

**RECORD OF PROCEEDINGS**  
**MINUTES OF THE THREE SPRINGS MASTER ASSOCIATION**  
**REGULAR QUARTERLY MEETING**

**December 13, 2017**

**5:30 PM**

**ATTENDANCE**

Directors in Attendance:

Kurt Prinslow (KP)  
Ken White (KW)  
Jon Penny (JP)

Homeowners in Attendance:

Jeff Rozean  
Bonnie Rozean  
Dave Hupp  
Vicki Roth  
Mery Jo Calle

Others in Attendance:

Frankie White, CPA, Accountant for Three Springs Associations  
Denise Hogenes, Vice President of CCMC  
Amanda Cacciotti, Shaw, Ltd. (Builder of 74 Prospector Ave.)  
Max Hutcheson, Realtor for Shaw, Ltd.  
Matt Hansen, Buyer of 74 Prospector Avenue  
Jeanette Wages, Buyer's Realtor  
Tim Zink, Design Review Committee member

**HOMEOWNERS FORUM**

There was no one present that wished to speak during the homeowners forum.

**APPROVAL OF MINUTES**

Kurt Prinslow presented the minutes from the Master Association Board Meeting held September 20, 2017, the Annual Membership Meeting held September 20, 2017, and the Special Membership Meeting held October 11, 2017. Upon motion duly made, seconded and unanimously carried, the Board approved the minutes as presented.

**FINANCIAL REPORT**

Frankie White presented the Financial Report and Accountant's Report for the Master Association.

**APPOINTMENT OF NEW BOARD MEMBERS BY DECLARANT**

The Declarant (GRVP, LLC) made the following additions to the Board:

- a. Ken White (replaced Tim Zink effective November 15, 2017)

- b. Jeff Rozean (tentative effective date January 1, 2018, pending insurance)
- c. Dave Hupp (tentative effective date January 1, 2018, pending insurance)

**APPOINTMENT OF OFFICERS BY BOARD**

- a. Kurt Prinslow – President
- b. Jon Penny – Secretary
- c. Ken White – Treasurer

Upon motion duly made, seconded and unanimously carried, the Board approved the appointment of officers as stated above.

**FINAL DECISION FROM THREE SPRINGS MASTER ASSOCIATION FOR DESIGN REVIEW COMMITTEE APPEAL**

Shaw, Ltd., (“Shaw”) the owner and builder of Lot 4, V1F3A, 74 Prospector Avenue, is the applicant appealing the Design Review Committee’s (DRC) decision on November 2, 2017, requiring the applicant to replace the front and rear windows, due to non-compliance to the “Contemporary” vernacular in the Design Guidelines and the visibility from the street (front) and trail (rear), but allowing the applicant to keep the windows on each side of the house in place since those aren’t visible from the street or trail.

Tim Zink, a DRC member, gave an overview of the DRC’s decision to deny the Applicant’s Variance Request.

The Applicant, represented by Amanda Cacciotti, stated they are appealing because they are under contract with a Buyer of the home (Matt Hansen) who requested the window change and is set to close the next week. Ms. Cacciotti stated she felt the style of the home still had a “Contemporary” look and feel even though the windows being discussed were not compliant with the Design Guidelines. Max Hutcheson, the Realtor for Shaw, reiterated that he felt the home still looked “Contemporary”, as well. Mr. Hansen, the Buyer of the home, stated he needs to close soon and move soon due to his current living situation.

The Board asked the Applicant and DRC questions that provided the Board more details on the timeline and other facts of the issue.

The Board discussed amongst themselves. The Board then stated they determined the DRC to have followed the process correctly and that the DRC was generous enough allowing the side windows to remain and, therefore, the Board made their Final Decision to uphold the DRC’s decision as stated in the DRC minutes from their November 2, 2017 meeting, requiring the non-compliant front and rear windows be replaced but allowing the non-compliant side windows to remain.

## **DISCUSSION AND ADOPTION OF A REVISED COLLECTION POLICY AND PROCEDURE**

Denise Hogenes presented the proposed revisions. The proposed changes are mainly due to align the collection policy with the assessment billing cycle. The board discussed and unanimously approved the proposed changes and authorized the President to sign the revised Policies and Procedures upon completion of revisions by the Association's attorney.

## **ASSOCIATIONS 2018 INSURANCE POLICY UPDATE**

Denise Hogenes gave an update and said they (CCMC) would have premium estimates back from the Insurance company within the next couple of weeks.

## **TRANSITION REPORT BY CCMC**

Denise Hogenes gave an update on the Association Management transition. She said they have narrowed the full-time Community Manager position down to two candidates. The candidates' final interviews with the Board will be completed in the next week with the position starting in January or early February. There will be a welcome reception after the Community Manager starts. Office location at Three Springs will be known soon.

## **2018 ANNUAL CALENDAR OF ASSOCIATION MEETINGS**

Following is the schedule adopted by the Board for 2018. All meetings will be held in the 65 Mercado Street 2<sup>nd</sup> floor conference room.

- a. 5:30 pm Wednesday, March 21, 2018 – Quarterly Board Meeting
- b. 5:30 pm Wednesday, June 20, 2018 – Quarterly Board Meeting
- c. 5:30 pm Wednesday, September 19, 2018 – Quarterly Board Meeting
- d. 6:00 pm Wednesday, September 19, 2018 – Annual Members Meeting
- e. 5:30 pm Wednesday, December 12, 2018 – Quarterly Board Meeting

## **ADJOURNMENT**

There being no further business to come before the Board; and upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

## **NEXT MEETING**

The next scheduled quarterly meeting of the Board of Directors is scheduled for Wednesday, March 21, 2018.

**Minutes to be approved:** March 21, 2018