

Meadowbrook Heights HOA Meeting Minutes

Meeting Details

- **Meeting:** Meadowbrook Heights HOA
 - **Date:** December 11, 2025
 - **Start Time:** 7:11 PM
 - **Adjournment:** 8:45 PM
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Attendees

Board Members

- **Lisa Rupert** — President (*not in attendance*)
- **Lindsay Schwarz** — Secretary
- **John Meyer** — Vice President
- **Melissa Ehrlich** — Treasurer
- **Aaron Stein** — ARC Member at Large

Residents / Guests

- Amber Reese
 - Bobby Reese
 - Robert Peroza
 - Dennis Rupert
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Late Payment Management

- The HOA currently has 12 overdue accounts totaling approximately \$6,500, with two significantly delinquent accounts totaling \$2,675, outstanding for multiple years.
 - The HOA attorney confirmed the Association may charge up to 18% interest, though the Board expressed a preference for a more moderate rate in alignment with Colorado law and fairness considerations.
 - The Board agreed to make personal contact attempts, including leaving a written note at unresponsive properties, as a final outreach step prior to sending attorney demand letters.
 - The Board agreed that liens may be placed on severely delinquent properties, with all legal fees charged back to the delinquent owners.
 - Attorney demand letters cost approximately \$150, with additional costs incurred for lien filings.
 - Liens must be re-filed if additional debt accrues.
 - A motion passed unanimously requiring personal contact or written notice before attorney letters are issued.
 - The Board agreed to charge 5–8% annual interest on accounts overdue more than one year.
 - Future delinquency notices will include estimated legal and lien-related costs to improve transparency for homeowners.
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Annual Meeting Planning and Participation

- The Board plans to hold the annual meeting in May and discussed strategies to improve homeowner participation.
- A tentative meeting date of Thursday, May 14 was proposed.
- Discussion included possibly holding the meeting on a weekend or earlier in the day to improve attendance.
- A community survey will be distributed to assess whether alternative meeting times would increase participation.
- The Board acknowledged ongoing challenges in achieving quorum, which can impact the approval of updated covenant and architectural standards.

- The Board discussed the general timeline for Board review and community consideration of updates throughout the spring.
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Reserve Study and Financial Health

- The HOA currently maintains approximately \$60,000 in reserve funds and \$9,000 in operating funds.
 - Annual revenue is estimated at \$39,200, based on dues from 112 homes.
 - Major recurring expenses include:
 - Landscaping: approximately \$2,000 per month
 - Water: approximately \$1,900 per month
 - The Board discussed the importance of maintaining adequate reserves to avoid special assessments.
 - Potential assessment increases were discussed as part of long-term financial planning.
 - Reducing ongoing operational costs, particularly water usage, remains a priority.
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Architectural Review Committee (ARC) Standards

- The Board agreed to establish clear, objective standards for exterior paint colors and other exterior modifications.
- A formal color palette will be developed using Sherwin-Williams colors.
- The goal is to eliminate ambiguity in ARC decisions and maintain neighborhood consistency.
- These standards will apply prospectively; homes recently painted will not be required to change retroactively.
- The Board discussed offering assistance as a neighborly gesture to a homeowner whose home color is currently nonconforming.

- New ARC standards will be communicated to homeowners via email and/or at the annual meeting.
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Action Items

- Confirm legal costs and procedures related to attorney demand letters and lien placements.
 - Draft and distribute personal contact notes to delinquent homeowners prior to escalation.
 - Explore cost-saving opportunities, particularly related to utilities and landscaping.
 - Board members will complete personal outreach attempts for overdue accounts before initiating legal action.
 - Members will submit agenda items for the January 8 meeting.
 - Create and distribute a resident survey regarding preferred annual meeting timing.
 - Continue follow-up on late-payment outreach efforts.
 - Lead further discussion on ARC standards at the next meeting.
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These meeting minutes were drafted by the Secretary with the assistance of Adobe Firefly for transcription support and ChatGPT for formatting.