

**MASTERS CLUB HOMEOWNERS BOARD MEETING**  
**January 28, 2009**  
**(CONDITIONAL MINUTES SUBJECT TO APPROVAL AT NEXT BOARD MEETING)**

**I Call to order and confirmation of Quorum:**

President, Steve Vickstrom called the meeting to order at 7:10 p.m. Board members present were: Bob Erhart, Con Gerdes, Chris Gronquist, Toby Haugen, Joe Howard, Jim McKay, and Pat Proctor. Also present: Beth Vickstrom.

**II Approval of Minutes – December Annual Meeting**

The minutes to be amended to add the names of Helene Erhart and Wendy Richards to the list members of the Architectural Control Committee. It was moved and seconded to approve the amended version of the annual meeting minutes. **Motion Carried.**

**III Review/approve 12-31-08 Financial Statement**

Castle Rock Bank	\$ 3,797.93
Reserve Fund	31,783.39
Total	\$35,581.32

Treasurer McKay will instruct “the Bottom Line” to e-mail the monthly financial statement to each of the board members at the end of each month, so that it can be reviewed prior to the board meetings.

**IV Discuss Financial Statement Presentation Method (Compilation, Review, Audit)**

Steve reviewed the by-laws on the subject of the financial statement. The HOA by-laws require a compilation, an annual review, or an audit. An audit is not required and the annual review does take place at the annual meeting. An official audit conducted by a Certified Public Accountant would be costly. Because we are in compliance with the by-laws and having done an annual review; it was moved and seconded that a formal audit is not necessary at this time. **Motion Carried.**

Treasurer McKay will request and review an “on-line” monthly bank statement from the Castle Rock bank.

President Vickstrom will find out if there is a contract with “the Bottom Line” management agency. It may be necessary to obtain annual approval of the board for this expenditure.

**V Election of Officers**

The HOA by-laws require the election or re-election of officers each year for a one-year term. President Vickstrom declined re-election as president. Treasurer McKay and Secretary Proctor consented to stand for re-election for 2009. Board member Chris Gronquist was nominated to be board president, and Steve Vickstrom was nominated as Vice-President. All of the officers were elected and re-elected by acclamation.

**VI 2009 Landscape Maintenance Contract Approval**

“True Green” Landscape Company has submitted for approval a contract for 2009 at the same rate as the 2008 contract. Based on the recommendation of the Landscape Committee chairman and the satisfactory work performed by this company, it was moved and seconded to approve the 2009 contract. **Motion Carried.**

**VII Landscape Improvement Discussion**

In addition to the usual maintenance of the common area, there is a necessity to develop a long-range plan in order to enhance the look of the area and to reduce water usage. Chris Gronquist will meet with Brian Foote, the Landscape Committee chairman to identify areas that could be considered for xeriscape and/or rock gardens. It has been suggested that we solicit professional help to obtain recommendations for these improvements.

**VIII Fence Maintenance Planning**

It will be necessary to evaluate the repair and painting needs of the common area fences this spring. Con and Toby have volunteered to complete that evaluation by the middle of March when Con will gather bids for any work that needs to be done. This spring the goal will be to conduct the maintenance in late April to mid May.

## **IX Approve and Appoint ACC Members**

The following homeowners have volunteered as members of the Architectural Control Committee:

Don Jones, Chairman, Helene Erhart, Christine Foote, Jerry McFadden, Jim McKay, Wendy Richards, Sandy Schemmerling, Dan Stevens, Frank Zucco. It was moved and seconded to approve and appoint these individuals to be members of the committee. **MOTION CARRIED.**

## **X Open Discussion**

The annual meeting that will take place in December has been held at the PSM library for the past two years. We have agreed to request a meeting room for Tuesday, December 15, and use Tuesday, December 8 as an alternate date. Pat Proctor will make these arrangements.

Pat Proctor will confer with Cindy at “the Bottom Line” in order put together an updated directory to be distributed to the homeowners via e-mail.

Steve Vickstrom will call our contact regarding street maintenance to determine what, if any, has been put into the town budget for street improvement in 2009. Particular attention to be paid to the south road connecting Masters Point Drive to Mt. Royal, as this section is badly in need of repair.

## **XI Date and Location of the Next Meeting**

The next meeting is scheduled for Tuesday, March 3 at 7:00 p.m. at the McKay residence, 3240 Masters Point Drive.

## **XII Adjourn**

The meeting was adjourned at 9:00 p.m.

Pat Proctor  
Secretary