

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
PENRITH PARK HOMEOWNER ASSOCIATION**

**Meeting Minutes**

**February 28, 2024**

**6:00 PM to 8:00 PM**

**City of Bennett Community Center**

Join Zoom Meeting

<https://us06web.zoom.us/j/89231594701?pwd=GqpECzqS00NrQC7CrZHxBTYv2Th5qV.1>

Meeting ID: 892 3159 4701

Passcode: 523670

One tap mobile

720-707-2699 (Denver)

Directors Present: Adam Menken (In person)  
Shawn Trignano (In person)  
Alisia Alba (In person)

Present: Teleos Community Manager, Joe Saunders recording the minutes (In person).

**Establishment of Quorum**

Mr. Saunders confirmed a quorum of the Board of Directors with 3 of 3 present. Director Menken called the meeting to order at 6:02 pm.

**Introductions of Directors**

This being the first regular meeting of the 3 Directors with homeowners, each Director introduced themselves and explained the reasons for them being on the Board. After the discussing the responsibilities of each officer position, the Board agreed to the following:

Adam Menken- President  
Shawn Trignano – Vice President  
Alisia Alba – Secretary/Treasurer

**Approve 12-31-2023 Financial Statements**

Following discussion, upon motion duly made by Director Menken, seconded by Director Trignano, upon vote and unanimously carried, the Board approved the December 31, 2023, Financial Statements as presented.

**Approve Minutes from meetings held on: 12-13-2023, 12-27-2023 and 2-15-2024.**

Following discussion, upon motion duly made by Director Menken, seconded by Director Alba, upon vote and unanimously carried, the Board approved the minutes from the meetings held on 12-13-2023, 12-27-2023 and 2-15-2024 as presented.

## **Discussion of Committees (Social, Architectural, Landscaping, Capital Improvements)**

After discussing the Directors' interests of being involved with a committee, the following are the committees the Directors will be a participant.

Adam Menken- Capital Committee, Architectural Design Committee  
Shawn Trignano – Architectural Design Committee, Social Committee  
Alisia Alba – Landscaping Committee, Social Committee

### **Social Committee**

- A. Easter Egg Hunt
  - 1. Do we want to put this event on this year?
  - 2. When: Easter is March 31 (Sunday), event would be March 30 (Saturday)
  - 3. Cost: ~\$650. [we have \$1,000 budgeted for Social events].
  - 4. Need: Volunteers to fill eggs, Easter bunny, set up, tear down

The Directors discussed 2023 Easter Egg Hunt event and would like the event to continue in 2024, provided enough volunteers help with setup, organizing games, stuffing easter eggs and tear down. The proposed date is scheduled for Saturday, March 30, 2024. Based on 2023's expenses, an estimated cost would be around \$650. Director Menken directed Community Manager Saunder to send out a reminder email blast to all homeowners advertising the need for volunteers. An email blast was sent on February 29, 2024 with a deadline to respond by Friday, 3/1/2024. 4 homeowners volunteered. Based on the low response, the Directors decided to cancel event. An eblast was sent to all homeowners on 3/5/2024.

### **Architectural Committee**

- 1. Meetings held once per month or if needed, twice per month
- 2. Review design applications faster
- 3. Discussion on fencing

Community Manager Saunders reported to the Board that currently there are no architectural design applications to review. The Board discussed the ARC should expect numerous upcoming backyard landscaping applications to be submitted. The Committee will meet once a month and may increase it to twice a month to provide a faster response to the homeowners' applications.

The Directors and homeowners discussed the ability to change the fencing throughout the community from a 3-rail fence to privacy fencing. Approval of the change by the City of Bennett is not needed as long as the HOA has written formal guidelines of the fence requirements. Homeowners and Directors discussed how the change would affect the overall look of the community, the expenses to homeowners on the change and the design of the new privacy fence. The Directors decided to continue discussing the change in fence design and to send a survey to the homeowners for their feedback.

## **Landscaping Committee**

1. Manage maintenance and snow removal companies
2. New mulch for all beds in April, 2024
3. Additional Landscape Improvements

The Board discussed the responsibilities of the Landscaping Committee. The Committee would manage the landscape maintenance and snow removal companies, make recommendations to the Board for landscaping improvements throughout the community, and work with the Capital Improvement Committee on major improvements. One of the suggestions made during the meeting was to install new mulch throughout the community beds.

## **Capital Improvements (proposing an additional Committee)**

1. Organized discussions on improvements throughout community
  - a. Playground swings, covers to shade playground equipment, community bulletin board, irrigation system

The Board discussed the possible major improvements needed throughout the community such as; 34 new trees, installing covers over the playground equipment to help with shading, installing new irrigation systems for the community's trees, applying new mulch in all beds, and installing a new swing set at the park. Directors Trignano and Alba discussed the elimination of the temporary sprinkler system in Tract C. District Manager Chris Clemens will get this done in the next 60 days.

Director Menken discussed having monthly Board meetings to communicate any problems, upcoming projects and making decisions on items brought to the attention of the Board. The Directors will email each other in the next 30 – 45 days to determined date and time.

## **Discussion on date for large items disposal in to 2 roll-offs**

The Board discussed having Maverick Waste provide 2 roll-off dumpsters to dispose of large items in April or May at no extra cost to homeowners. After discussing the date and time of the large item disposal event, the Board decided to coordinate this with a community garage sale. The Board decided to table discussing a date until the next regular meeting.

## **Other Business**

A homeowner discussed the increase of \$25 in monthly dues and legality of the decision to implement the higher fee. The Board directed Community Manager Saunders to investigate the issue and consult with the HOA attorney.

## **Adjournment**

There being no further business to come before the Board, following discussion and upon motion made by Director Menken seconded by Director Alba, upon vote and unanimously carried, the Board resolved to adjourn the meeting at 8:04 pm.

Respectfully submitted,

*Adam Menken*

By: [Adam Menken \(Mar 14, 2024 18:58 MDT\)](#)

Secretary/ Treasurer







# Regular MEETING OF THE BOARD OF DIRECTORS- Penrith Park 2-28-2024- Draft

Final Audit Report

2024-03-15

Created:	2024-03-14
By:	Joe Saunders (Joe@teleos-services.com)
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-  Document emailed to Adam Menken (adam.m.menken@gmail.com) for signature  
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