

Rigden Farm Master & Residential HOA Board of Directors Meeting (Combined)  
Monday, August 20th 2018 – 6:00PM  
Community Barn – 2902 Rigden Parkway, Fort Collins

**Meeting Minutes**

**Board Members in attendance:**

**Master:** Amanda Silvestri, Brian Hood, Brian Kelley, Anthony Shibata, Michael Kinney, Diane Banta, Nadine Jung

**Residential:** David Ayraud, Anthony Shibata, Nadine Jung, Brian Hood

**Management:** Jared Garris of Sunny Peaks LLC

**Master meeting called to order at 6:00PM.**

1. Minutes were approved as written. Motion to approve by Nadine seconded by Brian H., 7 votes to approve.
2. Financials approved pending the moving of \$1615.00 from Master to Residential for non-contract landscaping. This was for native area mowing that should have been paid by Residential but was billed to Master. Motion to approve by Amanda seconded by Anthony., 7 votes to approve.
3. Discussion of the water accounts: The 2604 Rigden Pkwy account is over allotment, continue to monitor. Other accounts have not yet reached their allotment, all accounts are using less water than this time last year. It was decided to set the controller at the farmhouse/barn to 50% and a new rain sensor for the controller will need to be purchased.
4. There was no new business and the next meeting time was set for Monday, August 20<sup>th</sup>. The meeting will start at 6:00PM and be held at the community barn.

**Residential meeting called to order at 6:30PM.**

5. Minutes were approved as written. Motion to approve by Brian H. seconded by Anthony., 4 votes to approve.
6. Financials approved as presented. Motion to approve by David seconded by Nadine., 4 votes to approve.
7. Discussion of the water accounts: All accounts are now running at 50% less than last month. Two accounts are nearing their allotments (2719 Exmoor and 3110 Chase) continue to monitor and reduce usage if possible. All other accounts are below allotment, some very low at less than 50% of their allotments using quite a bit less water than this time last year.
8. Josh Rees a resident of Rigden Residential was in attendance to observe the BOD process and to introduce himself. He also wanted to make the board aware of his dissatisfaction with our landscape company FLM, mainly their apparent wasting of water in the neighborhood.

9. It was suggested by the board that there be a monthly review/neighborhood walk-through with FLM to answer any questions and address issues with them. Brian and Anthony volunteered to be the point of contact with FLM and be present for the walk-throughs. Sunny Peaks will put FLM in contact with Brian and Anthony to schedule the first meeting time.
10. Jerry Little a resident of Rigden Residential was in attendance to make the board aware of flooding issues that he and his neighbors are having in their rear lots. There seems to be drainage issues as the water is pooling up in the rear lots and in the open/common areas behind their homes. It was determined by the board that a tour of the area will be needed to determine the cause of the flooding, this would possibly be done with FLM present. A time to view the area behind 2791 Exmoor will need to be scheduled, morning is the best time to observe the standing water according to Jerry.
11. There was no new business and the next meeting time was set for Monday, August 20<sup>th</sup>. The meeting will start at 7:00PM and be held at the community barn.

**Combined Master & Residential meeting called to order at 7:04PM.**

12. The main topic of conversation for the combined meeting was the new management acquisition and tentative transition plan.
13. The top two candidates to be hired as community managers for both Master and Residential were Onsite Property Management and JTTate Properties.
14. It was determined that Onsite was too expensive and did not meet the needs of the community as they would not be able to provide a manager that could live in the community and manage from the Farmhouse. Therefore, the management offer would be extended to JTTate Properties.
15. It was suggested that JTTate Properties (or any future management company) sign a minimum 3-year contract that would include formal review cycles from the board(s).
16. Motion to extend offer to JTTate Properties by Amanda for the Master board, seconded by Michael with seven votes to approve (unanimous). Motion to extend offer to JTTate Properties by David for the Residential board, seconded by Nadine with 4 votes to approve (unanimous). Amanda will be in contact with JTTate Properties to let them know they have been selected to be Community Association managers for the both the Rigden Farm Master and Residential HOAs.
17. Contracts to be written, approved and sent to them for signing.
18. The current management company Sunny Peaks LLC has agreed to move out of the farmhouse a week early so that the new management company may begin to move their possessions in on September 22<sup>nd</sup> with the understanding that the lease with Sunny Peaks LLC will still end on September 30<sup>th</sup> with that being the last day of their contract.
19. Meeting was adjourned at 8:15PM.