

Vista at Montaine Community Association Inc., a Colorado non-profit corporation  
2025 Q1 Board of Directors Meeting Minutes  
Tuesday, March 11, 2025 | 3:00 p.m. Via Zoom

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**Directors Present:** Jordan Honea, President  
Jesus Ramos, Vice President  
Rob Hansen, Treasurer  
Denise Hogenes, Director

**Cohere Staff Present:** Maleah Anderson, Community Operations Manager, Montaine Communities  
Dana Javarjian, Executive Director, Montaine Communities  
Matthew Schuster, Senior Accounting Manager, Cohere  
Celeste Chesser, Communications Manager, Cohere  
Steven Kretzer, Senior Accountant, Cohere

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## **I. Welcome and Introductions**

Members present from the Board of Directors and Cohere were introduced to homeowners present.

## **II. Call to Order**

Director Honea called to order at 3:04pm.

## **III. Meeting Conduct**

Ms. Anderson provided a high-level overview of the Association's meeting conduct policy. A reminder that there is no requirement to adhere to Robert's Rules of Order was also provided.

## **IV. Management Report**

Ms. Anderson provided an update on community maintenance efforts, ARC, upcoming projects and 2025 action item updates. She also provided a brief staffing update.

## **V. Approval of Minutes**

- A. Board Meeting Minutes December 2024 and Board Meeting Continuance Minutes December, 2024**

Director Hansen motioned to approve, Director Ramos seconded, all in favor- motion carried.

## VI. Financials

### A. November 2024- January 2025

Director Honea motioned to accept November 2024-January 2025 financials, Director Hansen seconded, all in favor- motion carried.

## VII. Unfinished Business

### A. Policies

- a. Amenity Center Rules & Regulations
- b. Amenity Center Rental Policy
- c. Club Guidelines

No changes will be made to existing policies.

## VIII. New Business

### A. Landscaping Contract

Director Hansen said he would like to see 3-year or 5-year contracts instead of the current 1-year with 30-day out clause. While the community is in the development phase, shorter term contracts are workable. Director Hansen motioned to approve, Director Hogenes seconded, all in favor, motion carried.

### B. Irrigation Repairs Needed

- a. VMCA
- b. Montaine Circle

Ms. Anderson provided an overview of the repairs needed. These were located during the irrigation audit in September 2024 and will need to be completed when the irrigation system is de-winterized in the spring. Director Hogenes asked that the maintenance map is added to all board packets moving forward, to aid in navigating the Montaine Circle shared cost agreement with RMCA. Director Hansen motioned to approve with the addition of a NTE \$15,000 agreement with Brightview, Director Honea seconded, all in favor, motion carried.

### C. New Member Fee Audit Status Update

Ms. Anderson provided an update on the status of the New Member Fee Audit and subsequent refunds. Director Honea thanked the community for their patience and thanked Ms. Anderson and Ms. Javarjian for their work on it. Director Hogenes shared that the Board of Directors is entertaining a 3% simple interest being included in the refund. Further updates will be provided to the community as available.

### D. Resolution Regarding New Member Fee Refunds

Director Honea stated that the board anticipates this is the first draft. Director Hansen asked that the language in paragraph 7 regarding working capital be corrected. This will be circulated to the Board of Directors for final review and approval when in final form.

**E. Promissory Note**

Director Hogenes provided an overview of why this may be necessary. Because the subsidy has a lag between requests and when checks are issued, this \$50,000 will cover the lag. This is operating cash, not a loan.

**F. 2024 Tax and Financial Audit Proposals**

Ms. Anderson provided a brief overview of the proposals received. Director Hansen asked about MDAS' experience. Director Hogenes asked what the scope of work is for the financial audit and what is budgeted for this service. The scope of work is full financial audit from inception through December 31, 2024, and the budget is \$12,500. Directors Honea and Hogenes abstained. Director Hansen motioned to approve, Director Ramos seconded, all in favor, motion carried.

**G. CTA Update**

Ms. Anderson provided an update on the current Corporate Transparency Act status and that VMCA has completed all necessary filings. Director Honea provided further details regarding the fact that reporting obligations are clarified to be an option for domestic entities and obligatory for foreign entities. VMCA, while in compliance, will not be required to file BOI reports at this time.

**H. Staffing Update**

Ms. Anderson provided a brief staffing update during the management report and opened up for any Board of Directors discussion or comment.

**IX. Homeowner Forum**

Homeowners raised a number of questions regarding costs associated with the New Member Fee refunds, interest payments, and subsidies from the developer. All questions were addressed by the Board of Directors and/or management.

**X. Adjournment to Executive Session**

Director Honea adjourned the meeting at 4:31pm.

**XI. Executive Session- ARC Appeal**

Director Honea called the executive session to order at 4:31pm. Executive session adjourned at 5:05pm.