

**MINUTES  
LOWRY COMMUNITY MASTER ASSOCIATION, INC.  
DIRECTORS MEETING  
January 28, 2014**

**CALL TO ORDER:** Rob Norris called the meeting to order at 6:00 p.m.

**ROLL CALL:** The following were present:

- Board of Directors – Rob Norris, Jolene White, Josh Thall, Gary Duke, Joel Malecka, Ed Fronheiser, David Harlor
- Mary Carr, LCMA Executive Director
- David A. Closson, Esq. HindmanSanchez, P.C.
- Karen Becker, MSI, LLC; Randy Dunton, MSI, LLC

**PUBLIC COMMENT:**

- Amelie Buchanan addressed the Board regarding commercial traffic issues and truck weight limitations within the community. She also presented a letter to the Board addressed to business and commercial owners within the community informing them of required routes within the community for commercial and construction vehicles. She requested that the letter be: (i) sent to all business and commercial owners; (ii) posted on the website; and (iii) flyers be distributed so that commercial owners and tenants can be made aware of the new restrictions. Rob Norris indicated that the executive committee would review the letter and convey the relevant information to the business and commercial owners.
- Chris Franks addressed the Board on behalf of the Lowry Foundation. He indicated that there is a new Board in place for the Lowry Foundation and presented the 2014 goals for the Foundation. Mr. Franks requested that the LCMA contribute funds to assist the Foundation in carrying out its mission and maintenance obligations. Mr. Franks also indicated that one of the Foundation's goals for 2014 is to strengthen its working relationship with the LCMA. Rob Norris indicated that the LCMA is committed to working with the Lowry Foundation and proposed that it would be beneficial for the LCMA to form a committee to act as a liaison with the Foundation to identify opportunities for the two organizations to work together in furthering their goals and to consider the Foundation's funding request.

**ACTION ITEMS:**

- Approval of November 4, 2013 Board Meeting Minutes. The Board reviewed the November 4, 2013 Board Meeting Minutes. Motion to approve the November 4, 2013 Board Meeting Minutes was made by Gary Duke and seconded by Jolene White. After offering owners present an opportunity to comment, the motion carried unanimously.
- Review of Annual Meeting Minutes from December 12, 2013 Annual Meeting: The minutes were reviewed by the Board. The Board recommended a change to the draft minutes to reflect that the readings of the 2012 Annual Meeting Minutes were waived. The approval of the 2013 Annual Meeting Minutes will be considered at the next annual meeting.
- Sign / Approve Resolutions
  - 2014 LCMA Board Meeting Schedule (2014-01). The Board reviewed a proposed resolution (2014-01) establishing the 2014 Board meeting dates. Motion to approve Resolution 2014-01 Regarding Dates of the Regular Meetings of the LCMA Board was made by Ed Fronheiser and seconded by Josh Thall. After offering owners present an opportunity to comment, the motion carried unanimously.
  - 2014 Annual Meeting Date (2014-02). The Board reviewed a proposed resolution (2014-02) setting the 2014 Annual Meeting of Members meeting date on December

11, 2014. Motion to approve Resolution 2014-02 Regarding the Annual Meeting of the Members was made by Rob Norris and seconded by David Harlor. After offering owners present an opportunity to comment, the motion carried unanimously.

- 2013 Audit of Financial Records (2014-03). The Board reviewed a proposed resolution (2014-03) regarding audit and tax services. Motion to approve Resolution 2014-03 approving Potts & Company to provide audit and tax services and selecting the review (as opposed to audit) option was made by Gary Duke and seconded by Josh Thall. After offering owners present an opportunity to comment, the motion carried unanimously.
- Appoint officers. The Board discussed the interest and willingness of the members of the Board to serve as officers. After discussion, the following motions were made:
  - President. Motion to appoint Josh Thall as the President was made by Rob Norris and seconded by Ed Fronheiser. After offering owners present an opportunity to comment, the motion carried unanimously.
  - Treasurer. Motion to appoint Gary Duke as the Treasurer was made by Rob Norris and seconded by Josh Thall. After offering owners present an opportunity to comment, the motion carried unanimously.
  - Secretary/Vice President. Motion to appoint Joel Malecka as the Secretary and Vice President was made by Rob Norris and seconded by Jolene White. After offering owners present an opportunity to comment, the motion carried unanimously.
- Review standing committees & appoint committee members. The Board discussed the need for certain standing committees and the interest and willingness of various Board members to serve on such committees. After, discuss the following motions were made:
  - Executive Committee. Motion to appoint Josh Thall as the Chair of the Executive Committee was made by Rob Norris and seconded by Jolene White. After offering owners present an opportunity to comment, the motion carried unanimously. Motion to appoint Gary Duke, Joel Malecka, Ed Fronheiser, and Rob Norris as additional members of the committee was made by Rob Norris and seconded by David Harlor. After offering owners present an opportunity to comment, the motion carried unanimously.
  - Building and Grounds Committee. Motion to appoint Gary Duke as the Chair of the Building and Grounds Committee was made by David Harlor and seconded by Ed Fronheiser. After offering owners present an opportunity to comment, the motion carried unanimously. Motion to appoint Josh Thall, David Harlor, Dennis Schlachter, Chuck Woodward, and Tom Berger as additional members of the committee was made by Gary Duke and seconded by Rob Norris. After offering owners present an opportunity to comment, the motion carried unanimously.
  - Communications Committee. Motion to appoint Jolene White as the Chair of the Communications Committee was made by Gary Duke and seconded by Rob Norris. After offering owners present an opportunity to comment, the motion carried unanimously. Motion to appoint Joel Malecka to the committee was made by Rob Norris and seconded by Josh Thall. After offering owners present an opportunity to comment, the motion carried unanimously.
  - Events Committee. Motion to appoint Mikala Hubble as the Chair of the Communications Committee and to appoint Betty Jean Dayoub to the committee was made by Rob Norris and seconded by Ed Fronheiser. After offering owners present an opportunity to comment, the motion carried unanimously.

- Lowry Foundation Outreach Committee. Motion to form a new committee to be known as the Lowry Foundation Outreach Committee, to appoint David Harlor as its Chair, and to appoint Rob Norris and Ed Fronheiser to serve as additional members of the committee was made by Rob Norris and seconded by Jolene White. After offering owners present an opportunity to comment, the motion carried unanimously. It was also discussed that the committee members would reach out to Allie Watson-Gosch and Elizabeth Paulsen regarding possible interest in serving on the committee.
- Lowry Vista. It was reported by Mary Carr that the Colorado Department of Public Health and Environment has reached out to the LCMA regarding various environmental testing at Lowry Vista in connection with possible future development. The Board discussed contacting the LRA to discuss development of Boulevard One and Lowry Vista. Josh Thall and Gary Duke agreed to reach out to the LRA on behalf of the Board to discuss these issues and report back to the Board.

## **COMMITTEE REPORTS:**

### **Executive Committee**

- Approval of year-end financials. Gary Duke presented the year end financials. Motion to approve the year-end financials was made by Gary Duke and seconded by Josh Thall. After offering owners present an opportunity to comment, the motion carried unanimously.
- Check Signing Authority. As the officers of the Association have changed, the following resolutions were made as to the ability of individuals to sign checks on behalf of the Association.
  - Motion to revoke all prior authority and to grant check signing authority on all accounts, except the reserve account, regardless of amount, to Josh Thall, Joel Malecka, Gary Duke, and Patty Fackler (MSI), with all checks requiring two signatures, was made by Rob Norris and seconded by Joel Malecka. After offering owners present an opportunity to comment, the motion carried unanimously.
  - Motion to grant check signing authority to Mary Carr, Josh Thall, Joel Malecka, Gary Duke, and Patty Fackler (MSI) on checks not exceeding \$5,000, on all accounts except reserve account, with all checks requiring two signatures, was made by Rob Norris and seconded by Joel Malecka. After offering owners present an opportunity to comment, the motion carried unanimously.
  - Motion to revoke all prior authority and to grant check signing authority on the Association's reserve account exclusively to Josh Thall, Joel Malecka, and Gary Duke, with all checks requiring two signatures, was made by Rob Norris and seconded by Jolene White. After offering owners present an opportunity to comment, the motion carried unanimously.
- There was a discussion regarding possible Board training in April to be conducted by MSI. Karen Becker to look into scheduling.

### **Buildings and Grounds Committee (BAG):**

- Gary Duke presented the meeting minutes from the December 12, 2013 committee meeting. Mr. Duke further discussed efforts to address houses in the community in need of painting, maintenance and repairs to pocket parks, and revisions to design guidelines. Josh Thall discussed the Quebec traffic study.

**Executive Director's Report**

- Karen Becker Retirement. The Board discussed the pending retirement of Karen Backer and an informal Board sendoff to be held on March 21, 2014 to thank her for her service to the community.

**NEXT MEETING:**

- LCMA Board Meeting – March 27, 2014 at 6:00 p.m., at the Eisenhower Chapel.

**ADJOURNMENT:**

Motion to adjourn was made by Rob Norris and seconded by Jolene White. The meeting adjourned at approximately 8:22 p.m.