



Regular Meeting: Document Revision Committee

Date: April 5, 2022

Time: 6:19pm

Location: Zoom

**Present:** Brian Abrams, Jeff Babbitt, Lora Ballweber, Linda Brucker, Mike Budelmann, Gloria Jones, Heather Phillips

**Homeowners Present:** Jen Hutchinson

<i>Agenda Item:</i>	<b>Open Meeting, Establish Quorum, Approve Minutes of Previous Meeting</b>
<i>Overview/Discussion:</i>	<ul style="list-style-type: none"> <li>G. Jones opened the meeting at 6:17pm and quorum established</li> </ul>

<i>Agenda Item:</i>	<b>Approval of Minutes</b>
<i>Overview/Discussion:</i>	<p>No Changes to minutes except correction of spelling for Ballweber          Motion to Approve Minutes of last meeting with correction: L. Brucker          Second: J. Babbit          Ayes: All</p> <ul style="list-style-type: none"> <li>Discussion of how to approve minutes without a meeting so that they can be published in a timely way</li> <li>L. Ballweber: how does the vote to approve get reconciled</li> <li>G. Jones: as an action without a meeting</li> <li>H. Phillips: approval at meeting works fine unless there is a long time between meetings</li> <li>L. Brucker: anything over a month between meetings and we should approve this way</li> </ul> <p>Motion to approve as action without a meeting unless we are meeting within a month: M. Budelmann          Second: L. Brucker          Ayes: All</p>
<i>Conclusions:</i>	Meeting minutes can be approved at the next meeting. If that meeting date is beyond a month, minutes can be approved as an action without a meeting after the draft has been reviewed. The vote for approval – yay or nay will be noted in the publication of the minutes.

<i>Agenda Item:</i>	<b>Discussion of Comments</b>
<i>Overview/Discussion:</i>	<ul style="list-style-type: none"> <li>B. Abrams: working to distill comments from A. Mowery. Looking into superlien and shared info with committee to be discussed when relevant portion of documents are being discussed</li> <li>B. Abrams: recent emails have also discussed homeowner comments during annual meeting and education of board members</li> <li>B. Abrams: will add these to the spreadsheet for discussion as we go</li> </ul>

# POUDRE OVERLOOK

	<ul style="list-style-type: none"> <li>● G. Jones: we now also have the draft of the covenants and that will be forwarded</li> <li>● M. Budelmann: now that we have the documents we can use the spreadsheet as a place holder for discussion</li> <li>● G. Jones: last update to spreadsheet was March 10, 2022</li> <li>● B. Abrams: Link to spreadsheet through Google drive</li> <li>● G. Jones: for question regarding dog breed restriction and HOA insurance, it does not affect insurance</li> </ul>
<i>Conclusions:</i>	Committee will continue to record incoming comments in the spreadsheet so that they can be reviewed as the specific portion of the documents is to be discussed

<i>Agenda Item:</i>	<b>Discussion of Initial Survey Questions</b>
<i>Overview/Discussion:</i>	<ul style="list-style-type: none"> <li>● G. Jones the survey will help us identify changes that folks want that we can then have a neighborhood wide vote for</li> <li>● B. Abrams: recommend keeping a character limit for open ended boxes.</li> <li>● H. Phillips: Survey Monkey doesn't allow this that has been found so far</li> <li>● L. Brucker: agree – Survey Monkey does not allow this</li> <li>● J. Babbitt: if there a way to just receive email responses</li> <li>● H. Phillips: this would take more time to process</li> <li>● J. Babbit: we definitely don't want folks to feel like we are not reviewing their responses</li> <li>● M. Budelmann: survey can request that anyone with lengthy questions email instead of trying to put it all in the survey.</li> <li>● J. Babbitt: it is likely that the majority don't need to do that</li> <li>● H. Phillips: this would be the best time to collect as much information as possible in this initial ask</li> <li>● G. Jones: Instructions should include the Doc Rev email address for collecting additional or overflow information</li> <li>● H. Phillips: will flip the wording for the opt out question so that staying opted in is Yes and opt out is No</li> </ul> <p>Motion to approve sending the survey with change to opt in/opt out and inclusion of doc rev email for further comment: M. Budelmann            Second: L. Brucker or L. Ballweber            Ayes: All</p>
<i>Conclusions:</i>	Survey will be sent out to all homeowners with an opt out question and two open ended questions regarding what homeowners want to preserve and what they want to see changed. Questions will not have a character or word limit.

<i>Agenda Item:</i>	<b>Discussion of Bylaws draft by Articles</b>
<i>Overview/Discussion:</i>	<ul style="list-style-type: none"> <li>● L. Ballweber: not comfortable with discussion w/o notifying homeowners of which specific bylaws are being discussed</li> <li>● J. Babbitt: we can divide the bylaws into sections to discuss</li> </ul>

# POUDRE OVERLOOK

- L. Brucker: agenda was sent to homeowners so they know we are discussing bylaws at this meeting
- L. Ballweber: still need more time to go through individual bylaws one by one
- B. Abrams: starting to compare them side by side - new and old and it does take some time
- L. Ballweber: so lets tackle 1-3 at next meeting and four as time allows
- H. Phillips: we should definitely be able to discuss 4 in the next meeting because 1-3 are very brief. Goal is getting through them
- B. Abrams: next agenda can include each by bylaw as a separate agenda item would like to see first draft sent to homeowners
- G. Jones: the bylaws should not be sent to homeowners yet
- B. Abrams: what is the issue with sending this draft now and taking comments so that people know what we are discussing
- H. Phillips: we can send the outline of the bylaws as the agenda so people know which specific items are being discussed, but sending out the first draft is not how this was intended to go the committee was set up to review the old/new documents, discuss and then take specific changes to homeowners.
- L. Ballweber: if the draft isn't shared how will they know what the changes are
- L. Brucker: we still want homeowner input
- L. Ballweber: if we are not taking comments at the meeting how can they bog us down
- B. Abrams: sharing the first draft can go two ways
- H. Phillips: its too early to share the draft, it will dilute interest in the whole project and we want people to stay involved.
- L. Ballweber: if comments come through email we can assign them
- G. Jones: this is a rough draft, sending out something that isn't refined isn't the goal of the committee, the committee should refine the draft first
- L. Ballweber: still disagree with not sending out first draft
- B. Abrams: the homeowners in general are paying for this
- M. Budelmann: we can vote on whether to send the rough draft, the committee was formed for this purpose – so it's a tough call
- J. Babbitt: we could do a hybrid – send sections of the drafts along with a committee markup/edited version
- H. Phillips: if its broken into sections, homeowner comments made after the meeting can be addressed in subsequent meetings
- B. Abrams: when is the next board meeting
- G. Jones: May 12
- B. Abrams: board may receive comments that the drafts weren't sent
- J. Babbitt: at the meeting we can report on what we have accomplished

# POUDRE OVERLOOK

	<ul style="list-style-type: none"> <li>● G. Jones: recommend posting any documents to the website as we would the minutes so that we are not sending out too many emails and remind people to look at the website for updates</li> <li>● J. Babbitt: we could post as we go for transparency</li> <li>● B. Abrams: did the attorney prepare this document for the committee and board at this point or the neighborhood as a whole</li> <li>● G. Jones/L. Brucker: for the committee and board</li> <li>● B. Abrams: we need to vote whether to send the first draft</li> </ul> <p>Motion: Share rough draft as it is with community: B. Abrams            Second: L. Ballweber            Ayes: B. Abrams, L. Ballweber            Noes: L. Brucker, G. Jones, H. Phillips            Abstain: J. Babbitt, M. Budelmann            Motion is lost</p> <p>Motion: Share second draft of Bylaws with community: H. Phillips            Discussion:            L. Brucker: this will be a cleaned up document and make discussion more productive            L. Ballweber: why cant we make changes as we go            L. Brucker: attorney can help with changes as we go            M. Budelmann: we can share the first draft after the revision            B. Abrams: we don't need the attorney to make changes – we can make these            Recommend sending the strikethrough draft along with the second draft            H. Phillips: keep in mind that this process can work for bylaws, but we may need input at different times on other documents            Motion Amended: Share the second draft of the Bylaws with the community and at that time also share the first draft: H. Phillips            Second: J. Babbitt            Ayes: All</p>
<i>Conclusions:</i>	<p>Committee will, over several meetings. discuss and amend the first draft of the new bylaws. Bylaw articles to be discussed will be highlighted in the meeting agenda to keep homeowners apprised of the discussion to take place. Once there is a second draft of the Bylaw, this will be shared as a whole with the community along with the first draft.</p>

<i>Agenda Item:</i>	<b>Review Method</b>
<i>Overview/Discussion:</i>	<ul style="list-style-type: none"> <li>● G. Jones: we have discussed this in the previous agenda item and know that the method for review and discussion may need to change for the covenants</li> </ul>



<i>Conclusions:</i>	Committee will start with the bylaws and use the first draft to create a second draft document to share with the community, this process can be modified for other documents as the committee moves forward
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<i>Agenda Item:</i>	<b>Schedule Regular Meeting Dates &amp; Times</b>
<i>Overview/Discussion:</i>	<ul style="list-style-type: none"> <li>● L. Brucker: April 19 at 6:15</li> <li>● H. Phillips: what about 20<sup>th</sup> - then amends to 19</li> <li>● L. Ballweber: may not be able to attend early May meeting</li> <li>● G. Jones: we can set May 3 at 6:15 and can change as needed to accommodate L. Ballweber</li> <li>● J. Babbitt: offer of in person meeting location for committee meeting April 19</li> <li>● L. Brucker: we will set up a laptop for community to participate by Zoom and send an agenda with Bylaws Articles and Sections</li> </ul>

<i>Agenda Item:</i>	<b>Adjournment</b>
	Motion to adjourn at 7:45 pm: L. Brucker Second: G. Jones Ayes: All

April 19, 2022	<b>Approval of Minutes for April 5, 2022</b>
<i>Overview/Discussion:</i>	No Changes Motion to Approve Minutes For April 5, 2022 Meeting: M. Budelmann Second: J. Babbitt Ayes: All  Minutes Signed by Committee Secretary: H. Phillips  <i>H. Phillips</i>

POUDRE OVERLOOK

