**Bradley Crossroads Townhomes Homeowners Association Meeting**

**1/27/2021**

Minutes of 2nd Official Bradley Crossroads Townhomes Homeowners Association Meeting, Colorado Springs, CO, held at 4646 Wharf Point and Zoom at 6PM on the 27th day of January, 2021

1. Call to Order
2. Jordon Guinane called the meeting to order at 6PM
3. Roll Call
4. Jordon Guinane
5. Jacque Guinane
6. Crystal Aukens
7. Christopher Gile
8. Cynthia Williams
9. Irshe Fair
10. Cheryl Smith
11. Steve Dobson
12. Nikki Dobson
13. Reading of Minutes of Last Meeting

N/A

1. Old Business

N/A

1. New Business
2. Introduction
3. Jordon Guinane: Builder/Declarant
4. Crystal Aukens: Management company representative for MVP Homes
5. What the HOA Does
6. Enforce governing documents
7. Regulating use of property
8. Administering and enforcing architectural standards
9. Maintaining aesthetic desirability of the Property
10. Inspections are performed on a weekly basis
11. During the inspections, the management company is looking around the community:

-Proper maintenance of buildings (landscaping is up to par, sump pumps are visibly functional, pet waste removal is being performed, snow removal is being performed, etc)

-All buildings are in prime condition (paint is not chipping, gutters are visibly functional, no visible damage to siding, etc)

-Covenants are being followed (no black storm doors, no damage to exterior of buildings by homeowners, no political signs, garages are being used for parking rather than storage, etc)

1. Maintenance of Common Areas
2. Landscaping (Goodspeed)
3. Pet waste removal (The Scoop $175 per month)
4. Trash (Waste Systems Inc $663 per month)
5. Snow Removal (Goodspeed October 1-September 30 2021)
6. Pest Control (Optional)
7. Operation and Control of the Association Properties
8. Management Company (MVP Homes $500 per month, 3 year contract)
9. Reserve Funds
10. $200 Working capital that goes into a reserve fund used for anything that needs to be done on the property that is not included in the budget
11. Duties of the Board
12. President
13. supervise and control all of the business and affairs
14. orders and the resolutions of the Board are carried out
15. preside at ALL meetings of the Members and of the Board
16. Current President is Jordon Guinane
17. Vice President
18. shall perform the duties of the President due to absence of vacancy of president
19. perform such other duties as from time to time may be assigned to him or her by the President or by the Board
20. Currently Jacque Guinane
21. Secretary
22. shall keep the minutes of the meetings of the Members and of the Board
23. see that all notices are duly given in accordance with the provisions of these Bylaws
24. be custodian of the corporate records
25. Treasurer
26. keep proper books of account
27. prepare an annual budget
28. prepare a statement of income
29. Secretary and Treasurer can be the same person
30. Board Members
31. Declarant has decided there will be three Board positions right now
32. One spot open as of right now however the Board can vote to have up to nine people on the Board
33. As of right now, there is no background experience required to be on the Board unless there are multiple homeowners running for a specific position in which interviews may be conducted for the community to vote on the best fit for the position
34. How to Address Issues to Board
35. Bring to the attention of the Board or management company
36. Board will discuss issue at next Board meeting
37. Emails will be sent for a vote in the case of an urgent matter
38. Homeowner’s will have an open floor at the beginning of Board meetings to speak to the Board themselves.
39. Vote will be held to determine outcome of concern
40. Meeting Dates
41. Quarterly Board Meetings
42. April 6, 2021
43. July 6, 2021
44. October 5, 2021
45. Meetings will be held over Zoom due to COVID-19
46. Community/Budget Meeting
47. Purpose: go over and vote on proposed budget for the following year
48. September 7, 2021
49. Quorum
50. Simple quorum is not present to vote on the third board member so Declarant must appoint the third Board member
51. Cynthia Williams volunteers to be on the board
52. Jordon Guinane appoints Cynthia Williams as the third Board member
53. Cynthia Williams is appointed secretary and treasurer
54. Homeowner Concerns
55. Snow removal
56. Snow removal company is not shoveling all of the snow
57. Many parking spots are not shoveled
58. Lack of shoveling is causing sheets of ice
59. Snow is being pushed up to the front door of homeowners
60. Crystal from MVP Homes will contact the owner of the snow removal company and have a discussion regarding the issues occurring.
61. Due to the concrete being less than a year old, it cannot be salted. Salt or ice melting agents can destroy new concrete.
62. Warranty
63. Warranty issues need to be emailed to the warranty department
64. Warranty department will set up an appointment to solve the issue at hand
65. Common Issues During Inspections
66. Grills being left outside of home
67. Anything outside the front door of the townhome is HOA property and therefore, may be removed by the HOA
68. Homeowners not picking up after their pets
69. NO PAINTING IS TO BE DONE OUTSIDE OF THE HOME
70. Damage being done to siding due to holiday décor
71. Holiday décor being left out for extended periods of time after the holiday has passed.
72. Changes being made to the community
73. Barricades will be installed at the end of Pleasant Port as well as in between Bradley Crossroads and Lincoln Commons
74. The barricade at the end of Pleasant Port can be removed by the HOA when the construction in the community is complete, however, the barricade between the two neighborhoods must be voted on by the HOA of both neighborhoods and an agreement must be made in order to remove that specific barricade
75. Speed bumps can be installed by the HOA
76. Contact Information
77. Crystal Aukens (MVP Homes)
78. (719) 459-0561
79. [bradleycrossroads@gmail.com](mailto:bradleycrossroads@gmail.com)
80. Warranty Department
81. [j.elliottwarranty@gmail.com](mailto:j.elliottwarranty@gmail.com)

Meeting adjourned by Jordon Guinane at 637pm on 1/27/2021