

Marshall Park Villas  
Board of Directors Meeting  
November 28, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

The meeting was called to order at 7:05 p.m. at 6542 West 35<sup>th</sup> Avenue. All board members were in attendance.

The minutes from October 17, 2018 were approved as amended as moved by Gary Best and seconded by Beverly Zeller. Motion passed.

The Statement of Cash Receipts, Disbursements and Balances Period Ending October 31, 2018 was read by Maxine Foster. The ending cash balance was \$52,924.00. Debbie Vaughan moved to approve the October statement seconded by Beverly Zeller. Motion passed.

**Invoices for Approval**

Altitude – Invoice No. 766906 New Policies totaling \$695.00  
Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75  
Weed Man – Invoice No. 3970117 for weed kill and winter fertilization totaling \$344.00  
Wheat Ridge Water usage 9-6-2018 to 11-6-2018 totaling \$2,276.01  
Snow Plow Guy – Invoice 2406 snow plowing 11-12-2018 totaling \$518.75  
Beverly Zeller moved to approve paying the bills seconded by Debbie Vaughan.

**COMMITTEE REPORTS**

**Landscaping**

Debbie Vaughan explained that Snow Plow Guy missed plowing the units on 35<sup>th</sup> Avenue. Debbie talked to Greg with Snow Plow Guy and he will be sending an updated contract amount to include the building on 35<sup>th</sup> Avenue. Greg said that he was not told about this building but Maxine Foster informed us that he was told. The contract with Snow Plow Guy was revised, since Greg uses sub-contractors, to state clearly that the contractor does not hold Marshall Park Villas Condominium Association responsible or liable for any injuries to any snow removal personnel including any subcontractors. The subcontractors employed by contractor carry their own Workman's Compensation Insurance and are responsible for their own employees. Greg with Snow Plow Guy will send a revised contract.

The second clean-up has been completed by ASAP Landscaping.

Arthur Castillo will be out after Thanksgiving to clean the gutters again. There is no additional charge for this cleaning. It is part of his contract.

Arthur Castillo informed Maxine Foster that the French drain at 6525 West 34<sup>th</sup> Avenue had tree roots in it. He suggested moving it or doing something different with the drainage. Arthur will check it later.

### **Painting**

No report

### **Structural**

No report

### **Unfinished Business**

Maxine Foster has taken most of the financials to Realty One Inc. Maxine will email the November financials for approval. Jo Ann Vantrump will be taking the secretary's items to Realty One the second week in December. Jo Ann will email the November minutes for approval.

Realty One sent out a meeting schedule. The first meeting in 2019 will be on January 3 at 7:00 p.m. at 6525 West 34<sup>th</sup> Avenue. The Welcome Packet from Realty One will be sent to the owners on December 1, 2018.

Cindy Shepherd signed the new Marshall Park policies that were compiled by Altitude law firm.

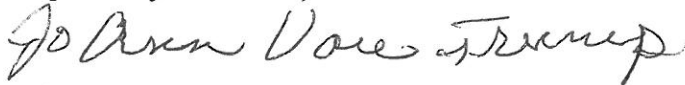
### **New Business**

Gary Best brought a proposal from ARS Aspen Reserve Specialties. ARS did the association's reserve study several years ago. The proposal was for an updated reserve study with several options. After some discussion the board decided not to do anything with the reserve study at this time but to have Gary get another estimate from another company for comparison. The general consensus was that there needs to be a plan for improvements. The reserve study will be on the agenda for the Annual Meeting.

There was some discussion about getting a Workman's Comp policy again. This will be discussed at the January 3, 2019 meeting with Realty One.

Kim Ibbison moved to adjourn at 8:22 p.m. seconded by Gary Best.

Respectfully submitted,



Jo Ann Van Trump, Secretary

### **Future Meetings**

January 3 meeting with Realty One at Beverly Zeller's 6525 West 34<sup>th</sup> Avenue

Marshall Park Villas  
Board of Directors Meeting  
October 17, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

The meeting was called to order at 7:00 p.m. at 6525 West 34<sup>th</sup> Avenue. All board members were in attendance except Kim Ibbison.

The minutes from September 19, 2018 were approved as read as moved by Gary Best and seconded by Beverly Zeller. Motion passed.

The Statement of Cash Receipts, Disbursements and Balances Period Ending September 30, 2018 was read by Maxine Foster. The ending cash balance was \$56,046.35. Debbie Vaughan moved to approve the September statement seconded by Gary Best. Motion passed.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75  
ASAP Landscaping Invoice No. 1979 –mowing 4 times at \$528.00 each totaling \$2112.00, Sprinkler repair \$130.00 totaling \$2,242.00.

ASAP Landscaping Invoice No. 1993 Sprinkler System blowout - \$506.00

HindmanSanchez – Invoice No. 765154 Review Lawrence Purvis's letter - \$128.00

Wheat Ridge Water usage 7/5/2018 to 9/6/2018 - \$6,192.00

Debbie Vaughan moved to approve paying the bills seconded by Beverly Zeller.

The Statement of Cash Receipts, Disbursements, and Balances Nine Month Ending September 30, 2018 as Compared to Budget was read by Maxine Foster. The ending cash balance was \$56,046.35. Debbie Vaughan moved to approve the Comparative Statement seconded by Beverly Zeller. Motion passed.

**COMMITTEE REPORTS**

**Landscaping**

Debbie Vaughan suggested that someone put the sprinkler problem areas on the sprinkler map for Realty One.

Debbie Vaughan moved to accept the bid from Snow Plow Guy for our snow plowing seconded by Beverly Zeller. The board asked Maxine Foster if she would be the contact person for Snow Plow Guy. Maxine said that she would.

The sprinkler shut off and blow out was done on October 8, 2018.

The Board decided to put the trimming bid from Arthur Castillo on hold at this time.

Jo Ann Van Trump reported that all the trees from 33<sup>rd</sup> Avenue up to the utility pole behind 3380/3382 Marshall Street have been cut down along the ditch behind Marshall Street.

### **Painting**

No report

### **Structural**

The work request concerning the roof post on the front porch, from Kathleen Apel at 6512 West 34<sup>th</sup> Avenue will be given to Realty One.

The porch, step and railing work at 3320/3322 Marshall Street is completed.

### **Unfinished Business**

On October 1, 2018 Cindy Shepherd sent out an email requesting a vote on accepting Realty One, Inc. as the management company for Marshall Park Villas so that the board could begin the transition process. All of the board members voted to accept Realty One's contract.

The first transition meeting with Realty One will be held Thursday, October 18, 2018 at 5:30 p.m. at Realty One's office. Cindy Shepherd, Debbie Vaughan, Maxine Foster and Jo Ann Van Trump will attend this meeting.

One item that needs to be answered at the meeting: Do we need to inform the homeowners that new policies have been drafted.

The pizza party was a success with about half the residents in attendance. Debbie Vaughan talked to them about Marshall Park contracting with a management company.

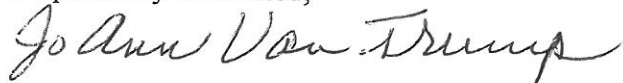
Marshall Park's new policies have been completed by Altitude, formally HindmanSanchez Law Firm.

### **New Business**

Jo Ann Van Trump will send out a newsletter informing the residents that the Annual Meeting will be held on January 30, 2019 at the Active Adult Center and that the Board has contracted with Realty One Inc.

Gary Best moved to adjourn at 8:16 p.m. seconded by Debbie Vaughan.

Respectfully submitted,



Jo Ann Van Trump, Secretary

### **Future Meetings**

November 28 – Kim Ibbison, 3315 Marshall St.

January 3 meeting with Realty One

Marshall Park Villas  
Board of Directors Meeting  
September 19, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

The meeting was called to order at 7:12 p.m. at 6542 West 35<sup>th</sup> Avenue. All board members were in attendance.

The minutes from August 15, 2018 were approved as read as moved by Beverly Zeller and seconded by Gary Best. Motion passed.

The Statement of Cash Receipts, Disbursements and Balances Period Ending August 31, 2018 was read by Maxine Foster. The ending cash balance was \$52,421.13. Debbie Vaughan moved to approve the August statement seconded by Gary Best. Motion passed.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75  
ASAP Landscaping Invoice No. 1958 –mowing 4 times at \$528.00 each totaling \$2112.00  
HindmanSanchez – Review Lawrence Purvis’s letter - \$64.00  
Gary Best moved to approve paying the bills seconded by Debbie Vaughan.

**COMMITTEE REPORTS**

**Landscaping**

Bids were submitted from Mr. Plow and Denver Sprinkler and Lawn Care for snow removal. After discussion the board decided to obtain additional bids for snow removal because these bids could be out of our price range.

**Painting**

No report

**Structural**

Kathleen Apel has asked Jo Ann Van Trump again about her sagging front porch roof at 6512 West 34<sup>th</sup> Avenue. The board decided to put that on hold until the HOA contracts with a management company.

**Unfinished Business**

The board discussed the meetings with two management companies and decided that they prefer Realty One. The choice of the management company and the potential dues increase will be explained at the Block Party on September 29, 2018.

Gary Best informed the board that he has finally received a check in the amount of \$809.00 from the contractor’s insurance company who installed his fence through Home Depot.

The board is planning to inform the owners that they need to inform the board when they are having any work done on the common area so the board can check to make sure that no damage is done to the common area.

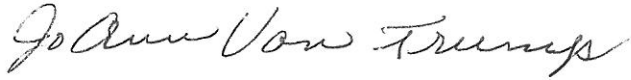
### New Business

Another letter was received from Lawrence Purvis at 6510 West 34<sup>th</sup> Avenue. This letter was copied to Melissa Garcia at HindmanSanchez. Debbie Vaughan contacted Melissa Garcia to discuss the letter from Mr. Purvis and the language that was used against the board. Mellissa stated that this letter was not considered harassment of the board. Mellissa did not see any new issues stated. Melissa said we can restate the areas that we have already answered. She confirmed that we should request that Mr. Purvis state with "reasonable particularity" the documents that he desired. Debbie Vaughan will compose a letter to Mr. Purvis restating the issues already answered, asking him to clarify his document request, and inviting him to attend a board meeting.

Since the board has decided to employ a management company who will require that we have the nine policies in place required by the State of Colorado, Debbie moved to proceed with HindmanSanchez to have these policies written for Marshall Park Villas seconded by Kim Ibbison. Motion passed.

Gary Best moved to adjourn at 8:25 p.m. seconded by Beverly Zeller.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jo Ann Van Trump".

Jo Ann Van Trump, Secretary

### Future Meetings

October 17 – Beverly Zeller, 6525 West 34<sup>th</sup> Ave.

November 28 – Kim Ibbison, 3315 Marshall St.

Marshall Park Villas  
Board of Directors Meeting  
August 15, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

The meeting was called to order at 7:00 p.m. at 6542 West 35<sup>th</sup> Avenue. All board members were in attendance.

The minutes from July 18, 2018 were approved as amended as moved by Kim Ibbison and seconded by Gary Best.

The Statement of Cash Receipts, Disbursements and Balances Period Ending July 31, 2018 was read by Maxine Foster. The ending cash balance was \$73,180.09. Debbie Vaughan moved to approve the statement seconded by Kim Ibbison. Motion passed.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75  
ASAP Landscaping Invoice No. 1940 –\$1584.00 mowing 3 times at \$520.00 each totaling \$1,560.00  
State Farm Insurance – Second half of yearly premium totaling \$13,490.46  
Wheat Ridge Water District 5/4/2018 to 7/5/2018 - \$3,676.05  
Weed Man – Second weed killer and fertilization totaling \$344.00  
Beverly Zeller moved to approve paying the bills seconded by Debbie Vaughan.

**COMMITTEE REPORTS**

**Landscaping**

Kim Ibbison has been contacting companies to give us bids this fall on snow removal and a zone by zone appraisal of our sprinkler system. She and any of the board members available will be meeting in the near future with Mr. Plow and Denver Sprinkler and Lawn Care.

**Painting**

A signed contract was sent to NextGen Painting to paint 3315/3317, 3355/3357 and 3380/3382 Marshall Street. The paint has a warranty for 8 years. 3355/3357 Marshall Street will be painted the same color. NextGen will contact the owners at the other two buildings to have them pick their colors. Jo Ann Van Trump will send out a notice to the owners and renters advising them of the start date of the painting, that their utilities will be used and to have their cars out of the driveway by 7:00 a.m.

**Structural**

Deck Wise still hasn't started the work on the porches and steps at 3320/3322 Marshall Street or 6527 West 34<sup>th</sup> Avenue. Maxine Foster has been communicating with Deck Wise who is behind schedule and will inform the owners when the work will begin.

**Unfinished Business**

Debbie Vaughan will send out information concerning meeting with management companies.



The date for the Block Party has been set for Saturday, September 29. Kim Ibbison will compose the flyer to be distributed with the newsletter.

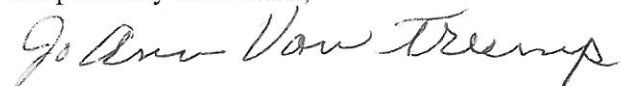
### **New Business**

Debbie Vaughan read a letter dated August 5, 2018 that was sent to Lawrence Purvis at 6510 West 34<sup>th</sup> Avenue concerning some requests that he had made in a letter dated April 17, 2018. Debbie Vaughan will talk to Melissa Garcia with HindmanSanchez about the letter from Lawrence Purvis since Lawrence copied the letter to HindmanSanchez. Debbie Vaughan will ask Melissa Garcia for a proper response to Lawrence's letter.

A letter was received from Kim Wood at State Farm Insurance concerning coverage of the Master Policy. This letter will be enclosed with the September Newsletter.

Kim Ibbison moved to adjourn at 8:25 p.m. seconded by Gary Best.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jo Ann Van Trump".

Jo Ann Van Trump, Secretary

### **Future Meetings**

September 19 -Maxine's, 3382 Marshall St.

October 17 – Beverly's, 6525 West 34<sup>th</sup> Ave.

November 28 – Kim's, 3315 Marshall St.



Marshall Park Villas  
Board of Directors Meeting  
July 18, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

The meeting was called to order at 7:05 p.m. at 3340 Marshall Street. All board members were in attendance.

The minutes from June 27, 2018 were approved as amended as moved by Beverly Zeller and seconded by Debbie Vaughan.

The Statement of Cash Receipts, Disbursements and Balances Period Ending June 30, 2018 was read by Maxine Foster. The ending cash balance was \$69,979.22. Gary Best moved to approve the statement seconded by Kim Ibbison. Motion passed.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75  
ASAP Landscaping Invoice No. 1929 – \$1584.00 mowing 3 times, \$259.00 Sprinkler repairs totaling \$1,843.00  
HindmanSanchez Statement No. 756052 - \$384.00  
Morrison BackFlow Testing Invoice No. 7933- \$1,233.00  
Beverly Zeller moved to approve paying the bills seconded by Kim Ibbison.

Maxine Foster read the Statement of Cash Receipts, Disbursements and Balances Six Month Ending June 30, 2018 as compared to Budget. Ending cash balance was \$69,979.22. Debbie Vaughan moved to accept the Quarterly statement seconded by Kim Ibbison.

Maxine Foster gave an update on contacting Century Link about the sprinkler line damage at 6510 West 34<sup>th</sup> Avenue. The person that she to said that it was not Century link who did the trenching. Maxine then contacted the city of Wheat Ridge to see if there was a permit on file. The city of Wheat Ridge said that they had no record of a permit for Century Link. Maxine stated that when she gives Lawrence Purvis his certified copy of the Marshall Park insurance policy with State Farm, she will ask him if he has a letter stating that Century Link was on premises trenching to put in a new Century Link line for him.

Gary Best reported that Home Depot has turned the sprinkler line damage at 6520 West 34<sup>th</sup> Avenue over to their insurance carrier. Gary Best will keep us informed.

**COMMITTEE REPORTS**

**Landscaping**

3355/3357 Marshall Street's front yard has no sprinklers working at the time. Bryon with ASAP Landscaping told Cindy Shepherd that he could explore to find the problem. There is a possibility that when the sewer line in front of those units was fixed something on the sprinkler system was severed. The board decided to do nothing at this time since the whole sprinkler system is going to have to be evaluated before next year. Kim Ibbison is going to get 5 bids for this and also bids for the snow removal and landscaping for next year.

Jo Ann Van Trump will let Bryon with ASAP know that we are not doing anything in front of 3355/3357 Marshall Street at this time and that there is a sprinkler malfunctioning in the front of 6525 West 34<sup>th</sup> Avenue

and the sprinklers in front of 6542 West 34<sup>th</sup> Avenue are going on too frequently and the ones in the back are not going on.

### **Painting**

Cindy Shepherd has received four bids for painting 2 units this year. The board narrowed these bids down to Stellar Painting and Next Generation. Maxine Foster will send these contracts out in an email for the board to look at and approve one of them since these are time sensitive.

### **Structural**

Maxine presented bids from Deck Wise and A-Plus for tightening the front rail, painting the front porch and steps at 3320 Marshall Street, painting the porch and steps at 3322 Marshall Street and painting the back steps and porch at 6527 West 34<sup>th</sup> Avenue.

Beverly Zeller moved to accept the bid from Deck Wise totaling \$1,650.00 seconded by seconded by Debbie Vaughan. Motion passed.

There was some discussion about the gutter drainage problem in the front of 6540/6542 West 35<sup>th</sup> Avenue. When Excel Gutters were out inspecting all of the gutters they recommended that a larger downspout be installed between the units. There is a small downspout there now. This would be at a cost of approximately \$350.00. Debbie Vaughan brought in a picture of the Gutterguard that is sold at Costco for \$69.99 for a 24-foot section. Debbie will check to see how much installation would cost and the warranty of the product.

Debbie Vaughan also reported that Asbestos was found in the popcorn ceiling at 6540 West 35<sup>th</sup> Avenue when the basement bedroom was being repaired from a water problem.

Excel Roofing had to lower the gutters in front of 6510/6512 West 34<sup>th</sup> Avenue about three inches because of the middle of the porch is sagging. This will be discussed at a later date since this may require an engineer's report before work can be done.

### **Unfinished Business**

Maxine Foster spoke with Lawrence Purvis at 6510 West 34<sup>th</sup> Avenue to ask him what documents he wanted to see. Lawrence told her that he just wanted a certified copy of Marshall Park's insurance policy with State Farm. Maxine talked to Kim Wood, our State Farm agent, about obtaining a certified copy for Lawrence. Kim Wood will order the certified copy.

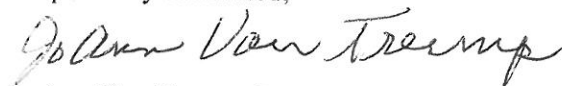
Debbie Vaughan will make a comparison spreadsheet of three management companies that have sent her bids.

Kim Ibbison is still in the process of planning a Block Party.

### **New Business**

Kim Ibbison moved to adjourn at 9:00 p.m. seconded by Gary Best.

Respectfully submitted,



Jo Ann Van Trump, Secretary

### **Future Meetings**

Aug 15 – Debbie's

Marshall Park Villas  
Board of Directors Meeting  
June 27, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

The meeting was called to order at 7:05 p.m. at 6520 West 34<sup>th</sup> Avenue. All board members were in attendance.

Kim Wood with State Farm Insurance was in attendance and explained the coverage of the HOA's Master Insurance Policy. Kim Wood will send a synopsis of what was discussed to put into our newsletter to inform the homeowners. This was very informative and Kim Wood stated that she or people in her office will be happy to answer any questions that the homeowners may have. Kim Wood will also try attend the Annual Meeting in January.

The minutes from May 17, 2018 were approved as presented as moved by Kim Ibbison and seconded by Beverly Zeller.

The Statement of Cash Receipts, Disbursements and Balances Period Ending May 31, 2018 was read by Maxine Foster. The ending cash balance was \$74,065.89. Debbie Vaughan moved to approve the statement seconded by Kim Ibbison. Motion passed.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75

Wheat Ridge Water District – 3/7/2018 to 5/4/2018, \$1113.15

Wheat Ridge Sanitation 2<sup>nd</sup> half - \$2,520.00

ASAP Landscaping Invoice No. 1888 – \$1,206.00 first mowing with spring cleanup, \$335.00, gutter cleaning \$50.00, Weeding \$665.00, \$1584.00 mowing 3 times, \$335.00 ditch trim totaling \$3,840.00

HindmanSanchez Statement No. 754817 - \$160.00

ASAP Landscaping – Sprinkler repairs Invoice No. 1912 HOA \$1,289.00, Invoice No. 1913 Home Depot \$809.00 for sprinkler line damage and Invoice No. 1914 Century Link \$417.50 for sprinkler line damage.

ASAP Landscaping – Invoice No. 1915 sprinkler repair \$587.00

Arthur Castillo – Gutter cleaning \$2,800.00

On May 23, 2018 at the insurance meeting at 3360 Marshall St. Debbie Vaughan moved to approve Arthur Castillo's bid for the gutter cleaning in the amount \$2,800.00 seconded by Gary Best. Motion passed.

Debbie Vaughan moved to approve paying the bills seconded by Kim Ibbison. Motion passed.

Maxine Foster will call Century Link concerning their crew damaging a sprinkler line when they were at 6510 West 34<sup>th</sup> Avenue repairing a problem.

Gary Best will contact Home Depot and give them an invoice for damaging a main sprinkler line when they were installing a fence at 6520 West 34<sup>th</sup> Avenue.



## **COMMITTEE REPORTS**

### **Landscaping**

A bid was received from Arthur Castillo for the trimming of trees and bushes for \$8,550.00. After some discussion, it was decided that the trimming can be postponed for now. Some of the trimming can be done in the fall and some next year.

### **Painting**

Cindy Shepherd reported that she met with Stellar Painting & Remodeling to obtain a bid for painting. We will receive a bid soon.

Kim Ibbison is also going to have a painter come out to give us a bid.

### **Structural**

A work request was received from John Applehans at 3320 Marshall Street to fix his back gate to his patio and a broken fence board on his patio fence and to fix the railing on his front porch that is loose and to paint the porch floor which is chipping and peeling. Jo Ann Van Trump will reply to John Applehans stating that the fence gate and broken fence board are his responsibility since that is his private area, as stated in the Marshall Park Rules and Regulations, but the railing and porch will be fixed by the HOA. He will be notified when the work will begin.

Maxine Foster talked to Billy Thomas at 6527 West 34<sup>th</sup> Avenue about his porch and steps in the back needing to be painted.

Maxine Foster will obtain some bids for the railing and porch painting for 3320 Marshall Street and 6527 West 34<sup>th</sup> Avenue.

A work request was received from Terence Hughes concerning the post supporting the fence between his unit at 3335/3337 Marshall Street. Cindy Shepherd will talk to the two owners and explain that this is their responsibility since it is in their patio areas as stated in the Marshall Park Rules and Regulations.

A work request was received from 6540/6542 West 35<sup>th</sup> Avenue, Anderson and Vaughan, concerning their gutters. They are considering having EasyOn Gutterguard installed in their gutters because of all the problems they are having with the gutters filling up with leaves and the French drain being clogged. Since Excel Gutters will be here to check all the gutters on July 31, they will be told about this to see what can be done to alleviate some of these problems.

### **Unfinished Business**

Maxine Foster will speak with Lawrence Purvis at 6510 West 34<sup>th</sup> Avenue concerning the letter that was sent to him by the Board on June 12, 2018. Maxine will ask him what documents he would like to examine or copy, if any.

Debbie Vaughan reported that she has obtained two bids from management companies. Debbie is still in the process of getting additional bids for a management company.

Debbie Vaughan also reported that she has received quotes from HindmanSanchez for \$695.00 for writing current policies that the HOA should have and \$1,500.00, for a review only, our Declarations and Bylaws.

Kim Ibbison is still in the process of planning a Block Party and is still suggests that the HOA have a By-Annual owners meeting, maybe in conjunction with the Block Party.

**New Business**

Excel Roofing will be on property on July 31, 2018 to do gutter repairs and to inspect all the gutters.

Kim Ibbison moved to adjourn at 9:15 p.m. seconded by Gary Best.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jo Ann Van Trump".

Jo Ann Van Trump, Secretary

**Future Meetings**

July 18 – Cindy's

Marshall Park Villas  
Board of Directors Meeting  
May 17, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

President Cindy Shepherd called the meeting to order at 7:00 p.m. at 3315 Marshall Street. All board members were present.

The minutes from April 26, 2018 were approved as presented as moved by Debbie Vaughan and seconded by Beverly Zeller.

The 1<sup>st</sup> Quarter Statement of Cash Receipts, Disbursements and Balances as Compared to Budget Period Ending March 31, 2018 was read by Maxine Foster. The net cash balance was \$75,452.27. The statement was approved as moved by Gary Best and seconded by Debbie Vaughan.

The Statement of Cash Receipts, Disbursements and Balances Period Ending April 30, 2018 was read by Maxine Foster. The ending cash balance was \$73,560.31. Kim Ibbison moved to approve the statement seconded by Debbie Vaughan. Motion passed.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75  
A Plus Handyman for the carport cover at 6510 West 34<sup>th</sup> Avenue \$1,600.00, steps at 6512 West 34<sup>th</sup> Avenue and steps \$650.00 and porch at 6540 West 35<sup>th</sup> Avenue \$1,200.00 totaling \$4400.00  
Weedman for fertilizer and weed kill – \$344.00  
Beverly Zeller moved to approve paying the bills seconded by Gary Best. Motion passed.

**COMMITTEE REPORTS Landscaping**

Cindy Shepherd reported on the meeting that she and Jo Ann Van Trump had with Bryon McLaughlin of ASAP Landscaping. Several items were removed from the previous contract. Bryon suggested that the board obtain the services of a turf and weed control company stating that this is done with most of his clients. Cleaning of the gutters and shrub trimming were removed from ASAP's contract. ASAP will be doing the mowing, weed control in the rocks and on 33<sup>rd</sup> Avenue and the sprinklers.

Cindy Shepherd reported that Arthur Castillo will be at the complex on Tuesday, May 22 at 1:00 p.m. to do a walk through looking at the gutters and the shrubs. Arthur will then give a bid on cleaning the gutters and french drains and on trimming the shrubs. Cindy would like anyone who can to join them.

**Painting**

No report

**Structural**

Repairs by A Plus Handyman were completed at 6512 West 34<sup>th</sup> Avenue, 6540 West 35<sup>th</sup> Avenue and the carport cover at 6510 West 34<sup>th</sup> Avenue.

The downspout at 3360/3362 Marshall Street was cleaned by ASAP because it was very clogged.

### **Unfinished Business**

There will be a meeting at 3360 Marshall Street on May 23 at 7:00 p.m. with Kimberly Wood, our State Farm Insurance, agent to discuss our coverage and anything new that may be happening in the insurance world relative to all the hail storms.

Cindy Shepherd reported on the meeting with Melissa Garcia of HindmanSanchez with Debbie Vaughan, Jo Ann Van Trump and Maxine Foster in attendance. This meeting concerned all of the letters that the board has received from Lawrence Purvis at 6510 West 34<sup>th</sup> Avenue, concerning the HOA State Farm Insurance plan and the governing of the HOA. In the letter dated April 17, 2018, Mr. Purvis requested copies of several HOA documents. Melissa Garcia reviewed the letter and is sending Debbie Vaughan the list of documents that Mr. Purvis has the right to see according to the State of Colorado. She is also sending Debbie Vaughan a D&O Policy, Understanding Homeowners' Association Insurance and a sample chart of owners' and associations' responsibilities.

Debbie will compose the letter to Mr. Purvis and send it to Melissa Garcia for review.

Debbie Vaughan is still in the process of getting bids for a management company.

Waste Management delivered the new trash and recycle receptacles. Kathleen Apel at 6512 West 34<sup>th</sup> Avenue has no place to store her receptacle since it is a lot bigger than the last one. This will be addressed by the board at a later date.

### **New Business**

Jo Ann Van Trump sent out emails to residents informing them of the Weedman coming and that the lawn will be mowed on Monday, weather permitting. Jo Ann got a very positive response and will continue to send out emails concerning happenings in the complex.

Jo Ann Van Trump will send out a newsletter with the quarterly statement communicating the tree trimming, landscaping, repairs made from the hail damage and that the governing documents are going to be reviewed.

Sherry Betz at 3462 Marshall Street has started work on her patio area. She has obtained all the permits and will be sending more information to the board.

Kim Ibbison suggested that we have a semi-annual meeting to keep the homeowners more informed. This will be discussed at a later date.

Debbie Vaughan moved to adjourn at 9:15 p.m. seconded by Kim Ibbison.

Respectfully submitted,



Jo Ann Van Trump, Secretary

### **Future Meetings**

June 27 – Gary's, 6520 West 34<sup>th</sup> Ave. July

18 – Cindy's



Marshall Park Villas  
Board of Directors Meeting  
April 26, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

President Cindy Shepherd called the meeting to order at 7:05 p.m. at 3382 Marshall Street. All board members were present.

The minutes from March 22, 2018 were approved as corrected as moved by Beverly Zeller and seconded by Debbie Vaughan.

The Statement of Cash Receipts, Disbursements and Balances Period Ending March 31, 2018 was read by Maxine Foster. The net cash balance was \$75,452.27

The statement was approved as moved by Gary Best and seconded by Kim Ibbison.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75  
Arthur Castillo, invoice dated 4/12/2018 for removal of dead Pine at 3315 Marshall Street - \$2,400.00  
Kim Ibbison moved to approve paying the bills seconded by Debbie Vaughan. Motion carried.

The Quarterly Statement will be reviewed and approved at the next meeting.

**COMMITTEE REPORTS**

**Landscaping**

The dead Pine tree at 3315 Marshall Street was removed.

Cindy Shepherd will request bids from Arthur Castillo for the shrub trimming, gutter cleaning and cleaning of the french drains.

Kim Ibbison halted obtaining bids for lawn care because she wasn't sure of the deadline.

The landscaping bid from ASAP Landscaping was reviewed and it was decided by the board to remove the trimming of bushes and gutter cleaning.

The landscaping bid from Mr. Plow was reviewed. The board didn't feel that they had enough information concerning other landscapers to switch from ASAP Landscaping at this time. Debbie Vaughan moved to accept the contract from ASAP Landscaping with the removal of the shrub trimming and the gutter cleaning seconded by Beverly Zeller. Motion carried.

Maxine Foster and Jo Ann Van Trump will be the contacts for ASAP Landscaping.

**Painting**

The bid from Certra Pro Painters was rejected because it was too high. Cindy Shepherd will obtain more bids. The units that are to be painted are 3380/3382 Marshall Street, 3355/3357 Marshall Street (after repairs), 3460/3462 Marshall Street and 3315/3317 Marshall Street.

### **Structural**

Bids were reviewed for the carport at 6510 West 34<sup>th</sup> Avenue, steps at 6540 West 35<sup>th</sup> Avenue and steps at 6512 West 34<sup>th</sup> Avenue.

Debbie Vaughan moved to accept the bid from A Plus Handyman seconded by Kim Ibbison. Motion carried.

### **Unfinished Business**

Jo Ann Van Trump is still waiting to confirm a date for a meeting with Kimberly Wood at State Farm Insurance. The board suggested that any Wednesday in May would be good.

### **New Business**

Another letter was received from Lawrence Purvis at 6510 West 34<sup>th</sup> Avenue. Lawrence has been unhappy with how the insurance coverage was handled by State Farm Insurance. In this letter he is requesting extensive copies of the HOA documents and suggesting that the board retain an attorney. After a lot of discussion Gary Best suggested that Hindman/Sanchez attorneys be contacted to review the letter and give some advice on a response. Debbie Vaughan will make an appointment with an attorney at Hindman/Sanchez. The board unanimously approved this action.

Jo Ann Van Trump will send out a newsletter with the quarterly communicating the tree trimming, landscaping, repairs made from the hail damage and the review of governing documents.

A work request was received from Betty Kordonowy at 3337 Marshall Street concerning the post on the dividing fence around the patio area of 3335/3337 Marshall Street. Since the patio fences are the responsibility of the homeowner, Jo Ann Van Trump will talk to Betty to see if Betty can't work out this situation with her neighbor.

The board decided to change the meeting days to the third Wednesday of the month.

Debbie Vaughan moved to adjourn at 9:15 p.m. seconded by Kim Ibbison.

Respectfully submitted,

Jo Ann Van Trump, Secretary

### **Future Meetings**

May 17 – Kim's, 3315 Marshall St.

June 20 – Gary's, 6520 West 34<sup>th</sup> Ave.

Insurance Special Meeting

Jo Ann's - 3360 Marshall St.

Marshall Park Villas  
Board of Directors Meeting  
March 22, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

President Cindy Shepherd called the meeting to order at 7:05 p.m. at 3382 Marshall Street. All board members were present.

The minutes from February 22, 2018 were approved as corrected as moved by Debbie Vaughan and seconded by Gary Best.

The Statement of Cash Receipts, Disbursements and Balances Period Ending February 28, 2018 was read by Maxine Foster. The ending cash balance was \$70,103.28.

The statement was approved as moved by Kim Ibbison and seconded by Debbie Vaughan.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78 totaling \$368.75  
Wheat Ridge Water usage 1-10-2018 thru 3-7-2018 - \$1,040.49  
ASAP Landscaping Invoice #1816 – Snow removal 2/23/2018 - \$770.00

A letter was received from Barb Politano stating that after her audit of the books they were all found to be in good order and balanced with the check books.

**COMMITTEE REPORTS**

**Landscaping**

The tree trimming has been completed for the winter except for the dead Pine tree at 3315 Marshall Street which will be removed. Cindy Shepherd will review Arthur Castillo's bid for the trimming to see what will need to be done this spring.

Kim Ibbison agreed to obtain bids for landscaping which would include mowing, fertilizing and weed spraying and the ditch to be mowed and weed killer applied two to three times a year. The sprinkler system could be included or left for a separate bid. A separate bid for gutter cleaning will be obtained.

**Painting**

There was some discussion pertaining to the units that will be painted this year. Estimates are being obtained for 3315/3317 Marshall Street, 3380/3382 Marshall Street and 6505/6507 West 34<sup>th</sup> Avenue. A bid was received from Homestead Painting LLC. Two more bids need to be obtained.

**Structural**

Maxine Foster will get bids for the carport at 6510 West 34<sup>th</sup> Avenue, steps at 6540 West 35<sup>th</sup> Avenue and steps at 6512 West 34<sup>th</sup> Avenue.

There was a gutter leak at 6542 West 35<sup>th</sup> Avenue which was taken care of by Excel Roofing in a timely manner.

### **Unfinished Business**

The Declarations committee has finished their meetings and Debbie Vaughan will be sending the board a review of the committee's findings and questions.

Jo Ann Van Trump has been in contact with Kim Wood at State Farm Insurance but no date for a meeting has been set because the underwriter has been out of town.

### **New Business**

Kim Ibbison will look into having a Block Party sometime this year.

Debbie Vaughan moved to adjourn at 8:35 p.m. seconded by Kim Ibbison.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jo Ann Van Trump".

Jo Ann Van Trump, Secretary

### **Future Meetings**

April 26 – Kim's 3315 Marshall St.

May 17 – Debbie's 6542 West 35<sup>th</sup> Ave.

Insurance Special Meeting

Jo Ann's - 3360 Marshall St.

Marshall Park Villas  
Board of Directors Meeting  
February 22, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

Kim Tenure Ibbison – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

President Cindy Shepherd called the meeting to order at 7:00 p.m. at 6525 West 34<sup>th</sup> Avenue. All board members were present.

The minutes from January 11, 2018 were approved as read as moved by Debbie Vaughan and seconded by Beverly Zeller.

The Statement of Cash Receipts, Disbursements and Balances Period Ending January 31, 2018 was read by Maxine Foster. The ending cash balance was \$95,355.91.

The statement was approved as moved by Gary Best and seconded by Beverly Zeller.

**Invoices for Approval**

Waste Management – Trash \$266.84, fuel \$89.13, regulatory cost recovery \$12.78, credit \$68.68 totaling \$300.07

State Farm Insurance – First half yearly premium \$13,490.46

Wheat Ridge Sanitation First half of yearly bill \$2,520.00

Wheat Ridge Water usage 11-9-17 thru 1-10-18 - \$1,194.69

ASAP Landscaping Invoice #1765 – Snow removal 1/21/18 - \$770.00

ASAP Landscaping Invoice #1782 Snow removal 2/11/18 \$525.00, Invoice #1800 Snow removal 2/20/18, \$770.00 totaling \$1295.00

Sherrick Construction Invoice #3034, driveways at 3355 Marshall Street, 6505/6507 West 34<sup>th</sup> Ave. - \$12,790.00

**COMMITTEE REPORTS**

**Landscaping**

Maxine Foster will call Arthur Castillo to tell him that he can start the spring tree trimming.

**Painting**

Several of the board had names of painting companies which will be given to Cindy Shepherd to call for estimates.

**Structural**

Beverly Zeller will contact Home Depot to get an estimate for the carport replacement roof at 6510 West 34<sup>th</sup> Avenue. Hopefully the same contractor can take care of the steps at 6540 West 35<sup>th</sup> Avenue.

Kathleen Apel sent a reminder about the steps on the west side of her unit that were damaged by the hail storm.

A work request was received from Tony Maffeo at 6507 West 34<sup>th</sup> Avenue to put in new windows. Jo Ann Van Trump will let them know that it is ok for them to put in new windows.



### **Old Business**

A new lease was received from 3317 Marshall Street. It will expire in October, 2018.

Kathleen Apel is forming a Declarations' committee and they will soon be reviewing the HOA Declarations.

### **New Business**

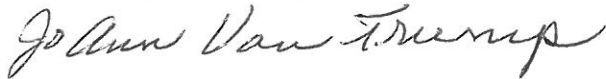
The board officers were chosen. They are Cindy Shepherd as the board as president and Debbie Vaughan as Vice President. Debbie will need to become a signer on the HOA banking account.

Debbie Vaughan discussed looking into having a management company. She is doing research on some companies. This will be discussed at a later date.

Jo Ann Van Trump will contact Kim Wood to set up a special meeting in April to review the HOA's insurance policy.

Gary Best moved to adjourn at 8:25 p.m. seconded by Beverly Zeller.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jo Ann Van Trump".

Jo Ann Van Trump, Secretary

### **Future Meetings**

March 22 - Maxine's 3382 Marshall St.

April 26 - Debbie's 6542 West 35<sup>th</sup> Ave.

May 17 - Kim's 3315 Marshall St.

Insurance Special Meeting

Jo Ann's - 3360 Marshall St.

Marshall Park Villas  
Board of Directors Meeting  
January 11, 2018

Cindy Shepherd - President  
Beverly Zeller - Board Member  
Gary Best - Board Member  
Jo Ann Van Trump – Secretary

~~Kim Tenure Ibbison~~ – Board Member  
Debra Vaughan - Board Member  
Maxine Foster - Treasurer

President Cindy Shepherd called the meeting to order at 7:18 p.m. at 6520 West 34<sup>th</sup> Avenue. All board members were present except Sherry Betz. Sherry Betz had sent an email stating that she is resigning because of health reasons.

The minutes from December 13, 2017 were approved as read as moved by Beverly Zeller and seconded by Debbie Vaughan.

The Statement of Cash Receipts, Disbursements and Balances Period Ending December 31, 2017 was read by Maxine Foster. The ending cash balance was \$96,525.46.

Maxine Foster also read a reports on the balances of the Checking Account, the Money Market Account and the Roofing Money Market. The Checking Account Report and the Money Market Report were compared to the 2017 Budget. The ending cash balances totaled \$96,525.46. These reports were approved as moved by Debbie Vaughan and seconded by Gary Best. Maxine felt that breaking the account reports would make it easier to explain to the homeowners at the Annual Meeting.

**Invoices for Approval**

Waste Management Invoice No. 525172-2514-5 totaling \$206.77 (This reflected the customer loyalty credit.)

ASAP Landscaping Invoice #1747 – Leaf clean up - \$737.00, two assessment charges to measure snow - \$100.00 totaling \$837.00.

Active Adult Center rental for Annual Meeting Invoice #2195904 - \$77.25

Maxine Foster, PO Box renewal - \$112.00, Dora renewal - \$20.00, and Colorado State Periodic report - \$10.00. Totaling \$142.00.

Beverly Zeller moved pay the invoices excluding the payment of \$100.00 for snow measurement trip charge assessment seconded by Debbie Vaughan. Motion passed. Maxine Foster will contact ASAP to inform them that we are not paying the trip charge that was invoiced.

The Snow Removal Contract with ASAP Landscaping was signed and changed to read that Cindy Shepherd or Maxine Foster would call them when the snow needed to be removed. ASAP does not need to make a trip to measure the snow.

Maxine Foster reported that \$39,991.21 was transferred from the Roofing Account to the Money Market account and the Roofing Account has been closed.

**COMMITTEE REPORTS Landscaping**

Arthur Castillo has been trimming trees.

### **Painting**

Cindy Shepherd reported that she has not had any luck in obtaining a painter. Cindy distributed a tentative paint schedule.

### **Structural**

Homeowners need to be informed to watch their new gutters during snow melt or rain so the board can contact Excel Roofing to have any corrections made.

### **Old Business**

The agenda for the Annual Meeting to be held on January 24, 2018 was reviewed. Jo Ann Van Trump will send everyone the agenda before the meeting.

Jo Ann Van Trump informed the board that the packet to the homeowners for the Annual Meeting will be distributed by Saturday, January 13, 2018.

### **New Business**

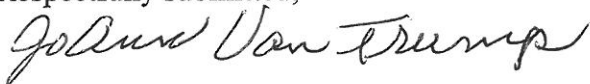
Maxine Foster presented two 2018 Proposed Budgets to the board. One was with the painting under budgeted items and one without painting in the budgeted items. Beverly Zeller moved to approve the Proposed Budget with painting in the budgeted items seconded by Gary Best. Motion passed.

After some discussion Jo Ann Van Trump will contact Kathleen Apel at 6512 West 34<sup>th</sup> Avenue to see if she will make some phone calls to homeowners and submit a list of those wishing to run for the board at the Annual Meeting.

A form from Waste Management will be put in the information for the Annual Meeting concerning new trash and recycle receptacles.

Debbie Vaughan moved to adjourn at 9:35 p.m. seconded by Beverly Zeller.

Respectfully submitted,



Jo Ann Van Trump, Secretary

### **Future Meetings –**

Annual Meeting – January 24 Active Adult Center