

MASTER COMMUNITY ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING MINUTES

MAY 24, 2004

CALL TO ORDER

The meeting was called to order at 1:40 pm. Directors Denise Gammon, John Lehigh and Jim Chrisman were present. Representing Delegate District #2 was Tom Keyse. Community Manager in attendance from Forrest City was Diane Deeter. In attendance from Management Specialists, Inc. was Debra Troppman, Association Manager.

OPEN FORUM

No attendees were present.

MANAGER'S REPORT

Financials – The most recent financials for the period ending April 2004, were included in the Board Packet for Board member review. The Board stated that on the Budget Comparison, a year-to-date total reflecting the amount remaining for that budgeted line item would be more ideal on a Financial Report. Debra stated she would look into this report availability.

- Letter of Representation / Audit Engagement – The Board President signed the Letter of Representation for year ending December 31, 2002. The Board President signed the Engagement Letter for Fiscal Year ending December 31, 2003. Both of these documents engage the accounting firm of James Moore and Associates Accounting Services. The Board selected a full audit option and decided against the review option for the Association, based on the complexity of the various forms of income.
- Intranet Credit Card Acceptance Application – Diane presented and reviewed a package from National City Company for Skip-Jack Transaction Network, offering on-line purchase of event tickets and various other items, via the community intranet. The Board discussed this application and decided to table this issue at this time. The Board stated that at present build-out this is a premature option, however may reconsider at a later date.

Delinquencies – Debra stated that the amount of past-due members has been significantly reduced with the adoption and implementation of the Delinquency Policy. Debra further stated that the timing in the year for release of pool IDs and the need for homeowners to be current in their assessments in order to obtain a pool ID was ideal for collection for delinquent assessment.

Grounds Update – Debra reported the community pool at Aviator Park was filled early this year for inspection and visits from various entities. The overall landscape at Aviator Park is in good condition. However, a few areas were noted as having trees, shrubs and sod that needed to be

replaced by the installing landscape contractor, American Design and Landscape. Debra will follow up with Heidi at Forest City to mitigate these items.

- Water Feature – Debra recommended to the Board that signage be placed at the fountain and water feature in the East Crescent of the Town Center. Debra requested clarification regarding ownership of this particular Tract. It was stated that the Park Creek Metropolitan District owns this Tract, however the Homeowners Association maintains this area. The Board requested Debra obtain recommended verbiage for signage in the fountain area, as well as an Opinion Letter from the community association's attorney relative to the water feature.

OLD BUSINESS

Delinquency Policy – Debra stated that the Delinquency Policy adopted by the Board was mailed to each homeowner in March and became effective April 15, 2004. Owners remaining with delinquent accounts have received notices from Management Specialists, Inc. Accounting Department to advise that liens will be filed and some accounts will be turned over to the attorney for the collections procedure.

Ratification of Previous Non-Meeting Action – The pool maintenance and management agreement from Wild Iris was signed and executed for the 2004 pool season.

NEW BUSINESS

Community Fee Waiver Application – Debra stated an application waiving the community fee was received from Positive Developments, LLC, involving consecutive transfers of the Commercial Federal Bank property. The Board reviewed the application and tabled their decision pending an opinion the community association's attorney, Loura Sanchez. Debra will follow up and obtain an Opinion Letter, and respond to Positive Developments, LLC regarding a pending decision.

Commercial Assessment Collection – Debra stated that based on information provided by Forest City Town Center, LLC, the lease agreement in place between Forest City Town Center, LLC and Commercial and Residential Tenants, allowed for Forest City Town Center, LLC to collect assessments and reimburse the Master Community Association. It had been requested by Mike Tamblin with Forest City Town Center, LLC that association dues would be paid to the Master Community Association on a quarterly basis. Debra informed the Board that an appropriate paper and audit trail would be necessary to ensure collection of assessment fees and identification of units. The Board approved this action. Debra will provide Mike Tamblin with a spreadsheet to be completed on a quarterly basis with the payment of assessments, and substantiating documentation.

Commercial and Builder Delinquency Policy – Debra recommended that the Board subject commercial owners and builders to the same Delinquency Policy in place for homeowners. The Board discussed and approved this action. Debra will format a Commercial and Builder Delinquency Policy.

HOA Park Use Policy – Debra and Diane informed the Board that several requests for permission to use various parks within the community has been made. The Board discussed the various parks and ownership by many entities; those being the Homeowners Association, the Park Creek Metro District, and the City and County of Denver. The Board decided not to adopt a specific policy at this time. It was noted that offering exclusive use would restrict use by other parties. The Board requested Debra and Diane monitor this issue.

Association Event Calendar – Debra and Diane reviewed the 2004 Event Calendar and briefed the Board regarding events and activities planned.

Management Specialists, Inc. Management Agreement – Debra informed the Board that the current management agreement was up for renewal June 1, 2004. The Board will meet with Management Specialists, Inc. executives to discuss contract provisions and renewal. The meeting is scheduled in early June.

NEWSLETTER ITEMS

Debra recommended that the next Front Porch newsletter contain articles specifically relating to:

- Aviator Park
- Pool Updates
- Parks Within the Community
- The ABCs of Common Area Maintenance and Ownership
- An Events Calendar Reminder
- The Top 10 F.A.Q.s

ADJOURNMENT

With no further business to conduct, the meeting was adjourned at 3:00 p.m.

DT/kcl/MCA