

**THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
Monday, July 26, 2021**

The Board Meeting was held virtually (via Zoom) and was **called to order** at 6:04pm. In attendance were: Dave Fairchild, Stacie Strang, Jeff Brier, and Linda Lockwood. Linda Brainard was not in attendance. The Community Manager, Forrest Scruggs, was also present.

The **Minutes** for the March 29<sup>th</sup> and April 26<sup>th</sup> meetings were approved through a motion by Linda Lockwood, seconded by Jeff Brier, and unanimous vote of the Board members present.

### **Financials**

March – June were presented by Forrest Scruggs. Some issues were raised by Board members and should be followed up on during a future financial report:

- It was recognized that the reconciliation/adjustment from the previous year may be a displaced reserve amount.
- Mr. Fairchild brought up concerns about a \$350 charge (seemed excessive) for removal of a branch from the property paid on check 1294 to Schulhoff.
- Charges from Rocky Mountain Tree seemed to be presented early since they did not do the work until July 9<sup>th</sup>.
- Forrest Scruggs is charged with following up on these issues.

It is further noted that Stacie Strang requested that financials be sent to Board members earlier so that sufficient time is provided to review prior to future meetings. Mr. Scruggs acknowledged the issue and indicated he would try to do better in the future.

### **Reports**

Reserve Study/Contributions: Dave explained that there is a current reserve study, issues 8/5/21. It was noted that the current deterioration of reserves will be reconciled by new deposits being made due to the recent payoff of the loan.

Community Manager: Forrest presented an updated/current owners list. It was noted later that tenants and contact information need to be included and some recent changes were not updated on the list. Specifically, renters in 8485B needs to be updated (concerns over number of parking spaces being used was raised) and the new owner of 8485E needs to be updated when the transaction is completed.

Forrest confirmed a request for wasp treatment had been ordered for 8483D and subsequent conversation made it evident that 8487D should be added to the work order.

### **Board Actions to be ratified**

- Evergreen pesticide application should be occurring 2 times per season through RMTC; this includes the Pinon Pine which apparently have Pinon Pine “Pitch Mass” Borer.
- An agreement was made with RMTC to do tree pruning/removal
- An agreement was made to have the worst of the Junipers removed by USG
- An agreement was made with USG for 2021 season landscape work (it was noted that trimming of shrubs needs to be done)
- An agreement was made with Coatings, Inc. for asphalt maintenance.

### **Status of Service Contracts**

- Insurance renewal is currently being pursued by Realty One
- Snow removal contact is currently being pursued by Realty One
- Landscape Maintenance is currently contracted with USG
- Waste Hauling will expire in December
  - Mr. Fairchild has requested a bid from Waste Management
  - Board discussed moving to City-Wide service by Republic. It was decided that the bid from Waste Management and the City fees are similar, The Oaks will most likely move to City sponsored waste hauling by Republic in January. A request for 64 gal receptacles will be made and residents will be updated regarding changes.

### **Unfinished Business**

- Landscape Improvements (\$3150)
  - Evergreen treatments were to occur on 7/9 (Mr. Fairchild will verify)
  - Juniper removal will begin Aug 9<sup>th</sup>
  - Tree pruning/removal will occur the 3<sup>rd</sup>/4<sup>th</sup> week of August
- Asphalt Work (\$4300)
  - Will begin Aug 5<sup>th</sup>, Aug 17<sup>th</sup> and 18<sup>th</sup> will be crack seal and striping requiring clearing parking spots. Residents will receive notices on garage doors and through e-mails. (It was noted that e-mails of new residents are needed for notifications.)

Mr. Fairchild requested a \$500 leniency on the bids on these two projects for unforeseen issues that may occur. Linda motioned approval of a \$500 leniency, it was seconded by Jeff and passed unanimously.

### **New Business**

- Arvada Waste Hauling
  - City representative agreed to consolidated City billing through the HOA water bill.

- Recommended 64 gal receptacles
- Cost would be \$15.63/unit/month
- E-mail will go out to residents to update changes coming with change to City-Wide hauling
- Service provided by Republic Services (Note: Timbercove 2 trash service is also provided by Republic Services with 3 years left on contract)

### **Other Actionable Items**

- Unit 8483E may be oozing black liquid from garage and may be contributing to infestation issues. A letter will be sent to owner voicing concerns.
- Long-term parking of red van to be investigated and recommendations made on action required by the Board.
- Unit 8487B has a sloppy cable installation that was completed unprofessionally. Board will determine if any action is required.
- Unit 8467E installed a Pergola without an architectural improvement request. Board will review in the future to determine if any action is required.
- As a result of these issues it was decided the Board will review current declarations and rules to determine if updates need to be made. Thanks to Jeff for sending out copies of these documents for our review.

Meeting was adjourned at 7:37pm

#### **Task List:**

##### **Forrest Scruggs:**

Follow up on issues raised by Board on financials.  
 Follow up on updated renters and owners as noted earlier.  
 Submit Board information packet at least four days prior to next Board Meeting.  
 Follow up on insurance and snow removal renewals

##### **Dave Fairchild:**

Verify dates for work in progress and completed (Evergreen treatments, juniper removal, asphalt work, and tree pruning).  
 Let board members know how they can help with notifications for asphalt work.  
 Follow up on information regarding waste hauling.

##### **Board Members:**

Begin reviewing declarations and rules with an eye for what changes need to be recommended.

**The Oaks – Board Meeting**  
**March 29, 2021 / 6:00 pm**

The meeting was held virtually via Zoom and was called to order at 6pm. Stacie Strang, Dave Fairchild, and Forrest Scruggs (Community Manager) were present. Thomas Nicholson was absent. Thomas notified the board via email after the meeting adjourned that he needed to step away from the board.

Minutes of January 25, 2021, Board Meeting were approved.

Forrest presented the financials for January and February, 2021. He also presented the proposed budget for the next fiscal year (3/2021 – 2/2022). Dave compared the budget numbers to the prior two years' budgets and actuals. The budget was approved by the board for presentation to the owners at the HOA Annual Meeting.

Board members Stacie and Dave walked the premises on Saturday, 3/27/21, and identified potential landscape improvements for the upcoming season.

Forrest said that he would provide an updated owners' list to the board members subsequent to the meeting.

The landscape and snow removal contractor (H2MK) gave notice in early March that he was resigning. Forrest will get a proposal from USG (Snow and Grow) for landscape maintenance for the upcoming season.

A proposal for rail fence repairs was approved by the board (email) without a meeting.

Bids are being collected for Asphalt maintenance–repairs, crack seal, seal coat, and re-stripe.

The board discussed holding the annual meeting virtually using Zoom due to the COVID pandemic. It is scheduled for April 26 at 6pm.

**Next Meetings**

- Monday, April 26, 2021 – Annual Meeting
- Monday, April 26, 2021 – Short meeting after annual meeting to elect officers for next year
- Monday, July 26, 2021 – Board Meeting

The meeting was adjourned 7 pm.

# THE OAKS CONDOMINIUM HOMEOWNERS ASSOCIATION

## BOARD of DIRECTORS MEETING NOTES

Monday, April 26, 2021

The Board Meeting was held virtually (via Zoom) immediately after the Annual Meeting. It was attended by all 5 newly elected and/or re-elected board members, Jeff Brier, Linda Brainard, Linda Lockwood, Stacie Strang, and Dave Fairchild. The Community Manager, Forrest Scruggs, was also present.

The meeting was called to order at 6:35pm.

The primary purpose of the meeting was to elect officers of the board of directors.

The officers for the next year will be:

Dave Fairchild            President

Linda Lockwood        Secretary

Linda Brainard         Treasurer

Stacie proposed that we meet at The Oaks soon for a grounds walk-thru to identify landscape improvements for this year. This meeting will be held on Saturday, May 15 at 10:00 am. We'll meet near Stacie's garage (8487D).

The meeting was adjourned at approximately 6:50 pm.

DLF 4/27/21