

**Arbors at Mountain Shadows Special  
Meeting Minutes  
February 6, 2024 @Clubhouse @6:30**

Special meeting called to order 7:21 in order to vote on several items.

All Board members in attendance including Joe, Gene, Wyatt and Jason.

**Old business:**

Fire riser for 2130 work completed. Sheet rock in garage needs to be scheduled. Debbie coordinated with Phil and Karen and sheetrock will be replaced and antifreeze cleaned up on 2/13/24.

Sprinkler head replacement for 2187 scheduled for 2/13 at 11:30.

The Board has been handing out parking stickers and updating personal information for several weeks. More dates will be scheduled. Signs have been installed around the community.

The Silver Key presentation was held today. A lot of important information was shared. Additional flyers are available for our Thursday night meeting. It was well received.

**New Business:**

Introduction of Teresa Brame. She is interested in becoming a Board Member. Welcome, Teresa!

Gene to provide an update on the Finance Committee meeting today. Gene advised that a segment of residents are not aware of the monthly fee change

effective in January 2024. Gene and Wyatt will call these residents who have paid last year's fee rate and those who have balances.

Gene also advised that the Finance Committee has researched setting up Money Market accounts and CD ladders to take advantage of the higher interest rates.

To simplify billing, our utilities, insurance and trash service will be placed on automatic bill pay.

New dog committee. Some individuals have expressed interest in being on the committee. Will address on Thursday night and try to obtain members. It was also discussed to re-purpose the older, smaller dog waste signs around the community as needed.

Thinking ahead to spring which is right around the corner. Maintenance issues to be discussed and addressed. The pool, hot tub, gutters, lawn and sprinklers. Also, Monarch traditionally does a spring clean up. It's thought that we can handle this internally as it normally involves cleaning up fallen branches and tree trimming as needed.

A field trip to look at tractors should be scheduled to see if there's an affordable piece of equipment that could help with the majority of our maintenance needs. Joe and Gene will research.

Joe would like to have the carpet in the clubhouse professionally cleaned after the private event planned for 2/24/24. The Board agreed this is necessary as the clubhouse is getting much more use.

Discuss having access to bring Mike in for minor maintenance or emergency projects. His hourly rate would be based upon the type of work. ie., shovel snow when it's too little to bring Monarch in but the clubhouse and mail area need to be

done. The hourly rate for each would be \$50. It's understood that this process is for smaller projects. Larger projects will still go through the approval process. The Board discussed this streamlining process. Joe motioned to approve and Wyatt seconded. No discussion and the Board voted unanimously to approve.

Discuss streetlights. Renting a lift to replace bulbs. A lift can be rented for \$250 for the day, lightbulbs are anywhere from \$80-\$200 each, Phil will charge \$200 per light to replace. Board discussed. It was decided that it makes the most financial sense to replace all 4 at the same time. Joe motioned to approve expenditure and Gene seconded. No discussion and Board voted unanimously to approve.

Debbie suggested a way to distribute communications such as newsletters to renters as many individuals have advised that they don't know what's going on. They are also becoming more involved in activities and the community. Wyatt will set up a separate email list to send to renters.

She also suggested that the next parking policy revision includes information regarding guests as this question is coming up a lot.

In order to improve the process, the minutes will be sent to all Board members except Jason and then the last member to approve the minutes will send to Jason to post on the website.

The Board voted to add Teresa to the Board. Joe motioned to add Teresa and Jason seconded. No discussion and Board voted unanimously to approve.

Joe suggested a message book be placed in clubhouse to record requests for service from residents when they walk into the clubhouse. The book will have carbon copies for the resident to take with them. A similar idea is being worked

on for Service Requests to Phil. It will include all resident details and Phil will receive a copy. The process to submit estimates and invoices will remain the same at this time.

Meeting adjourned 7:44.