

**Frisco Terrace / Wiborg Park Filings #1
Property Owner Association Board Meeting**

February 1, 2016: 3:30-4:30pm, Norden's residence

Members in attendance: Claudine Norden, Mark Stoldt, Roger Swift, Alicia Dunn, Lisa Poole
and Gemma Taylor

Review of Minutes (Claudine Norden)

- Editing of minutes from annual meeting on August 16, 2015

Treasurer's Report (Roger Swift)

- Review of Treasurer's 2015 report
 - Money Market total = \$6,134.76 (interest bearing account)
 - Bi-annual fee for maintaining website is around \$250 (to be paid in 2016)
 - State registration of \$10 (to be completed by the secretary)
 - Annual meeting cost = about \$500
 - Cost for mailing & copies
 - Bank of the West charges for re-ordering checks
- Decision made to complete quarterly internal audits as a board
- Create annual budget to be approved by board
 - Roger will draft a budget and send to the board before next meeting in April

Architectural Review Committee (Mark Stoldt)

- New build on Forest Stoldt, completed winter 2016
- Mark will create a one-page explanation of the process for architectural approval, listing standards, and where to access Summit County requirements

Street Signs (Gemma Taylor)

- Missing "Dead End" signs for South end of Highwood Terrace & Alpine
- Gemma will order 2 "Slow" signs for in front of Norden & Dunn residences

Welcome Letter and Newsletter (Claudine Norden)

- Annual
- Claudine will send out a draft to the board to approve

Bylaws review (Mark Stoldt)

- Update as a board at next meeting in order to present to the POA annual meeting in August 2016

POA Board Goals in 2016

- Increase member participation
- Adopt a hydrant program (Alicia)
- Update website (Claudine)
- Architectural review report (Mark)

- Prepare financial report to be pre-reviewed by board and uploaded to the website, via secret pages for board members
- April board meeting: approve updated bylaws, prepare annual meeting notice to POA
- Approve an annual budget (Roger)

2016 Annual Meeting

- Sunday, August 28th, 4pm @ Silverheels (Alicia will book the event)