

**MINUTES OF THE REGULAR MEETING OF THE  
SOUTHPARK HOMEOWNER'S ASSOCIATION NUMBER 2  
BOARD OF DIRECTORS**

**September 15, 2015**

The regular meeting of the Southpark Homeowners' Association Number 2 Board of Directors was called to order on September 15, 2015, at 06:59 PM in the Association's clubhouse by the President. Directors present were: Charles Brown, Sharron Dorenkamp, Jim Ramsay, Sharon Malion, and Judie Foster. Michele Jacobus arrived at 07:10 PM. Norma Theisen arrived at 07:18 PM. Our Property Manager Kevin Lavene was present. Six homeowners also attended.

The Secretary noted a quorum was present.

During the Open Meeting, a homeowner asked what to do when lights are out. You notify Kevin with the address. Be aware that there is a problem with night activity in our neighborhood at mail kiosks and breaking into cars.

Jim moved to approve our August 18, 2015 regular meeting minutes as written. Judie seconded. Passed.

Kevin Lavene presented the Emerald Isle Landscaping proposal to remove dead plant material throughout our community. Sharon moved to approve their contract for \$33,551.00 to do the work. Michele seconded. Passed.

Michele reported delinquencies requesting the waving of fees, as follows:

2892-G W. Long Circle – Judie moved to deny the waving of late and processing fees.  
Sharon seconded. Passed.

2921-G W. Long Drive – Board put on hold because research is being done.

Norma reported our financials. As of August 31, 2015, we have \$661,764.18 in reserves, \$119,937.06 in the money market and \$41,271.02 in our Operating account. A Certificate of Deposit for \$50,000.00 matures on October 8, 2015, which we will keep liquid.

For old business, Kevin Lavene informed our Board about the status of the Perfect Patch Asphalt Co. Inc. work delay. The concrete work was started today, September 15, 2015. The interior work is to be done today and tomorrow the 16<sup>th</sup>. For the City of Littleton part, there is a one-week delay. Steve apologized for the delay in their work.

Kevin Lavene discussed the landscape proposals received. Two companies would not do snow removal. Charles moved to accept the Emerald Isle Landscaping contract for \$104,994.00. This contract is for 3-years with a modest increase and a 30-day out notice. Jim seconded. Passed.

Kevin Lavene presented the two bookkeeping contracts for clerical services. The new company is local, uses a local bank and has no processing fees. Judie moved to accept the Advanced Property Management contract for \$1,698.80 per month or \$20,385.60 per year and is effective January 1, 2016. Sharon seconded. Passed.

Charles discussed the schedule and plan for our Annual Meeting on Thursday, October 15, 2015 at 07:30 PM in our Association Clubhouse. Sharron reported that the Nomination Committee has received six resumes.

Charles updated our Board on the two Landscape Meeting results. About 33 homeowners attended. The general consensus was they wanted changes to be done quicker than the ten years proposed.

Charles moved to approve our Association 2016 proposed budget as presented by our Finance meeting with a dues increase of \$6.00 per unit per month, making our monthly assessments \$130.00 per unit per month and transferring to reserves \$27.00 per unit per month. Judie seconded. Passed.

Kevin Lavene reported that our October 2015 newsletter articles will be: Annual Meeting notice for Thursday, October 15, 2015 at 07:30 PM in our Clubhouse, Return your Proxy if NOT attending the meeting, Nomination Committee received six resumes to be published in newsletter, displaying of political signs, leaf removal process, window A/C removal reminders is October 31, personal items behind garages, keep your garage doors closed, letter from a neighbor, and suspicious people around our mailboxes, and holiday decorations article.

Charles declared an Executive Session at 09:10 PM to discuss and review our Property Manager Kevin Lavene's 2016 Centennial Management Group, LLC contract. Charles asked for constructive feedback on what is good and suggestions on what can be done better. This Executive Session adjourned at 09:33 PM.

The Board met with Kevin Lavene. Norma moved to accept and renew Kevin Lavene's contract for 2016 at \$34,524.00, which is \$5.25 per unit per month. Judie seconded. Passed.

Charles moved to pay our bills. Sharron seconded. Passed.

Charles moved to adjourn at 09:57 PM. Sharron seconded. Passed.