

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

April 14, 2026 via Zoom

Call to Order

The monthly Board meeting was called to order at 7:05 p.m.

A quorum of the Board was present: Steve Haymes – VP, Mark Liebendorfer – Treasurer, Roxanne Royce – Secretary, Ruli Werner-Rosen – Director. Also present: Brent Chapman – HOA Facilities Manager, and Allan Orendorff and Steve Henry – Trio Community Association Managers.

Homeowners present: Ardele Anderson, Christiane Audi, Scott Ellis, Therese Spears, Rene Sotola, Mary Newell, Martin Walter, David Longenecker, Mark Rosen, Lois Bennett, Mary McMillan, Andy Neff, Angelika Schroeder, Safia Rubaii, Joe, Wayne Schroeder

Approval of Previous Board Meeting Minutes

The Secretary read the full March meeting minutes. Steve made the motion to vote on them. Roxanne seconded it. The Minutes were then approved 4-0 by the Board members present.

Ratification of Out of Meeting Decisions

Four exterior modification applications were approved including a heat pump, solar panel system, and two fences.

Facilities Manager's Maintenance Report

- Status of roof repairs. GAF performed testing on the shingles and met with Formula Roofing. We are waiting on the final report. If the warranty claim is confirmed, it will save the HOA approx. \$50,000.
- Irrigation: Entire system is on and sprinkler head issues & one backflow repaired. Currently watering 2 X's a week. Dave with Advantage Inspections will be doing the backflow testing on 4/21.
- Sewer repairs: Ray's backhoe repaired the bad section of sewer pipe at 1169. Repairs at 1101 & 4207 will be scheduled in the next couple weeks.
- Fence issues: 4 sections of the pool fence were re-built that blew down with more recent winds. Another section of the fence along the back by Aurora will be rebuilt very soon as well.
- Gutter replacements: Wayne with Alpine Gutters has completed gutter replacements on 4 of 7 buildings, and will be finishing the other 3 soon.
- Gutter cleaning: Spring gutter cleaning is in process.
- D unit stair replacement: DCS will be rebuilding the stairs at 1129D on 4/20.
- Grounds: CoCal applied a weed & feed (weed control & fertilizer) to all turf areas on 4/1. They also did the spring cleanup on Friday 4/10.
- Paving: Meeting with Superior Aggregates later this month to discuss logistics of the project in the 1150–1186 cul-de-sac so we can inform owners & residents what to expect.

Administrator's Report

- Al provided the financial report for December. Operating funds: \$86,553. Reserve funds: \$690,502. Total Cash: \$777,055.
- Mark provided the various account balances: Checking – \$98K, Operating Savings – \$110K, Insurance Set Asides – \$155K, BMO Reserves – \$126K, Capital One Reserves – \$345K.
- Lois expressed concerns about the mis-representation of “reserves” in the financial statement (i.e., the insurance set asides are being counted as reserves) and suggested speaking with the HOA's CPA on how to correct/resolve.
- Water expense of \$11,400 for March was mentioned. Mark noted that there is a \$10K budget line item to hire a landscape architect to develop a water-wise landscaping master plan. One owner said it would be helpful to see water usage for March from 2025. Ruli said he had talked with Brent about a “clover experiment” to save on water.

Document Retention Policy Updates

The meeting focused on updates from Board members and discussions about the Document Retention and Destruction Policy. Mark reported on financial tracking and insurance payment planning. Roxanne discussed reviewing policies for alignment with Governing Documents and completing the Spring Newsletter. Ruli shared progress on a water-saving initiative involving a pilot program with clover. Steve led a discussion on addressing issues with the Document Retention Policy, proposing temporary fixes including a 90-day delay for shredding after the December annual meeting, maintaining records of documents to be shredded, and making these records available to homeowners on the website.

Document Shredding Initiative Review

The Board discussed a recent document shredding initiative, with Lois confirming that approximately 20,000 checks and related documents were properly disposed of according to retention policies. A couple of homeowners, including Therese and Rene, raised concerns about the lack of a detailed inventory list and chain of custody documentation for the shredded materials. While Brent confirmed a general certificate of shredding was obtained, the specific details requested by Rene about document categories were not available, leading to an agreement to follow up on obtaining or confirming the existence of such documentation.

Homegrown Policy Review Discussion

Steve presented a discussion about reviewing and potentially replacing legally problematic homegrown policies with new professionally written policies by Altitude Community Law, starting with the Harassment Code of Conduct Policy as a test case. He explained the legal hierarchy and mentioned that three past homeowner censures were found to be illegal due to lack of authority in the Declarations, Bylaws, Policies, and Rules and Regulations. The meeting was interrupted by multiple attendees, including Mark Liebendorfer, who requested Steven to be more specific about what illegal activities were being alleged.

Board Authority Investigation Discussion

The meeting focused on a discussion between Steve and Mark Rosen regarding Steve's investigation into potential past violations of Board authority. Mark Rosen questioned Steve's motives for the investigation and advised that focusing on past actions might not be in the Board's best interest. Trio asserted that the Board only adopted policies written and reviewed by Altitude Community Law. Roxanne asserted that she has evidence of at least three policies that the Board adopted despite knowing they did not align with the Governing Documents. Roxanne has an email from a previous Board which documents that Altitude Community Law stated in the event of a court challenge to these policy items they were not fully supported by our

Declarations and they recommended amending them before adoption. As they did not obtain the required 67% community votes to adopt them, Roxanne asked if these policies should be reviewed or potentially rescinded. Mark Rosen agreed that reviewing current policies for compliance with Governing Documents was appropriate, distinguishing this from investigating past actions.

Harassment and Architectural Policy Review

The meeting focused on discussing harassment policies and architectural control guidelines. Steven raised concerns about the current harassment policy, suggesting it went beyond State requirements and may have been targeted at specific homeowners. Mark Liebendorfer advised that if changes were needed, the policy should be rewritten in conjunction with legal counsel and presented to the Board for approval. The group also discussed revising the Architectural Control Guidelines and Exterior Modification Policies, with Teresa serving as spokesperson for the Architectural Controls Committee. The Committee agreed to review and potentially revise these policies, with a meeting scheduled for April 20th, though the exact location and format were still being determined.

Member Issues & Questions – None

Adjournment- Steve made the motion to adjourn. Roxanne seconded it. The meeting was unanimously adjourned by the Board members present at 8:45 p.m.

Roxanne Royce, Secretary