradicating weeds in our neighborhood. The Board is very appreciative of Barry's offer and discussed the issue of liability and the commitment that Barry is willing to get certified and spray our noxious weeds. We want to make certain that the HOA is eligible to receive a rebate if a certified volunteer does the work. We collectively agreed that as long as we are in compliance and the work is done within budget, it would be wonderful to have Barry assist us with this endeavor. Susan agreed to review and modify a familiar Hold Harmless Agreement for all HOA volunteers to sign prior to working on HOA projects.
- Julie showed us the Fire Risk Aerial map of the subdivision and mentioned that Jim (with Montezuma County) has agreed to meet with the Fire Committee and review the map and discuss the severe risk areas. The map clearly shows risk density areas and will help the HOA identify the most hazardous lots. Julie will schedule a meeting with the Fire Committee and invite Jim to give us a presentation on his aerial map. We hope to focus on the fire risk potential and possible ways to encourage lot owners to mitigate their land.

- Rex offered some information about chippers and suggested that perhaps the HOA might want to consider purchasing a chipper and renting it to landowners – which will ultimately pay for itself and hopefully encourage lot owners to mitigate their land. Rex agreed that there is considerable risk associated with this suggestion and it was decided that we would all think about this proposal and table our discussion for a later date.
- Julie questioned the possible need to reallocate some of the HOA dues to assist with fire mitigation. The Board agreed to let the Fire Committee review this issue and bring it back to the entire group.
- Nancy said that she is still trying to establish contact with Pat (attorney and resident) to pursue a Covenant Review Committee meeting.

Road Committee Update: Steve reported that he and Rex attempted to meet with Daniel but Daniel didn't show for the meeting and later told them that he had car trouble. He was supposed to call back and reschedule but hasn't done so. All of his bills have been paid to date and we suspect that the likelihood of getting him out to repair some of the road damage that occurred during snow removal is very slim. However, Steve indicated that according to Bud's original recommendation we skipped over the first step – to blade all the existing roads. Steve recommended that we work with Four Corners to see about simply "blading" all the roads while at the same time fix Daniel's errors and repair our roads. A motion was made and seconded to have the Road Committee continue to prioritize the road improvements and work with Four Corners to do as much work as the budget will allow. The Board also directed the Committee to focus on "maintenance" as the key issue and discuss what that means for our roads. Hence the reason for breaking down the two items – maintenance and improvements.

General Housekeeping:

- Nancy announced that on April 17, 2003 there is a Dolores/Montezuma County Summit meeting to discuss community issues. Nancy will be attending and she suggested anyone else interested should plan to be there.
- If folks living out of state or out of the area would like to be involved on one of the HOA committee's it is up to the Committee leader to keep them informed.
- Nancy will send Susan what she has listed so far on the Community Resource Guide to make it available in our lending library. It was also suggested that we may want to include the information in our next Newsletter.
- The location of our next HOA Board meeting (May 5th) is Rex & Lora Wiggins' home

Meeting adjourned at 8:55 pm.

*Alvina Burt
Secretary
CME/BOA*

**Cedar Mesa Ranches Homeowners Association
Board of Directors Meeting
May 5, 2003
Wiggins Residence, Lot 64**

- Steve Ludemann

In attendance: Nancy Schaufele, Lisa Liljedahl, Julie Nadolske, Susan Bryson, Lora & Rex Wiggins, Terri Montoya and Ruth & Jim Bignell.

Meeting called to order at 7:10 pm

Approval of April 7, 2003 Minutes: Lisa made a motion to approve the minutes and Steve seconded the motion. Motion approved.

Financial/Treasurer's Report – Julie

As directed last month, Julie obtained a regular checking account (unlimited check writing) for the HOA and the new checks just arrived. She has two bills ready to be paid; (1) \$14,150 for road improvements and (2) \$27.10 to Latricia Anderson (adjusted figures) for costs associated with the Annual meeting. The current balance, after the bills are paid, is \$21,094.88.

The accounts receivable total \$29,175

Julie spoke with Colorado Land & Ranches and they own six (6) lots that are currently in escrow. Hence, all the lots have been sold or are under contract.

Julie also announced that Chuck (last years HOA President) reportedly has some HOA documents that need to be returned. Rex Wiggins volunteered to track down the documents.

Secretary's Report – Susan

- Waiver & Release Agreement – drafted and sent to all the Directors. It was decided that we would retain this Agreement on file should the need arise to use it.
- A revised Committee list was distributed; however, several comments were made and an even newer list is attached.
- Reminded folks about our Contractor/Service Provider list on file – furnished by the Colorado State Forest Service. Several lot owners have requested this document.

Vice-President's Report – Lisa

Lisa brought up the issue of a bus shelter/mailbox shed and Terri offered some input from the school district. The district has a set of perimeters and guidelines that must be followed when establishing a new bus stop site. The district

requires written permission from the property owner (Fire Department) and the driveway and parking area must meet certain dimensions. Additionally, the County must agree to maintain the road to the bus stop. And finally, the district won't consider a new bus stop until there are at least 6 or 7 children using the stop. A discussion ensued and clearly it was agreed that our roads are "un-maintained" county roads" and there is no way the county plans to change that distinction. Secondly, we only have two children using the bus stop at this time. And thirdly, the property owned by the Mancos Fire Dept. is in litigation.

We discussed the possibility of using the building supplies generously donated by Rex and Lora Wiggins for the bus stop shelter instead of the mailbox shed. This is something to consider in the future.

It was unclear exactly what type of mailboxes we have in storage. If we have pedestal units then we should simply move forward with the project and talk about a shelter later on. Lisa said that the post office requires a permanent structure and the fire department would not allow a permanent structure. For obvious reasons it would be best to get the boxes up and re-visit the possibility of a structure on skids sometime later on.

The Board directed Lisa to move forward with this project if units are free-standing pedestals. Lisa has tried to reach Tony Aspromonte (Fire Dept) for permission to place the units on their lot. She will continue in her effort to contact him for permission.

Immediately following this meeting Julie sent out an e-mail indicating we have the following:

- 4 – 16 unit boxes with pedestals attached*
- 1 - 8 unit box with a pedestal that can be attached*
- 1 - 2 unit box with no pedestal (but can be attached if purchased)*

President's Update – Nancy

- Pat Sheeran (lot owner and attorney) is reluctant to get involved because of his profession and potential conflicts. However, he has agreed to meet for the first Covenant Committee meeting and help the HOA go through some of the language. After that, Pat would like to be off the Committee. This Committee will need to decide how to deal with violations, etc. Everybody agreed that forming this Committee ASAP is imperative – certainly before we grow as a subdivision. On a similar note, several Directors expressed interest in forming an Architectural Design Committee as part of the Covenant Committee. Almost every subdivision has something similar and it was agreed that certain issues will need to be addressed. Any covenant changes will require board approval and an HOA vote.

- The owner of lot #69 sent Julie a letter about a discrepancy in the covenants as they pertain to fencing and set-backs. Nancy will have the Covenant Committee address this owner's concerns.
- Barry Hale (lot owner) will not be spraying the HOA roads for noxious weeds. The training required to be certified for spraying is too extensive. However, Barry has agreed to oversee the contractor retained to do the spraying.
- We did not receive one call from any of the realtors that received our "notice" letter.

Fire Mitigation – Julie

Julie expressed her frustration that the Board completed the 2003 budget without her input. She wanted to see a line item in our budget for "fire mitigation" and a cost TBD. A rather heated debate ensued wherein several differences of opinion were presented. Clearly it is the lot owner's responsibility to mitigate their land from possible fire danger.

Jim Dietrich apologized for missing our last Committee meeting. He met with Julie and drove around our subdivision identifying what he believed to be the most hazardous areas.

The Board discussed several action items including a letter to all HOA members emphasizing the seriousness of fire mitigation. Additionally, it was agreed that the Board would:

1. Simultaneously research the covenants of other subdivisions and see what they mandate concerning fire mitigation and the consequences of a failure to mitigate.
2. Take to the Covenant Committee a proposal to add some verbiage about fire mitigation and the impending consequence for failure to mitigate.

Lora made a motion that we adopt, in principal, the concept of an overall Fire Plan, being mindful that its purpose is simply to identify severe hazardous fire risk areas and be used as a tool to motivate individual lot owners to mitigate their own land. Lisa seconded the motion. Motion approved.

When looking at the overall subdivision, it is clear that we need to explore other possible emergency exit routes out of the subdivision in the event of fire. The Road Committee was issued the task of exploring options.

Road Committee Report – Rex

The next phase for road improvements, as identified by a professional engineer, is from K3 to the end of the road (ending at Tract O). Additionally, it was suggested that we continue on Road 35 with just grading, shaping and clearing of bar ditches. There was some discussion concerning available funding (not knowing about our accounts receivable - \$11,400 of which are road assessment funds) but the majority of Directors felt that it was important to at least get on the

contractor's waiting list. Apparently we can always ask to be put further back on the list when our name comes up.

Lisa reminded the Board that all monies collected for the special Road Assessment Fee are restricted to road repair and maintenance.

Lora emphasized the need to have this Committee break out the road budget expense as requested at the last meeting: (1) Repair and (2) Maintenance.

Meeting adjourned at 9:30 pm

Respectfully submitted,



**Susan Bryson
Cedar Mesa Ranches HOA
Secretary, Board of Directors**

**CEDAR MESA RANCH HOMEOWNERS ASSOCIATION
COMMITTEES**

2003

(Amended 5/9/03)

Fire Mitigation:

- Julie Nadolske - Chairperson
- Nancy Schaufele
- Chris Schaufele
- Bryan Johnson
- Bill Johnson
- Lisa Liljedahl
- Jim Bignell
- Cindy Swan
- Susan Bryson

Covenants:

- Nancy Schaufele - Chairperson
- Lora Wiggins
- Jackie McNeill
- Susan Bryson
- Jim Bignell
- Ruth Bignell

Weeds:

- Barry Hale - Chairperson
- Marty Ludemann
- Jack Stillinger
- Lisa Liljedahl
- Diane Cherbak & Dave Johannesmeyer

Roads:

- Steve Ludemann – Chairperson
- Rex Wiggins
- Lisa Liljedahl
- Diane Cherbak & Dave Johannesmeyer

**Cedar Mesa Ranches HOA
Board of Directors Meeting
June 9, 2003
Montoya Residence**

In attendance: Nancy Schaufele, Steve Ludemann, Terri Montoya, Lora & Rex Wiggins, Susan Bryson, Ruth Bignell, and Terry & Michelle Michael.

Not in attendance: Lisa Liljedahl

Meeting called to order at 7:15 pm.

Approval of May 5, 2003 Board Minutes: Steve mentioned that his name was excluded from the attendance list. Lora made a motion to approve the minutes with the notation that Steve Ludemann was present for the May meeting. Terri seconded the motion. Motion approved.

Approval of May 19, 2003 Executive Board Minutes: Steve made a motion to approve the minutes as written. Nancy seconded the motion. Motion approved.

Financial Report: Steve distributed a written financial report showing "cash on hand" to be \$23,709.11. The Accounts Receivable (what we are owed) total \$26,200 and the Accounts Payable reflect zero. Steve noted that he just received an invoice from Ed's Weed Control in the approximate amount of \$1,100. He is waiting to hear whether this invoice reflects consideration of our rebate or not. Additionally, Steve prepared an estimated Financial Plan extending to 2009 (see attached). And finally, Steve pointed out that at the time we prepared our 2003 budget we did not subtract what we had already spent on roads for the year. Hence, we have a surplus. It was Steve's suggestion that we leave the surplus as is and roll it over (call it a projection) into next year.

We discussed the possibility of amending the budget to reflect a realistic cost for legal/professional fees as we pursue the Covenant issues further. It was decided that we could use some of the funds allocated for "miscellaneous" should we need to do so.

Steve made a motion to amend the budget breaking out "Miscellaneous (\$3,894) to include \$394 for "Social" and the balance, or \$3,500 as "Miscellaneous." Susan seconded the motion. Motion approved.

Steve is still trying to get the names and addresses for the new owners ^{of} for those lots recently sold by Colorado Land & Ranches.

We discussed that all dues (Road & HOA) are due by the end of May. Steve will do some research about what was done in past years to collect the "past due" fees. We established a target date for the first part of July 2003 to send out reminder notices to those that have not paid their respective dues.

Secretary's Report: See notes under Fire Mitigation

Old Business Updates:

- **Fire** – Susan gave everyone a copy of the notes taken from her meeting with Agency Fire personnel (see attached). The bottom line is that the fire "experts" agree that it is the responsibility of each lot owner to mitigate their land. Until the laws change in the State of Colorado there isn't much anyone can do to "motivate" the owner other than to encourage them to protect their investment, etc. The Fire Plan that was previously presented is a "working document" designed to be a prototype for other subdivisions to use. The purpose of the Map (aka: Fire Plan) is to provide the HOA with a document that compartmentalizes the entire subdivision and can be used when developing evacuation plans, etc. Additionally, the Map can be used when applying for grants.

Alan Farnsworth of the USFS/BLM encouraged us to apply for a grant that allowed us to assist HOA members with slash removal. The theory being that if we could offer some assistance, perhaps more folks would be willing to mitigate their land. Susan has been working with Alan and has submitted the described grant to his office.

- **Covenant Letter** – The Board discussed that clearly the current covenants state that "mobile homes" are prohibited. The American Heritage Dictionary defines mobile home as "a house trailer that is used as a permanent home and is usually hooked up to utilities." Webster's Dictionary states that a mobile home is "a movable living unit, originally conceived of as a trailer but now is designed more like a ranch house, which can be connected to utilities and is often put on a foundation as a permanent dwelling."

It was emphasized that our intent was not to be a police force. The intent was to provide assistance and protect the value of everyone's investment.

Clearly we need to develop guidelines and criteria for all lot owners. These guidelines need to include enforcement of violations, etc.

Nancy will take the lead working with an attorney to assist the Board with some of these Covenant issues. In the meantime, Terri has agreed to prepare a letter clarifying the intent of the Design Review Board.

- roads
now*
- **Weeds** – The subdivision has been sprayed once. We may need to do it again. Some Board members mentioned that the noxious weeds are still prevalent in areas around the subdivision. We're waiting for clarification on the rebate issue.
 - **Mailbox** – The mailbox pedestals are in Chuck's back yard. Rex and Steve will pick them up later in the week and drop them off behind the Fire Sub Station. Lisa is working with Barry Hale to get a concrete pad poured and hopes to have the mailboxes up and running relatively soon. Lisa has a call into the new Postmaster in Mancos to see what the pedestal boxes mean for the existing folks that have home delivery. Nancy said that the prior Postmaster indicated that home delivery will remain for those folks living up on top.
 - **Road** – Rex reported that Mike at Four Corners is very busy and difficult to pin down. Apparently they are 3-4 weeks out to get the rest of K.3 repaired. Rex is also trying to get a bid to blade Road 35 north as well as repairs to the front entrance area. Rex was asked to secure a bid for both maintenance and repair.

Terry Michael (homeowner) asked if he could use road oil on the main road to minimize the dust around his home. The Board determined that using mag/chloride was not appropriate and suggested instead that we should look into road signs that say "slow down"... Michelle Michael asked if we could also look into a guard rail on the steep section of road leading down to the lower section of the subdivision. She is concerned about winter travel on that section of the road.

The Board also said that perhaps we should look into construction impact fees. That discussion was tabled for a later date.

Meeting adjourned at 9:00 pm.

NEXT MEETING WILL BE ON MONDAY, JULY 7TH (7:00 pm) AT NANCY'S HOME.

Respectfully submitted,



Susan Bryson
Secretary, Board of Directors
CMRHOA

**Cedar Mesa Ranches HOA
Board of Directors Meeting
July 7, 2003
Schaufele Residence**

In attendance: Nancy Schaufele, Steve Ludemann, Terri Montoya, Lora & Rex Wiggins, and Jim & Ruth Bignell

Not in attendance: Lisa Liljedahl and Susan Bryson

Meeting called to order at 7:15 pm.

Approval of June 2003 Board Minutes: Lora made a motion to approve the minutes Steve seconded the motion. Motion approved.

Financial Report: Steve submitted the financial report to the Board. He also compiled a letter to go out to lot owners who had not yet paid either their yearly dues or road fee. Nancy said she would like to review the letter and make possible changes before it went out. Terri made a motion to approve the financials and Lora seconded.

Secretary's Report: Susan is out of town

Old Business Updates:

- **Fire** – it was decided to wait until Susan and Lisa return to review the fire mitigation plan for the HOA
- **Covenants** – Nancy said that she had met with Pat Sheeran and that the covenants the Board had were the same ones registered with the state. It was interesting that the covenants had once been amended for lot 33 (David and Beth Johnson). However it was done before Redstone sold the development to Colorado Land and Ranches.
- **Covenant Letter** – The Board discussed feedback from the Covenant letter. It was noted that only a few responses have been negative. Nancy said the Pat Sheeran was investigating the legal definition of mobile and modular homes and would get back to us.
- **Review Board** – The Board reviewed several letters requesting approval on house plans. Terri agreed to respond to Gail Mingesz's plan as well as another, which had been submitted. Nancy agreed to respond to the request for the 80-ft wind tower, which the Board did not approve. Terri will compose a standard list of covenant requirements (as stated in the Covenants) to give to lot owners submitting review plans. A motion was

made and approved to appoint Terri to come up with a letter listing the requirements as stated in the Covenants.

Nancy suggested in the next newsletter that we include a "live and learn" column that states the most common problems/concerns lot owners have found while building their homes here. It can save others time and money to learn from our experiences.

- **Weeds** – Steve said that Marty has contacted the weed person about returning to the area and spraying specific problem areas.
- **Mailbox** – The Board decided to wait and speak to Lisa about the next step on mailboxes. They have apparently been installed and are waiting for the roadwork to complete them. Lisa has the lead on this issue.
- **Road** – It was reported that the culvert around lot 56 was buried too deep and a new culvert is needed. There was damage to the road after a serious rainstorm. A motion was made and approved for Steve to move forward with Dale Murphy to fix the culvert and get a price for future grading and work. It was mentioned that we would need a contract for the work as well as proof of insurance.

Meeting adjourned at 9:00 pm.

NEXT MEETING WILL BE ON MONDAY, August 4t at Rex and Lora's house.

Respectfully submitted,

Nancy Schaufele
President
CMRHOA

**Cedar Mesa Ranches Financial Report to BOD
July 7 2003**

Accounts Receivable

2003 Dues	\$9,600.00
Road assessment	\$14,950.00
Total	\$24,550.00

Accounts Payable

Total	\$0.00
Total	\$0.00

Cash on Hand \$24,615.20

CY 2003 Budget Status

Item	Budgeted amount	Spent to date
Road Maintenance	\$50,000.00	\$30,990.00
Shed/mail boxes	\$3,000.00	\$0.00
Signs	\$400.00	\$0.00
Snow removal	\$5,000.00	\$3,000.00
Insurance	\$1,500.00	\$950.00
Weed control	\$1,500.00	\$694.93
Office supplies	\$500.00	\$323.32
CPA/tax prep	\$300.00	\$0.00
Legal Professional fees	\$500.00	\$0.00
Social	\$394.00	\$160.54
Misc	\$3,500.00	\$0.00
Total	\$66,594.00	\$36,118.79



currently waiting to receive the paperwork and more information should be available at the next board meeting. Susan also mentioned that she intends to focus on a Fire Evacuation Plan and hopes to accomplish something in that effort soon.

Old Business Update:

- **Fire** – See Secretary's Report
- **Roads** – Rex and Steve reported that they are still trying to get some information from road contractor's concerning the estimated road maintenance costs per year. They currently anticipate approximately \$5,000/year for simple maintenance (not including repairs to roads and culverts). The general consensus is that Road 35 (the main road) should be bladed at least three times a year. Additionally, there was some miscommunication as to the continued work on Road 35 beyond Road K.3. Rex will speak with Four Corners Materials right away to clarify the work to be done. Lisa mentioned that Road 36.7 (continuation of K.3) will need several culverts because the road base is being washed away from all the rain we've had. Evidently the developer did not install enough culverts or large enough culverts to carry the flow of water and without culvert work preceding road work it will be futile.

Additionally, Steve mentioned that he is concerned about our line item budget for snow removal and we should all be looking at that specifically for next year.

- **Signs** – We discussed the previous conversation about a "Save our Roads" sign and decided to table that decision. Along those same lines, each and every lot owner should remind their contractor that heavy trucks and equipment should not speed on our road and should be mindful of their impact to our roads.
- **Weeds** – We have completed spraying for the season; however, several board directors's indicated that next year we should budget for at least two noxious weed spraying sessions.
- **Design Review Board** – Terri mentioned that she wrote a letter to Gail Mingesz regarding the plan she submitted and hasn't heard anything further. The Board agreed that we cannot enforce anything that is not written in the Covenants. In the meantime, Terri was asked to send all correspondence concerning DRB information via certified return receipt mail. Additionally, any perceived legal action items should be sent the same way.

Lora mentioned the importance of informing, particularly out of town owner's, the snow load capacities, etc. before building in this area.

- **Covenants** – Nancy obtained the legal definition of mobile homes and the document is five pages long. Essentially, “if you have to move it here, it’s considered a mobile home.” However, Nancy was informed that it would be advisable to obtain legal counsel to research Colorado law on this issue. Nancy recommended we hire Pat James, a local research attorney to look into this matter and the impact to our covenants. Susan made a motion to hire Pat and pay her up to \$300 for her services. Lisa seconded the motion. Motion approved.

Nancy said that her earlier research revealed that it is very difficult to change HOA Covenants. They can only be changed with 100% vote of the membership. However, we were advised that adding a Design Review Board could be included in our Bylaws as an Amendment, requiring a majority vote of the membership.

The next step with Covenants is to get some legal advice on our interpretation of “mobile home” and simultaneously begin looking at enforcement issues. **We have scheduled a Covenant Committee meeting for Wednesday, August 27th at 2:00 pm at Susan’s house (Tract O).**

- **Mailboxes** – Lisa reported that she is waiting to hear what the Fire Department is going to do with their driveway road base. The Fire Department did not include a culvert in their design and right now the driveway is impassable after a heavy rain. Tony mentioned they were running out of money. In any event, Lisa is working with a contractor to finish the job and anticipates the work to be completed by the first of next month.

Additionally, Lisa has spoken with the new Postmaster in Mancos and was informed that home delivery on top of the subdivision was done as a courtesy and was never intended to be an ongoing event. Apparently we were expected to install mailboxes at the front of the subdivision and once completed, home delivery up on top was to stop. Steve mentioned that there will be “protests” to this maneuver should the USPS stop home delivery.

Susan and Nancy agreed to administer the mailboxes.

New Business:

- **CMR HOA Newsletter** - After considerable discussion it was agreed that we would produce two Newsletters each year. The first Newsletter will be produced in April (following the Annual Meeting in March) and the second Newsletter would be produced sometime in October of each year. The decision to limit the number to two was based upon the fact that we are

sending e-mail copies of the monthly Board meeting minutes to all lot owners (at least those that submit e-mail addresses) and the cost to mail more than two would be cost prohibitive.

Meeting adjourned at 8:20 pm.

NEXT MEETING WILL BE ON MONDAY, SEPTEMBER 8TH – 7:00 pm (2nd Monday of the month due to the holiday) at the Bignell Residence (lot 55).

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Susan Bryson".

Susan Bryson
Secretary
CMR HOA

**Cedar Mesa Ranches Financial Report to BOD
4-Aug-03**

Accounts Receivable

2003 Dues	\$5,850.00
Road assessment	\$10,800.00
Total	\$16,650.00

Accounts Payable

Total	\$0.00
Total	\$0.00

Cash on Hand

\$29,458.63

CY 2003 Budget Status

Item	Budgeted amount	Spent to date
Road Maintenance	\$50,000.00	\$33,352.50
Shed/mail boxes	\$3,000.00	\$645.77
Signs	\$400.00	\$0.00
Snow removal	\$5,000.00	\$3,000.00
Insurance	\$1,500.00	\$950.00
Weed control	\$1,500.00	\$694.93
Office supplies	\$500.00	\$371.62
CPA/tax prep	\$300.00	\$0.00
Legal Professional fees	\$500.00	\$0.00
Social	\$394.00	\$160.54
Misc	\$3,500.00	\$0.00
Carryover to 2004	\$18,689.99	\$0.00
Total	\$85,283.99	\$39,175.36

Notes:

Road work planned

K3	\$13,450.00
J-7 wasahout	\$2,250.00
Blading	\$1,360.00
	\$17,060.00

**Cedar Mesa Ranches HOA
Board of Directors Meeting
August 4, 2003
Wiggins Residence
(Lot 64)**

In attendance: Nancy Schaufele, Steve Ludemann, Terri Montoya, Lora & Rex Wiggins, Lisa Liljedahl, Susan Bryson, Jim & Ruth Bignell & Mary Rizzardo.

Meeting called to order at 7:05 pm.

Approval of July 2003 Board Minutes: Lora made a motion to amend the minutes to include the financial information (see attached) presented by Steve Ludemann at the July meeting. Steve seconded the motion. Motion approved.

Financial Report: Steve presented the August Financial Report. We still have an outstanding balance of \$5,850 on the 2003 HOA dues (due the end of May) and \$10,800 on the Special Road Assessment Fee (also due the end of May). Hence, the total Accounts Receivable is \$16,650. We have zero Accounts Payable and Cash on Hand of \$29,458.63. The cost for current road work planned is \$17,060. Lora made a motion approving the Financial Report as submitted (see attached). Nancy seconded the motion. Motion approved.

Steve mentioned that in the future we should send out a separate billing notice for dues at least one month prior to the due date. Furthermore, failure to pay the HOA yearly dues will force the HOA to file a lien on the lot owner's property. The lot owner will be responsible for all costs associated with the filing of this lien as specified in our Bylaws.

We are still having trouble obtaining names and addresses of all lot owners. Steve will research this at the County Assessor's office in Cortez.

Steve also asked Nancy to find out from a lawyer what it would cost to file future liens so that we can build that cost into our budget.

And finally, Lisa (CPA) was assigned the task of completing our HOA tax return. She had filed an extension and hopes to complete the return within the next 45 days or so.

Secretary's Report: Susan mentioned that between being out of town and swamped at work she hasn't had much opportunity to spearhead any activity on the Fire Committee. However, we have been notified by the Colorado State Forest Service that our grant application for fire mitigation was approved. We are

Notes from Covenant Committee Meeting
8.27.03
Bryson/Liljedahl Residence

In attendance: Nancy Schaufele, Susan Bryson, Terri Montoya, Jim & Ruth Bignell

Reviewed definition of "Mobile Home" provided by lawyer, Patricia James. It appears as though anything that arrives on "wheels" and is designed for long-term residential occupancy is considered a "mobile home." Pat recommended we consult with a real estate attorney for further assistance.

It was suggested that we review the Covenants, look for perceived violations and prioritize the list. The top four (4) Covenants identified as priorities are:

1. **#11 concerning temporary structures & mobile homes. It was noted that the Covenant reads that "Recreational vehicles" need to be stored in a storage facility and says nothing about trailers/horse trailers.**
2. **#17 – Noxious Weed Control**
3. **#8 & #20 – Setback requirements. The committee determined that there was ambiguity in the set-back requirement from the center line for fencing. It was determined that we would interpret the Montezuma County requirement identified in the "Additional Design Guidelines" (fencing at 30 feet from the centerline of county roads.**
4. **#9 & #22 – Septic systems and the burying of garbage, etc.**

****It was agreed that the Fire Committee would be responsible for reviewing the Covenant items that pertain to defensible fire space, etc. These Covenants are identified in #6 & #7. The Fire Committee would review and get back to the Board with recommendations.**

Summary:

- **Review list prepared by Terri and make comments before it is published in our Newsletter**
- **Nancy made a list of those perceived violations.**
- **We will meet with the real estate attorney recommended by Pat James.**
- **Focus on mobile home issue and enforcement.**
- **Recommendations from attorney with respect to the enforcement of all violations (i.e. form letter, etc.).**

Cedar Mesa Ranches HOA
Board of Directors Meeting
October 6, 2003
Bignell Residence

In attendance: Nancy Schaufele, Lisa Liljedahl, Steve Ludemann, Terri Montoya, Susan Bryson, Terry & Michelle Micheal and Jim & Ruth Bignell.

Meeting called to order at 7:05 pm.

Approval of August Minutes: Lisa made a motion to approve the minutes as written. Terri seconded the motion. Motion passed.

Financial/Treasurer's Report: Steve handed out his monthly written report showing a balance of \$9,355 in Accounts Receivable, zero balance in Accounts Payable and Cash on Hand of \$16,832.51 (see attached report).

We have eight lot owners who owe for the road assessment, four lot owners who owe their HOA dues that were due in May and another 13 lot owners who are delinquent in both the assessment and the HOA dues.

***It was agreed during the Covenant discussion that the Board would get a legal opinion on how to pursue property liens for those that still owe their assessment and dues.**

We have exceeded our Road Maintenance/Repair budget because additional work was done on Road 35 and unanticipated culvert work had to be completed this summer.

Nancy moved to accept the Treasurer's Report as prepared. Lisa seconded the motion. Motion passed.

Secretary's Report: Susan announced that she intends to regroup with those interested in participating on the Fire Committee and work on the Covenant issues identified in the Covenant Committee meeting in late August. Additionally, she is interested in working on a Fire Evacuation Plan with the county. Lastly, a plan needs to be established in order to move forward with the grant we received.

Updates:

- **Design Review Board/Covenant Committee:** The Committee met on August 27th and extensively reviewed the covenants (see attached notes). The Committee looked for perceived violations and prioritized four Covenants:

1. **#11 concerning temporary structures & mobile homes (at this point in time the definition of a mobile home is anything that**

arrives on wheels and is designed for long-term residential occupancy). Legal counsel has advised that in all likelihood the limited number of modular/mobile homes already in the subdivision will be grandfathered in (due to the statute of limitations). However, we should have good ground to prevent further homes from being delivered/constructed.

2. #17 noxious weed control issues
3. #8 & #20 regarding setback requirements
4. #9 & #22 concerning septic systems and the burying of garbage, etc.

Additionally, our own Board Director and Architect, Terri Montoya, prepared a summary sheet listing the design requirements. This listing needs to be reviewed and approved by the Board. It was suggested that this list be included in our Fall Newsletter.

The Covenant Committee has retained the services of Barry Spear, real estate attorney in Durango, to receive assistance and guidance on how to enforce the Covenant violations. This includes non-payment of dues & road assessment fees.

- **Mailboxes:** The interim Postmaster gave us direction to construct our mailbox pad and install the centralized boxes. Moreover, he announced to the residents that live up top that home delivery would be discontinued. We worked with those individuals who reside in the subdivision to distribute keys. However, the direction has now changed. Nancy met with the new Postmaster and is currently working with her to identify their new requirements and our concerns. Nancy prepared a draft letter to the Mancos Post Office and the Board offered their thoughts. It was agreed that as representatives of the HOA we would request mail service for home delivery on all roads maintained up to county road specifications. Residents who prefer centralized box deliveries may have the option of using the boxes located at the fire station. The letter will express our concerns about installing additional concrete pads on land owned by the Fire Department and will point out the lack of funding to do so even if it were authorized by the Fire Department.
- **Roads:** Steve and Lisa are working to secure bids for snow removal of the main roads. They also drove all the roads recently identifying and prioritizing the current problems. The recent torrential rain identified several areas of erosion and the need for additional culverts. Some of the areas will need better bar ditches to divert water from the road. They are also working on a document that will help the Board plan for future costs. This includes an annual estimate for Maintenance (i.e. grading of the main roads and how often) and Repair. Those figures will be forthcoming. Lisa expressed concern that we have nothing in our budget that allows for capital improvements and suggested that the "roads" are the biggest issue this HOA faces. Susan made a motion authorizing we approve additional bar ditch, culvert work (troublesome spots) and the grading of Road 35

before winter at a cost not to exceed \$7,000. Terri seconded the motion. Motion passed.

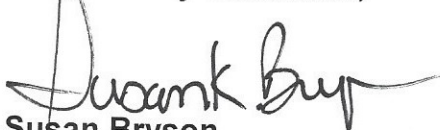
- **Newsletter:** Nancy prepared a draft copy of the Newsletter and Susan will review it as soon as possible for mailing and distribution by the end of October.
- **New Board Director:** Lora Wiggins resigned her position on the Board because they moved last month. Nancy spoke about the importance of adding to our board with someone who lives in Cedar Mesa Ranches year-round. Susan made a motion nominating Terry Michael to the CMR HOA Board of Directors. Nancy seconded the motion. Motion passed. Terry is now officially on the Board.

New Business:

- Lisa (CPA by profession) announced that she completed and submitted the HOA tax returns for 2001 and 2002. She warned the Board that we have potential risk with the 2001 return. We maintain that Colorado Land & Ranches was responsible for the 2001 filing. Because they failed to file a 2001 return on time, we chose to be in compliance and file it ourselves. The tax laws for HOA returns state that if the return is not filed by no later than the extension date all income is subject to tax. Lisa filed the 2001 return as if it were an HOA return rather than a corporate return. The potential exposure is \$3,000 however, Lisa feels confident that we can show it was the responsibility of Colorado Land and Ranches to file in a timely manner and they failed to do so. The Board agreed to take a wait and see approach.
- Lisa asked if we would consider moving the starting time of our board meetings to 6:00 pm instead of 7:00. It was agreed that 7:00 was a better time for dinner planning. The starting times will remain at 7:00 pm.
- **We have scheduled a Cedar Mesa Pot-Luck Holiday Party at Nancy Schaufele's house on December 14, 2003 from 4:00 – 7:00 pm. The HOA will provide the meat and drinks. Those wishing to attend should bring a side dish or dessert. More information about the party will follow in the Newsletter.**

Meeting adjourned at 9:00 pm

Respectfully submitted,



**Susan Bryson
Secretary, CMR HOA**

**Cedar Mesa Ranches Financial Report to BOD
6-Oct-03**

Accounts Receivable

2003 Dues	\$2,605.00
Road assessment	\$6,750.00
Total	\$9,355.00

Accounts Payable

Total	\$0.00
Total	\$0.00

Cash on Hand \$16,832.51

CY 2003 Budget Status

Item	Budgeted amount	Spent to date
Road Maintenance	\$50,000.00	\$51,210.00
Shed/mail boxes	\$3,000.00	\$2,481.15
Signs	\$400.00	\$0.00
Snow removal	\$5,000.00	\$3,000.00
Insurance	\$1,500.00	\$950.00
Weed control	\$1,500.00	\$694.93
Office supplies	\$500.00	\$414.20
CPA/tax prep	\$300.00	\$336.00
Legal Professional fees	\$500.00	\$0.00
Social	\$394.00	\$160.54
Misc	\$3,500.00	\$0.00
Carryover to 2004	\$18,689.99	\$0.00
Total	\$85,283.99	\$59,246.82

**Cedar Mesa Ranches HOA
Board of Directors Meeting
November 3, 2003
Micheal Residence**

In attendance: Nancy Schaufele, Lisa Liljedahl, Terri Montoya, Susan Bryson, Jim & Ruth Bignell and Terry & Michelle Micheal.

Not in attendance: Steve Ludemann, Board Treasurer

Meeting called to order at 7:12 pm.

Approval of October Minutes: Lisa made a motion to approve the minutes as written. Terri seconded to motion. Motion passed.

Financial Report: Steve was not able to attend the meeting but did provide a monthly report that was distributed by Nancy. The Accounts Receivable is \$7,885 (\$2,005 in HOA dues & \$5,850 in Road Assessment Fees) and the Accounts Payable is zero. We have \$18,182.51 cash on hand. (See Attached Report).

Nancy mentioned that attorney Pat James recently submitted an invoice for \$130 for fees associated with the research work she did on mobile homes. The board authorized payment of this invoice. We have one outstanding invoice from Dale for the road blading work he performed.

We discussed what to do about the folks that haven't paid their dues or assessment fees. The consensus is to place a lien on the lot owner's property; however, we hesitate to do so without some sort of legal recommendation that this is an appropriate action. Nancy suggested we send one more letter giving the lot owner thirty (30) days to pay. If after thirty days they have not paid, we will put a call into the lot owner with one last warning (offering the extension of one week to pay), before placing a lien on their property. The letter should be sent "registered with a return receipt." Nancy will draft a letter and have Steve (Board Treasurer) review it before sending it out.

Additionally, Nancy will continue trying to reach attorney Barry Speers for a meeting. If he isn't available we will try and work with another local attorney.

Lisa made a motion approving the Financial Report as submitted. Terri seconded to motion. Motion passed.

Old & New Business:

- **Roads:** Lisa reported that we have hired Noland, Inc. for the snow removal services this year. She and Steve prepared a contract that Nancy signed. We are waiting for Noland, Inc. to return a copy along with their Certificate of Liability Insurance, W9 and Workers' Compensation verification. Lisa agreed to be the one "point" person on behalf of the HOA. Cecil Noland recommended we leave a couple of inches of snow on the ground until the road becomes frozen. This will minimize the damage that occurred last year from snow removal. Noland will only be removing snow from the main subdivision roads. If a lot owner would like to hire them for their private roads, please contact Cecil Noland directly at (970) 533-7557. **If a lot owner has any questions concerning snow removal from the main roads, please contact Lisa Liljedahl (Board Vice-President) directly at 970.565.6201 or 970.759.1145.**

Dale has been hired to do some culvert work on portions of Road 36.7. Next on the list are Road K.3 and Road 35 where it puddles so bad.

Terry suggested we start thinking about setting aside money each year to pay for future asphalt paving of Road 35. He thought that maybe we could budget asphalt work every 100 feet until the main road is complete. Conceptually the suggestion is a good one; however, the general belief is that the cost to break out the work every 100 feet would be cost prohibitive.

We talked about the possibility of suing the former developer and county for sub-standard roads and Nancy mentioned that the former board looked into the possibility of filing a lawsuit, and it too was cost prohibitive.

We discussed the possibility of requiring construction impact fees retroactive to all lot owners who have built a home. We also talked about our HOA dues (\$150) being too low for the amount of work that needs to be done in the subdivision with respect to roads and some felt that the dues are short sided.

Lisa reminded everyone that she has been talking about a capital improvement fund for road work for some time now. **It was agreed that we would allocate the entire December Board Meeting to the issue of "Roads" and how we can continue to maintain them.**

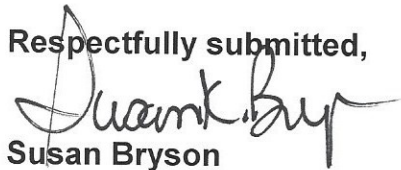
- **E-Mail Requests:** New Board Director, Terry Micheal has agreed to be the point man with respect to HOA e-mail requests for information.
- **Design Review Board:** We discussed some of the new construction occurring in the subdivision and Terri agreed to drive by the lot(s) that

have not submitted anything for review and contact the owner. She will make sure that the owner(s) have the summary sheet listing the design requirements as contained in our Covenants.

- **Mail Delivery:** Nancy has been working with the Postmaster to resolve our differences with respect to mail delivery in this subdivision. Apparently home delivery (up top) is supposed to resume later in the week. The post office WILL NOT provide home delivery for the lot owners that live "below" the steep hill on Road 35. The regional office still wants us to provide central mailboxes for all 139 lots, regardless of home delivery and lot vacancy. Lisa will give Nancy a chronology of events that transpired between her and the prior Postmaster. Nancy will send another letter to the Mancos Post Office reciting the chronology and reminding them that we do not have the financial resources to provide 139 central mailboxes at this time.
- **Fire Sign:** Michelle offered to take on the task of maintaining the fire sign at the front of our subdivision. Nancy will get her the signs.
- **December Board Meeting:** The next meeting is on Monday December 1st at 7:00 pm at the home of Terri Montoya. **Be prepared to discuss "ROADS."**

Meeting adjourned at 8:10 pm.

Respectfully submitted,


Susan Bryson
Secretary, CMR HOA

**DON'T FORGET ABOUT OUR HOLIDAY POTLUCK PARTY ON
SUNDAY, DECEMBER 14TH AT THE SCHAUFELE RESIDENCE
FROM 4:00 - 7:00 PM!!!~~**

**Cedar Mesa Ranches Financial Report to BOD
3-Nov-03**

Accounts Receivable

2003 Dues	\$2,005.00
Road assessment	\$5,850.00
Total	\$7,855.00

Accounts Payable

Total	\$0.00
Total	\$0.00

Cash on Hand \$18,182.51

CY 2003 Budget Status

Item	Budgeted amount	Spent to date
Road Maintenance	\$50,000.00	\$51,210.00
Shed/mail boxes	\$3,000.00	\$2,481.15
Signs	\$400.00	\$0.00
Snow removal	\$5,000.00	\$3,000.00
Insurance	\$1,500.00	\$950.00
Weed control	\$1,500.00	\$694.93
Office supplies	\$500.00	\$414.20
CPA/tax prep	\$300.00	\$336.00
Legal Professional fees	\$500.00	\$0.00
Social	\$394.00	\$160.54
Misc	\$3,500.00	\$0.00
Carryover to 2004	\$18,689.99	\$0.00
Total	\$85,283.99	\$59,246.82