

**CLIFFTOPS PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**MEETING DATE**

July 11, 2004

**BOARD OF DIRECTORS**

|                |                |
|----------------|----------------|
| President      | Jay Kendig     |
| Vice President | Andrew Bouldin |
| Secretary      | Debbie Ball    |
| Treasurer      | Jim Anderson   |
| Director       | Henry Blizzard |
| Director       | Craig Cummings |
| Director       | Norman Davis   |

**MINUTES**

**BOARD MEMBERS PRESENT**

President, Jay Kendig  
Treasurer, Jim Anderson  
Director, Craig Cummings  
Director, Norman Davis

**CALL TO ORDER**

The meeting was convened at Clifftops Lake Clubhouse at 2:00 p.m. There was a quorum present.

**MANAGER'S REPORT**

Jim Tripp reported on the various operational and administrative issues of the Association since the last meeting. The Syntex access control system, receiver and proxy card reader are being installed. After a test period the old and new systems will operate side by side to allow members to become familiar with the new equipment. New CCTV cameras and recording equipment have been installed and are operating. These cameras are covering the entrance and the exit gates. Property checks are being performed 5 days per week. The security guard monitoring system (wand and touch button) are ready to be placed into service once the waiver and request letters have been approved, distributed, signed and returned to the office. Clubhouses parking areas and drives have been chained to deny access during the late night hours. These chains are being removed when the first

employee arrives in the morning and replaced as the last employee leaves for the night. Since implementation of this practice there have been no incidences of vandalism to report.

### **APPROVAL OF MINUTES**

Meeting minutes from the previous Board meeting were approved. **MOVED**, Jim Anderson to accept the minutes as written. **SECONDED**, Craig Cummings. All in favor, the motion carried.

### **TREASURER'S REPORT**

Treasurer, Jim Anderson reported that income is on target but certain expense items are high than expected. He reported that this is attributed to the unexpected vehicle expenses earlier in the year; the final number on the lake renovation which was over \$3300 due to an assumption that the figures from the Strategic Plan for HVAC were accurate; and supplies required to be purchased in connection with the installation of the new security system.

### **NOMINATING COMMITTEE REPORT**

Dennis Raines and Henry Chase were presented by the Nominating Committee as nominees for the 2004 election to be held in at the November Annual Membership Meeting. The Board unanimously accepted the recommendation and Mr. Raines and Mr. Chase will appear on the November ballot.

### **ARCHITECTURAL CONTROL COMMITTEE REPORT**

Jim Tripp reported that work has resumed on Azalea Court however weather continues to be a factor in the completion.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

Jim Anderson **MOVED** to ratify the purchase of new security equipment for the front gate and the security guard monitoring equipment (wand and touch button) in the amount of \$13,100. The motion was **SECONDED** by Norman Davis. All in favor, the motion carried.

As discussed in the last meeting, a review addressing verification and accuracy of the Strategic Plan has begun. Association Reserves of Colorado, LLC has been engaged to perform a reserve study and financial analysis using information contained in our existing

Strategic Plan. This decision was based on the need to assure the membership that our reserves are realistically and adequately funded. Jim Anderson **MOVED** to ratify the expenditure of \$1,250 to engage Association Reserves of Colorado, LLC. The motion was **SECONDED** by Craig Cummings. All in favor, the motion carried.

Jay Kendig requested approval of the Board to dedicate the August 8<sup>th</sup> Community Meeting to the subject of security procedures, gate access and house checks and to include this information in the upcoming newsletter. The Board agreed to the suggestion.

**ADJOURNMENT**

There being no further business, **MOVED**, Jim Anderson, to adjourn the meeting. **SECONDED**, Norman Davis. All in favor, the meeting was adjourned at 2:20 p.m.

Respectfully submitted,

\_\_\_\_\_  
Craig Cummings, Acting Secretary

**APPROVED:** \_\_\_\_\_  
Andrew Bouldin, Vice President

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