

**Board Meeting Minutes**  
**Pine Cone Acres Homeowners Association, Inc.**  
**October 27, 2014**  
Fire Station One  
11445 Teachout Road Black Forest, CO 80908  
(Teachout at Burgess, just east of Black Forest Road)

**THIS BOARD MEETING WAS RECORDED FOR ACCURACY IN REPORTING MINUTES**

**Call to Order (:10):** President Sharp called the meeting to order at 6:33 p.m.

**Members of the Board Present:**

Maggie Mae Sharp – *President*  
Dennis Johnson – *Vice President*  
Monika Eckmann – *Secretary*  
Ray Sherrier - *Treasurer*

**Members of the Board Absent:**

Bill Tyndall – *Board Member*  
Kristie Hawkins – *Board Member*

Mrs. Hawkins gave her proxy to Mr. Sherrier to vote on items needing Board approval in her absence.

Homeowners present: Janet Lohmeyer, Roger Stone and Melanie Kolodziejczyk

**Approval of October 27, 2014 Agenda (1:10):** Mr. Johnson moved to accept the October 27, 2014 Agenda as written, seconded by Mr. Sherrier; unanimously passed.

**Approval of September 22, 2014 Board Meeting Minutes (1:40):** Mr. Sherrier moved to accept the September 22, 2014 Board Meeting Minutes as written, seconded by Ms. Sharp; unanimously passed.

**Treasurer's Report (2:06):** Mr. Sherrier reported deposits amounting in \$100 in September; deposits amounting to \$150 in October; and the check to Anderson, Dude & Lebel cleared. Mrs. Eckmann moved to accept the Treasurer's Report as presented; seconded by Mr. Johnson; unanimously passed. Mr. Sherrier will provide the Treasurer's Report at a Member's request.

**NEW BUSINESS**

**Change November and December Board Meeting Dates (8:45):** Mrs. Kolodziejczyk proposed combining the November and December Board Meetings which are close to Thanksgiving and Christmas to one date, December 8, 2014. Mr. Sherrier moved we combine both meeting dates to December 8, 2014; seconded by Mrs. Eckmann; unanimously passed.

**Bank Signatures, Expense Report and Discuss Possible Check-Writing Cap (10:24):** Mrs. Eckmann proposed the Board Members use an Expense Report with a signature line for future expenses which will also make tracking easier for the Treasurer.

Mrs. Hawkins and Mr. Stone were removed from the Ent FCU bank accounts; Mrs. Eckmann and Ms. Sharp were added and are now able to sign checks.

The Treasurer will notify the Board President, or his/her designee, prior to payment of PCAHA bills in excess of \$250. The Treasurer Job description will be amended as discussed to read, “*Notify the President, or his/her designee, prior to payment of PCAHA bills in excess of \$250, not previously approved by the Board*”.

**Job Descriptions (20:30):** A current PCAHA Board Member Job Description was compiled and provided to the Board Members for comments. Mrs. Eckmann suggested the job descriptions be added to our Governing Documents and Mrs. Lohmeyer added we include it on the website.

**New Septic Law (Regulations of the El Paso County Board of Health – Chapter 8, page 24, O.**

**Transfer of Title Inspection (25:45):** Ms. Sharp notified the Homeowners by email about the New Septic Regulations regarding Transfer of Title Inspections. If you need more information about the new regulations, please email Ms. Sharp.

Ms. Sharp and Mrs. Eckmann discovered during a research visit with Doug Hollister, District 10 Water Commissioner, North Regional Team Leader that some well permits which were issued in Pine Cone Acres are not in the names of people who own the property and may be expired. You can look up “Colorado Division of Water Resources” on the website and select (Colorado Division of Water Resources - Well Permit Search) and select (Owner or Subdivision) and type in the necessary information; check on the box – (Limit to Geographical Area) and select (El Paso) and then press Search.

**OLD BUSINESS**

**Dues Discussion (CCIOA 38-33.3-3313) Insurance (35:05):** Mrs. Eckmann distributed a letter for Homeowners ideas on dues increase along with an attachment (2014-2015 Budget) for Board approval. Board Members present approved sending the letter as amended.

**Insurance Change for D&O Liability Policy (1:11:15):** We received four insurance quotes for D&O Liability Insurance (Farmers, State Farm, CB and CB-Cincinnati). Farmers at \$2,212, CB at \$1,006, CB-Cincinnati \$897 and State Farm at \$779 all with the same coverage. Ms. Sharp moved to renew our D&O Liability Insurance with State Farm at \$779; seconded by Mrs. Eckmann; unanimously passed.

**Add Important Links to Website (examples: Black Forest Fire Station, Veterinarians, Farriers, Black Forest Slash Program, Pineries Open Space, Cherokee Metropolitan District – Sundance Water Project, Local Parks, Fire Mitigation Resources, and Septic Regulations) (1:20:08):** Mrs. Eckmann suggested adding important links to the website for approval. Approved.

**Policies (1:28:20):**

*An Introduction to Policies* – Ms. Sharp moved to adopt “An Introduction to Policies” as amended, seconded by Mr. Johnson; unanimously passed

*Meetings Policy* – Ms. Sharp moved to adopt “Meetings Policy” as amended, seconded by Mr. Sherrier; unanimously passed

*Procedure for Addressing Disputes Policy* – Mr. Johnson moved to adopt “Procedure for Addressing Disputes Policy” as amended, seconded by Mr. Sherrier; unanimously passed

*An Introduction to Policies* and the two Policies now adopted will have “*Draft*” removed, amended as of October 27, 2014, and added to the website.

**Next Board Meeting:**

Monday, December 08, 2014

Monday, January 19, 2015

All meetings are held at Black Forest Fire Station One, 11445 Teachout Road, and begin promptly at 6:30 p.m. All Homeowners are welcome and encouraged to attend.

Meeting adjourned at 8:48 p.m.

Minutes Submitted by,

Monika Eckmann  
PCAHA Board Secretary

Maggie Mae Sharp  
PCAHA Board President