



## Hidden Springs Town Council Meeting Minutes October 17, 2023

A meeting of the Hidden Town Association was held in the Community Clubhouse and via Zoom on October 17, 2023, at 7:30pm. The following Town Council members were in attendance.

Ryan Luke  
Bradley Shafer  
Garry Stanislaw  
Stephanie Wright

Also in attendance was the Town Manager, Lisa Ahrens.  
The meeting was called to order at 7:30pm.

Hidden Springs residents in attendance:

- In-Person – Travis Knutson, Jean Smith, Susan Elcox, Dan Brier, Brian Stuhr, John Ahrens, Sharon Cauchi, Jennifer Stanislaw, Bill Beattie, Kahle Becker, Eric Schulman
- Via Zoom – Juliann Overlie

Chris Porter, Cartwright Ranch Town Association, President was in attendance.

### **Approval of Meeting Minutes from 9/19/23**

Ryan Luke made a motion to approve the HSTA Meeting Minutes from 9/19/23. Brad Shafer. seconded the motion. The Town Council members present, unanimously voted to approve the minutes. Motion passed.

### **Votes Conducted by E-mail**

9/21/23 – Town Council unanimously approved the Hopkins bid for \$24,000 to replace 7 Autumn Blaze Maples on Hidden Springs Dr. and 8 Pears on Humphreys. They are prepared to install at the end of September. The expense to be split, \$12,800 to be charged to Trees 57200 and the balance to Reserves as unspent funds from 57200 for 2020, 2021 and 2022 went to reserves.

- The Association budgets funds to replace 5-8 trees a year (Budget line 57200 Trees). The Association has not replaced trees in 3 years holding off due to COVID, expenses, inflation etc.
- Hopkins cost per tree is \$1600 includes removal, sprinkler repair and 1 year warranty.
- Bids were obtained from Senske and Done Rite in July to replace Maples on N 12<sup>th</sup> and the price per tree compared to Hopkins, Senske \$2000 a tree and irrigation and Done Rite \$1600 a tree no irrigation repair

10/16/23 – Town Council unanimously approved the Hawkeye bid for restoration work behind 5115 and 5133 W Parsons in the amount of \$6099. This section was not done with the previous restoration project a few years ago.

- The riparian bank has eroded and is overgrown with invasive shrubs and weeds and the wetland is encroaching on residents' property.
- Charlie Baun, ECS came out and proposed some restoration work to build up the bank and plant with native grasses which will be easier to maintain on an annual basis to keep invasive species from taking over the resident's yards.
- Syman Erosion control performed similar work at 3X the cost.
- This is the second bid from Hawkeye. The first was \$8K. Charlie had them bid it twice and it came out lower the second time

There was no further discussion, Town Council unanimously agreed all votes be recorded in the Meeting Minutes.

### **CRTA Board Representative**

Chris Porter, Cartwright Ranch Town Association (CRTA) President was present at the meeting. The Board discussed having a liaison present for Regular Meetings of the Hidden Springs Town Association. Stephanie Wright motioned that the Hidden Springs Town Council allow a member of the CRTA Board to attend Regular Meetings of the Town Association given common concerns between the two Associations with future attendance by other non-owners reviewed on a case-by-case basis as directed by legal counsel. Brad Shafer seconded the motion. All Town Council unanimously voted to approve. Motion passed.

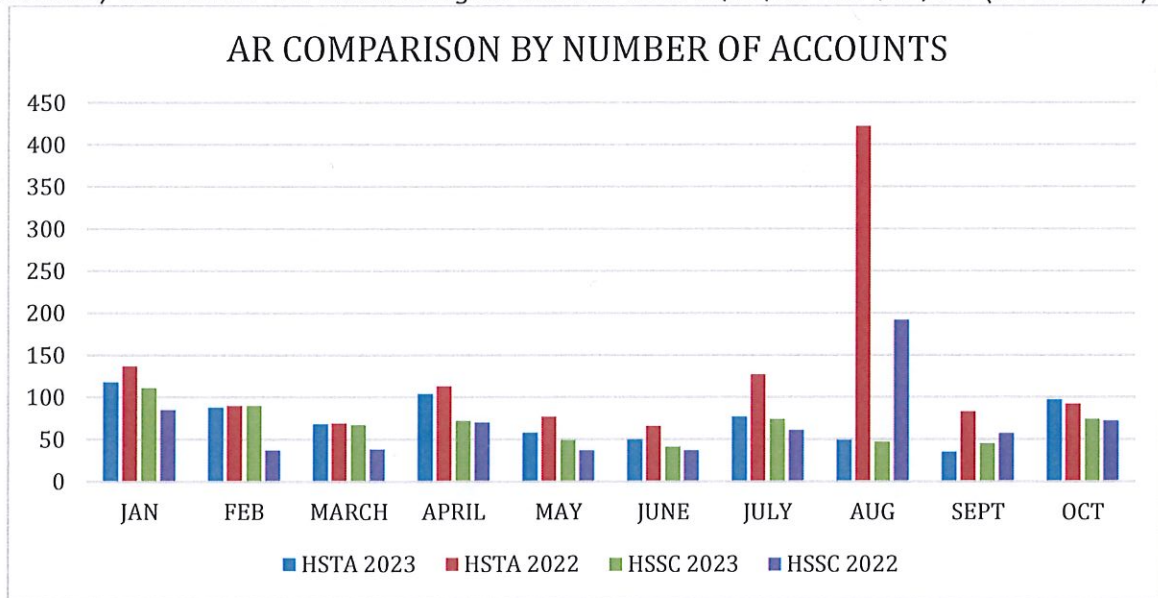
### **HSTA Financial Update**

#### **Treasurer's Report**

- See attached report.

#### **Income vs. Expenses August 2023**

- The Association's Income for September 2023 was \$111,514. \$3,689 higher than budgeted for the month. YTD, Actual Income is \$98,240 higher than budget due to higher than budgeted set up fee, transfer fees, facility rental and late fee income.
- The Association's Operational Expenses for September 2023 totaled \$86,623. \$30,089 less than budgeted with Administration over due to increased supply, postage and printing costs and Site Operations and Maintenance over due to Hopkins taking over Site Supers duties and increased power, gas and trash costs. YTD expenses remain under budget \$46,371.
- YTD, Net Income is \$126,252 higher than budget.
- HSTA Delinquent Accounts as of 10/15/23 total \$51,716 (97 accounts) compared to \$23,697 (74 accounts) last month. The outstanding AR balance as of 10/18/22 was \$61,686 (92 accounts).



### **Bylaw Revision**

John Ahrens and Sharon Cauchi shared with the Board progress since the last Town Council meeting and recommended the following amendments:

- Removal of all references to the "Town Founder" and "Class B membership" which was only relevant prior to the developer turning the Association over to the members.
- **2.1 Voting** – Members in good standing with a current HOA account and no outstanding violations within 12 months can vote.

- **2.2 Quorum** – At an Annual or Special meeting, quorum changed from 2/3 [574 members] to a minimum of 10% of the members [86 members]. Reduces required quorum to a reasonable percentage so business can be conducted compliantly and efficiently while retaining a majority percentage that preserves and maintains the integrity of the community.
- **2.3 Proxies (previously section 2.4)** - A Town Council candidate cannot be a named proxy for another member.
- **3.2 Place of Meetings** – The meeting place can be a physical location or virtual as determined by the Town Council.
- **3.3 Annual Meetings** – Section changed to allow the Town Council to change the date of the Annual Meeting from the 2nd Tuesday in December to another date as well as allow for meetings to be held in person, virtual and/or a hybrid.
- **3.4 Special Meetings** – Section updated and references section 3.5 Notice of Meetings.
- **3.5 Notice of Meetings** – Notice must be given a minimum of 7 days prior to an Annual or Special Meeting and can be done electronically. Historically, the Association has given 30 days' Notice and would likely continue this practice except, in the case of an emergency. Increases operational efficiency and conserves financial resources.
- **3.6 Order of Business** – Now includes “Comments from Members” as an agenda item at the Annual Meeting.
- **3.8 Waiver of Procedural Irregularities** – Updated language from Consent of Absentees to Waiver of Procedural Irregularities and retained versus being stricken from the document.
- **4.1 Number and Qualifications** – Members in good standing with a current HOA account and no outstanding violations within 12 / 24 months and is open to feed-back from the Board.
- **4.4 Election, Nomination and Term of Office** – Term is 2 years with no limitation on consecutive terms and allows for electronic voting. Increases operational efficiency and conserves financial resources as well as retains institutional knowledge.
- **5.4 Compensation** – Removed the language allowing for the Directors to be paid. The Town Council positions have always been voluntary with no compensation.
- **Article 6** (previously Article 7) – The Quorum required to amend the Bylaws changed from 2/3 to 30%. Reduces required quorum to amend the Bylaws to a reasonable percentage so amendments can be made in the future to preserve institutional knowledge, increase efficiencies, save money and remain compliant with laws and statutes. Please note, the CC&Rs will still require 80% of the members to vote in the affirmative to amend.

The Town Council was in agreement with the recommendations and approved including the proposed amendment to the Bylaws on the 2023 Annual Meeting Ballot. Brad Shafer motioned to move forward with the recommendations and include the amendment to the Bylaws on the 2023 Annual Meeting Proxy Form and Ballot. Ryan Luke seconded the motion. All Town Council unanimously voted to approve. Motion passed.

### **Dry Creek Historical Society (DCHS) Request for Support**

DCHS requested continued HSTA support at a modified contribution level from 2023. Everything remained the same with the exception of the donation to DCHS for Old Time Farm Day which is less the Cartwright Ranch donation. Now that the community has been turned over, DCHS will request sponsorship/support directly from Cartwright Ranch Town Association. Ryan Luke motioned to continue DCHS requested HSTA support as noted below and factored into the 2024 budget:

- Continue rental donation per the provisions set forth in the HSTA / DCHS Agreement for Weddings and Other Events - \$250.00 per wedding and \$25.00 per non-wedding events – Report to DCHS and check requested June and December 2024.
- 10% of HSTA's Budgeted Transfer Fee Income up to \$5,000 – As this is dependent on home sales, an exact date is not identified.

- Event sponsorship \$2,500 Old Time Farm Day plus use of the community barn and grounds at no charge. In addition, HSTA will run a booth, provide set up, event, and trash clean up assistance. DCHS to provide event insurance naming HSTA secondarily insured.

Stephanie Wright seconded the motion. All Town Council unanimously voted to approve. Motion passed.

### **Hidden Springs Library Request for Support**

Per the letter from John Thill, Branch Manager, the Hidden Springs Library requested financial support in the amount of \$2,000 for programs running November 2023 through October 2024. HSTA has historically (2017-2023) provided support to the library in the amount of \$2000. Stephanie Wright motioned to approve the Hidden Springs Library's request for financial support in the amount of \$2,000 for programs running November 2023 through October 2024. Brad Shafer seconded the motion. All Town Council unanimously voted to approve. Motion passed.

## **MANAGER'S REPORT**

### **CC&R Violations / October 2023**

- 7 Courtesy Reminders NEW
- 6 Courtesy Reminders CLOSED
- 2 Courtesy Reminders to VIOLATION NOTICE
- 0 Violations Monitored Status to CLOSED

### **Community Survey**

- The Community Survey closed 9/27/23 and the results have been shared with the community via the website.
- 562 viewed the survey and there are 87 responded.
- Following the Town Manager's review of the survey results the following was shared with the Town Council:
  - It was too long.
  - Comments were only asked for if a member responded negatively. Should have been the option to respond positively as well.
  - Office Hours can be changed but need approval for additional Town Coordinator hours see full response in Community Survey Results & Response document.
  - The majority of residents who responded are in support of one statement mailing a year but want email reminders.
  - The majority of residents who responded are in support of amending the Bylaws.
  - The majority of residents who responded are satisfied with how the community is being maintained. There were a few suggestions but no desire for a change in HOA fees to cover additional maintenance, see full response in Community Survey Results & Response document.
  - The majority of residents who responded support the current pool schedule Memorial Day Weekend through the end of September; shade provided is adequate and no additional parking at South Meadow Pool.
  - The majority of residents who responded are satisfied with how the open space is being maintained. There were some suggestions and of those who made suggestions, the majority are for an increase in HOA fees for improvements to trail maintenance and weed management. See full response in Community Survey Results & Response document. And I recommend discussing some of the concerns raised with the Open Space Committee.
  - The majority of residents who responded would like the community farm to remain a combination of U-Pick and Share the Work. Share the Harvest.

- The majority of residents who responded were for a smaller Orchard space and turning the Orchard into a more usable space, pickle ball courts, shade structures etc.
- The majority of residents who responded were satisfied with trail maintenance. I recommend leaving discussion of trails, trail connections etc. to the Open Space Committee and await a recommendation(s).
- The majority of residents who responded “love” or “like” the events; were in favor of allowing CR residents to attend provided they pay a fair share; the majority were not in favor of increasing HOA fees to cover event costs if CR elected not to pay a fair share but would prefer some be cut so event costs could remain flat. Entrance sign boards and email newsletter were the most favored forms of communication.
  - There were great community event ideas and suggestions. Those that have no to little financial impact can certainly be taken into consideration and given a try. Those that will cost significant dollars like another parade or taking on the haunted farm, are just not possible.
- Most were not for maintaining or relocating the Volleyball Court.
- Most were for taking over care and maintenance of the Elementary School Tennis Courts and converting a portion to pickleball.
- Most were not in favor of a second mailroom location and of those in favor, the Community Barn area was the preferred location.

The Town Council did not discuss or require any further action.

### **Maintenance & Repair Projects**

- Pools – Decks at both pools are in need of extensive repairs - **IN PROGRESS**
- Tree Trimming / Association Parkways and Parks) – **IN PROGRESS**
- Merc/Village Green Parking Lot Striping and One Way Arrows – **IN PROGRESS**
- Hidden Springs Dr. Crosswalk at Village Green ACHD striping and install of crossing flags – **IN PROGRESS**
- Clubhouse Furniture – **IN PROGRESS**
- Fitness Center – Replacement Equipment – **IN PROGRESS**
- Community Barn – Storage system for tables and chairs – **IN PROGRESS**
- Bathroom Counter Tops Clubhouse and South Meadow Pool (4 tops) – **IN PROGRESS**
  - Counter tops are delaminating. To save a few thousand, Tad Dauby can have the old laminate removed and replaced. Request approval to proceed at the estimated cost of \$6,850. Tad priced replacement counters and replacement/install would have been closer to \$10K.
- Community Barn – Wood ramp and rail replacement – **COMPLETE**
- Additional Parcel Lockers in Mail Room – **IN PROGRESS**
  - USPS scheduled lock install which should be done in the next couple of weeks
- Picket Fences at Village and East Ridge Play Parks - **IN PROGRESS**
- Facility rain gutter repairs and replacement – **COMPLETE**
- Hidden Springs Drive Maple Tree Replacement – **COMPLETE**
- Humphreys Way Pear Tree Replacement – **COMPLETE**
- Poplar Creek Maple Tree Replacement – **COMPLETE**
- Entrance and Village Green Landscape Refresh – **IN PROGRESS**
  - Researching options / working with Breckon Landscape who is preparing Xeriscape guidelines
    - Installing curb and gutter \$6,638 and requires ACHD approval and permit.
    - Refresh to create better visibility at the entrance particularly with the crosswalks and busy commercial area.
- Switchback Trail Solar Lights for Safety – **IN PROGRESS**
- Open Space Restoration behind 5115 and 5133 W Parsons – **IN PROGRESS**
  - The riparian bank has eroded and is overgrown with invasive shrubs and weeds.

- Charlie Baun, ECS came out and proposed some restoration work to build up the bank and plant with native grasses which will be easier to maintain on an annual basis to keep invasive species from taking over the resident's yards.
- Upon receipt, the proposal and request for approval will be sent to the TC.
- Street Light Painting – **ON HOLD**
  - Painting on hold until staff can inspect and map street lights and signs by phase. The projected life-span of the street lights is 20 years. With the recent failure of the light on the corner of Hidden Springs Drive and Andy's Gulch it will be important to determine a replacement schedule to be factored into the community's reserve study.
- Clubhouse Restrooms - Exhaust fans never installed in restrooms.
- Phase 8 common spaces and hillsides
  - Charlie Baun, ECS to take a look at the areas hydroseeded by Syman in 2019.
  - Residents are complaining that the area is not cared for like other areas in the community.
  - The Association maintains the area the same as other non-watered natural areas in the community, mowing a couple times per season and spraying for noxious weeds.
  - Shared with the residents that if they want "green space" or watered common area that isn't possible in Phase 8 given the pressurized irrigation system was never designed to deliver water to this Phase.
  - Upon receipt, the proposal and request for approval will be sent to the TC.

BRAD motioned to accept On Point / Tad Dauby's bid to re-laminate the counter tops, remove faucets and sinks and reinstall with new traps, secure counters to the wall, re-caulk and blue backsplashes and counters, install under counter brackets for \$6,850. There was some discussion regarding laminate versus a different type of counter top that might last longer given exposure to water. Given the length of time laminate counter tops have lasted 20+ years at Clubhouse and 17+ years at South Meadow, it was agreed to proceed. Brad Shafer seconded the motion. All Town Council unanimously voted to approve. Motion passed.

### **HSTA 2024 DRAFT Budget**

The Town Manager presented a DRAFT 2024 operating budget based on 2023 actuals, service contract increases, anticipated inflation and reserve requirements per North Star Reserves financial review. It is anticipated that an increase will be necessary to balance the budget and estimated at 4.2-4.5%.

Income considerations:

- Transfer fees budgeted conservatively (15 homes a year / 1 a month and 2 a month June/July and August).
- 3% Increase for CTC Lease and Cell Tower Lease

Expense considerations:

- Administrative
  - Insurance increase 5%
  - AMI accounting services 3%
- Community Programs and Services
  - CRTA agreed to share in costs and sponsor community events for 2024
- Facilities Operations & Maintenance
  - Sister Sweepers 2023 Service Agreement for same level of cleaning as 2023 – 5% increase. Cost factored into 2024 Budget.
  - Pool Doctor 2024 Service Agreement for same service as previous years – 0% increase for maintenance and chemicals. Chemical costs increased significantly following COVID but have leveled off.
- Office and mail room lease increase 3% / Current leases expire at the end of 2024
- Open Space - Hopkins 2% for service plus 1% for increased costs (fertilizer, pre-emergent, etc.)
- Site Operations and Maintenance

- Hopkins 2% for service plus 1% for increased costs (fertilizer, pre-emergent, etc.)
- Site Repairs and Improvements
  - Bids pending from TruGreen and Senske for dormant oil, systemic and fertilizer for all maples on HSD to South Meadow Park, Poplar and 10<sup>th</sup> Ave near Farm View, Ash trees on 6<sup>th</sup>, Shafer and Schicks. Plus, iron injections for 90 trees (location TBD). Plus, orchard trees. 2023 cost factored into 2024 budget pending bids from contractors.

**Unfinished Business/New Business**

None

**Questions and Answers**

**Q:** Regarding the paver crosswalks at Parklane and Hidden Springs Dr., Brian Stuhr asked why they were removed?

**A:** The past two Town Councils were in agreement to not replace the paver crosswalks given ACHD will not take ownership with pavers. The Association would have to sign an agreement with ACHD taking responsibility for perpetuity.

Residents in attendance requested the Association look into the agreement with ACHD and obtain more details to share with the community before agreeing to remove any additional paver crosswalks. The desire was to maintain the aesthetics of the community.

**Q:** Susan Elcox asked why certain areas of the community were not being maintained, specifically edging in open space following mowing.

**A:** It will be looked into.

**Adjournment**

The public HSTA portion of the meeting was adjourned by Garry Stanislaw at 8:40p.m.

Respectfully submitted,



Ryan Luke for Dixie Milliken, Recording Secretary

Approved,



Garry Stanislaw, President