



Andrew Mowery &lt;andrew.p.mowery@gmail.com&gt;

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## Documents & Emails

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**ibdpo4hoa@gmail.com** <ibdpo4hoa@gmail.com>

Thu, Feb 14, 2019 at 4:27 PM

Reply-To: "ibdpo4hoa@gmail.com" &lt;ibdpo4hoa@gmail.com&gt;

To: "andrew.p.mowery@gmail.com" &lt;andrew.p.mowery@gmail.com&gt;, Poudre Overlook HOA of Fort Collins &lt;poudreoverlookhoa@gmail.com&gt;

Cc: Walker Flanary &lt;wgflanary@gmail.com&gt;, Maryann Goyn &lt;goynm@outlook.com&gt;

If the HOA can provide a jump drive I will be able to provide the info you are requesting  
To many files and emails to send.

I've

[Sent from Yahoo Mail on Android](#)

On Wed, Feb 13, 2019 at 3:15 AM, Andrew Mowery  
<andrew.p.mowery@gmail.com> wrote:

I've,

I've completed a review, and have not found any documents. If they were sent to the main email address, please just reforward and copy me.

To confirm:

1. I have 8 documents from Walker regarding ACC/CCR Notices
2. I only have email communications regarding variances and violations if I was copied on the email (incomplete/scattered). If there are any other communications (both intra board and with the owners), we need to retain copies.
3. I have no records whatsoever on ACC/CCR Notices or Communications from 2016 or 2017. Walker - do you have any of these?
4. While we seem to have a focus on the records for violations, I specifically don't seem to have any records of approvals, except for one email thread regarding Glenn's garage door (because I was copied). Retention of our approvals should be for both variances, as well as common requests (like approval of paint color). At the moment, I don't see any records of this at all. I've not found any in the paper records, but I have not done more than a random sampling of potential folders.

In addition, we are required to retain any intra-board communications that would result in a board vote. I have already saved threads in which I am copied, but if there are any others that I am not, I would need either forwards to my email or to convert them to PDF as attachments (or you could upload to dropbox).

Thanks for your help.

Andy

On Fri, Jan 25, 2019 at 1:26 PM Poudre Overlook HOA of Fort Collins <poudreoverlookhoa@gmail.com> wrote:  
Gentlemen:

Please take care of this request. Remember forwarding this HOA information to the new Secretary is a fiduciary responsibility and vital for us to be in compliance. If there is any issues with completing this task, please call me

so I can discuss this with you.

Sincerely,  
Keith Knight, President  
Poudre Overlook HOA of Fort Collins

On Jan 24, 2019, at 2:13 PM, Andrew Mowery <[andrew.p.mowery@gmail.com](mailto:andrew.p.mowery@gmail.com)> wrote:

Just a reminder that I still need to get these documents, and I do need time before the next board meeting to do the work after I get them. We are about halfway through this monthly cycle.

On Tue, Jan 15, 2019 at 11:47 AM Andrew Mowery <[andrew.p.mowery@gmail.com](mailto:andrew.p.mowery@gmail.com)> wrote:  
Hi Everyone!

Buck has responded last week, and is in process in getting documents he has over to me. I've not yet heard back from everyone else. Could I please get an estimate on both quantity and timing of delivery of these documents?

Thanks!

Andy

On Thu, Jan 10, 2019 at 2:29 PM Andrew Mowery <[andrew.p.mowery@gmail.com](mailto:andrew.p.mowery@gmail.com)> wrote:  
Hi Everyone!

I am in progress on gathering and organizing our paper and digital records. I understand that some of the older records before self-management may not be accessible, but I believe the main focus from the bylaws is for the last 3 years.

Here are the action items I am looking at:

1. I believe that we should forward any emails that are relevant to "actions" by the board should be forwarded to the main HOA gmail account ([pouderoverlookhoa@gmail.com](mailto:pouderoverlookhoa@gmail.com)). We can organize them within that account. This would include:
  - A. Any approvals or denials on ACC matters
  - B. Any covenant enforcement communications
  - C. Any other official HOA-to-Owner emails that are not broadcast through the website.
2. I would like to have all board agenda and meeting minute documents on the website for 2016-2018. If you look at the folder, 2018 is nearly complete, but there are several that I could not find in my own email. I've pulled all the documents from the existing website, and I'm not seeing much from prior to 2018. Please let me know what we can find prior.
3. I understand there's a mix of digital and paper documents from before self-management. Please let me know what works best for gathering those documents. I can provide a Dropbox account if uploading them is easier.

Thanks!

Andy

