

The Oaks Condominium Homeowners Association
Board Meeting – October 21, 2019
MINUTES SUMMARY

- Three Board Members and Realty One Property Manager were in attendance; two Board Members were excused.
- Minutes and Summary from the Board Meeting of July 22, 2019, were approved as submitted.
- Financial Reports through September 2019 were reviewed.
- Officer Status Reports were received:
 - Replacement Entry Sign Installed
 - Snow Removal / Landscaping Services
- Managing Agent Status Reports were received:
 - Owners-Residents Contact List
 - Repairs at 8483

Action Taken:

1. Recent Actions taken outside of a meeting, as listed on agenda, were ratified.
2. Status of Outside Service Contracts reviewed.
3. Status and discussion on remaining Unfinished Business issues.

###

The Oaks Condominium Homeowners Association
Board Meeting – July 22, 2019
MINUTES SUMMARY

- Four Board Members and Realty One Property Manager were in attendance; one Board Member was excused.
- Minutes and Summaries from the Board Meetings of March 18, 2019, and April 18, 2019, were approved as submitted.
- Draft Minutes and Summary from the April 18, 2019, Annual Meeting were reviewed and accepted.
- Financial Reports through June 2019 were reviewed.
- Officer Status Reports were received:
 - Paint/Repair Projects
 - Replacement Entry Sign
 - Asphalt Repair and Crack Seal Coating
- Managing Agent Status Reports were received:
 - Owners-Residents Contact List
 - Annual Residential Fire/Safety Equipment Reports
 - Drive-by Inspections

Action Taken:

1. Recent Actions taken outside of a meeting, as listed on agenda, were ratified.
2. Status of Outside Service Contracts and up-coming renewals reviewed in detail.
3. Discussion topics and follow up determined:
 - Rat Infestation – 8469B and C
 - Weed Removal and Control
 - Tire Damage to rocked area along Garrison Street
 - Overall Condition of Patio Fences
 - Water/Drainage issues on south side of 8483
 - Reserve Funds Investment Account letter signed
4. Board Walk-thru of The Oaks scheduled for Saturday, July 27th.
5. Request received from 8483E Owner to place a roll-off dumpster on the property during remodeling was reviewed and considered. It was determined that additional information from Owner is needed and will be requested by Realty One Property Manager; and Board members will be advised.

###

**The Oaks Condominium Homeowners Association
Annual Meeting – April 18, 2019
MINUTES SUMMARY**

- All Board Members and Realty One Property Manager were in attendance.
- 14 Unit Owners in attendance and 3 Proxies received.
- Minutes of 2018 Annual Meeting approved as submitted.

Action Taken:

1. Review of 2018 activities and accomplishments presented.
2. Board of Directors for following year elected.
3. 2019-2020 Operating Budget approved as submitted.
4. Brief Q & A session with various Homeowner concerns voiced and noted for action.
5. Review of recent repairs and immediate steps to be taken to accomplish siding repairs and complete paint project.

###

**The Oaks Condominium Homeowners Association
Annual Meeting – Standley Lake Library Meeting Room
April 18, 2019 - 6:30 p.m.
MINUTES**

Attendees: Board Members – David Fairchild, Diane Eismann, Scott Spindler, Terry Johnson,
and Thomas Nicholson
Management Company – Realty One, Inc. - Forrest Scruggs
Owners - 14 units represented and 3 proxies

Roll Call. The meeting was called to order by Association President David Fairchild at approximately 6:30 p.m. in the Standley Lake Library Meeting Room, 8485 Kipling Street, Arvada, Colorado. Roll Call was taken via a sign-in sheet. A quorum, per the Bylaws, of at least 20% of owners eligible to vote was determined with owners of 14 units present; and 3 units represented by proxy.

Proof of Notice of Meeting. Forrest Scruggs of Realty One, Inc. verified that proper notice of the Annual Meeting had been mailed (March 21, 2019) to owners within the appropriate time frame.

Minutes.

It was moved and seconded to approve the Minutes of the April 19, 2018, Annual Meeting. Copies of the Minutes were available at the meeting and reviewed. Discussion was called for; there was none. Motion carried unanimously.

Reports.

Board - Review of 2018. David Fairchild provided a brief verbal report highlighting the activities/accomplishments of 2018 and recent steps forward: Realty One as new managing agent and their current address; H2MK as new landscaping/snow removal company; approval of new and updated required policies (9 total) as mandated by the State and currently available on The Oaks' webpage on Realty One's website; Board walk abouts to assess conditions of buildings and grounds; removal, trimming, and pest control spraying of bushes and trees throughout the complex; annual gutter cleaning; installation of signage to designate "Oaks Only" parking areas and to clearly identify from TimberCove parking; and miscellaneous needed siding repairs completed prior to winter weather.

The current, on-going siding, trim, and chimney repairs in anticipation of complete repainting of all five buildings were also noted. Reference was made to the paint color samples painted on the south wall of 8487, and Owner comments received; it was noted that the Board had not yet reached a decision selecting the final building color, but trim color (garage doors, chimney vertical trim, belly boards) will be a white with the possibility of a second accent color in the gables. It was also noted that with the anticipated change in building colors, if the color scheme just doesn't look right, it will be adjusted accordingly. Schedules for siding repairs and painting, as well as an additional walk thru by Board/project manager to monitor status and progress were briefly noted.

Other projects currently underway include a coordinating replacement entry sign from FastSigns to complement the new building color scheme, and crack sealing with minor repair to the asphalt by Coatings, Inc. with consideration to full top coating next year.

Board – Review of Year-End (2/28/19) Financial Report. Copies of the 2018-2019 Operating vs Budget for The Oaks were distributed for review. David Fairchild presented a brief overview and comparison

explaining that credits received recently from 2 overpayments/duplicate billings offset the negative year end Annual Operating Cash Flow total reflected on the table; it was also noted that 10% of Operating Income will continue to be transferred to the Reserves Account to build that balance with the possibility of meeting the requirements to re-apply for FHA certification in the near future.

Managing Agent/Realty One. Forrest Scruggs referenced: (1) Memos to Owners mailed by the Managing Agent on approximately August 1, 2018, and March 29, 2019, regarding Mandatory Insurance Requirements and requesting completion/return of annual Residential Fire Safety Equipment report by June 15, 2019, and (2) the Home Fire Safety info of City and County of Denver attached to the Annual Meeting agenda packet. Forrest explained the need of having required operating fire safety equipment in place and completed equipment forms on file to meet requirements for insurance renewals and their impact on premiums, and as safety for all residents, especially within multi-family attached units. Discussion followed concerning location of and services offered by Arvada Fire Department, and that Fire Inspection Services located on 44th Avenue, east of Ward, will also provide annual inspection and replace fire extinguishers as needed at reasonable cost.

Forrest Scruggs also briefly reviewed the proposed budget for March 2019 through February 2020 (entitled "Profit & Loss Budget Overview") and noting that capital expenses will be taken from Reserves. Minor questions and discussion followed.

Ratification of 2019-2020 Annual Budget. The proposed 2019-2020 Operating Budget for The Oaks Condominium Association as included with the mailed meeting notice, and as previously reviewed and approved by the Board on March 18, 2019, was reviewed in detail for the Owners present. It was noted that the financial year of the Association runs from March 1 to the last day of February of the following year. Brief discussion/questions followed.

It was moved and seconded to accept and ratify approval of the proposed 2019-2020 Operating Budget for The Oaks Condominium Association (entitled Profit & Loss Budget Overview) as presented. Discussion was called for; there was none. Motion carried unanimously.

Election of Directors to Serve on the Board. It was noted that per the Bylaws, the Board of Directors may consist of no less than 3 members and no more than 5 members. Current Board Members David Fairchild, Diane Eismann, Scott Spindler, Thomas Nicholson, and Terry Johnson agreed to continue to serve if elected. Owners in attendance were polled for any additional interest in serving on the Board for the coming year, and there was none.

It was clarified that the owners present would be electing a slate of members to serve on the Board for the coming year; and that at a brief organizational Board meeting at the close of the Annual Meeting, the Board Members would then elect the Directors to specific positions from that slate.

The slate of Board Members as presented: David Fairchild, Diane Eismann, Scott Spindler, Thomas Nicholson, and Terry Johnson, was approved by acclamation.

Unfinished Business. Homeowner Concerns from the 2018 Annual Meeting and listed in the minutes of that meeting were reviewed. Correction, completion, or current progress was noted.

New Business/Homeowners Concerns.

- Question was raised concerning the crawl space vents/screening and who is responsible for maintenance/repair – Owner or Association? / Response was that being a rather gray area, Board would look into this.

- Question was raised if owners/residents would be advised when painting of their building/units would take place so that access to the areas restricted by the patio fences would be available for painting. /Response was that contractor would post notices in advance and access could likely be gained by ladders.
- Patio Fences. It was noted that the patio fences (staining, repairs, maintenance) is the responsibility of the individual owners. /Response was that color/staining etc. is currently under consideration but may be delayed to next year to better coordinate with new color scheme. Owners would be advised.
- Owner of 8483C questioned the need to trim bushes growing into the interior of her patio fence. /Response was that this would be looked into. Follow up determined no interior growth of shrubbery and that this had been corrected following the 2018 annual meeting.
- Safety issues concerning snow removal and placement of piles of plowed snow, specifically in the area in front of 8469A and blocking the walkway to that unit. /Response was that Board would follow up and advise snow removal crew to be more alert to concerns, and that this may also be a TimberCove issue.
- Question was raised concerning snow removal in the area of the mail kiosk on Everett Way. /Response noted this snow removal/ice concern, being located on the street and outside of Oaks property, was a City of Arvada responsibility.
- Safety Concern raised regarding over abundance and noticeable cigarette butts carelessly tossed about grounds. /Consideration was given to sending a safety reminder/request to all owners. Board will also advise current repair contractor and crew to not discard cigarette butts on the property.
- Question was raised concerning the use of the adjacent tennis courts. /Response was that the tennis courts are owned by TimberCove for their owners-residents and are not available to The Oaks for use.
- 8483D – Follow up was requested for removal of the dead tree located east and south of the garage approach. /Response was that removal is scheduled for next week.
- Compliments to new landscaping company/H2MK on noticeable improvement in lawn care etc.

Next Regular Board Meeting. Newly-elected Board Members agreed to hold a brief organizational meeting at the close of the Annual Meeting.

Adjournment.

With no further Business Items for the Annual Meeting, the meeting was adjourned at 7:23 p.m.

Recorded by,
Diane Eismann

Prepared: 4/25/19

**The Oaks Condominium Homeowners Association
Board Meeting – Standley Lake Library Meeting Room
April 18, 2019
MINUTES**

Attendees: Board Members – David Fairchild, Diane Eismann, Scott Spindler, Terry Johnson, and
Thomas Nicholson
Management Company – Realty One, Inc. - Forrest Scruggs

A brief organizational meeting of the newly-elected Board Members was called following the close of the Annual Meeting. A quorum was established, and the meeting was opened by David Fairchild at approximately 7:35 p.m.

Election of Officers

The purpose of the brief organizational meeting was to fill the officer positions from the slate of newly-elected Board Members. Brief discussion followed. The below listed results were acceptable to all Board Members present:

President	David Fairchild
Secretary	Diane Eismann
Treasurer	Thomas Nicholson
Member at Large	Terry Johnson
Member at Large	Scott Spindler

Action

David Fairchild requested a vote to select Sherwin-Williams #9146, Faded Flaxflower Blue paint color for the main building exteriors.

It was moved by Thomas Nicholson and seconded by Scott Spindler that Sherwin-Williams #9146 / Faded Flaxflower Blue be the paint color for the main building exteriors. A vote for approval was called for: 4 votes in favor (Fairchild, Nicholson, Spindler, and Johnson) and 1 vote in opposition (Eismann). Motion carried 4-1.

Next Meeting Date

The next regular Board meeting is scheduled for 6:00 p.m. on Monday, July 22, 2019, at a Standley Lake Library Study Room, 8485 Kipling Street in Arvada.

Adjournment

With no further business before the Board, the meeting was adjourned at approximately 7:40 p.m.

Recorded by,
Diane Eismann

Prepared: 4/25/19

The Oaks Condominium Homeowners Association
Board Meeting – March 18, 2019
MINUTES SUMMARY

- All Board Members were in attendance.
- Minutes from Board Meeting of December 10, 2018, approved as submitted.
- Financial Reports through February 2019 and Year-End Report were briefly reviewed.

Action Taken:

1. 2019-2020 Proposed Budget was reviewed and approved as amended for ratification by owners at the Annual Meeting.
2. Actions taken outside of a meeting, as listed on agenda, were ratified.
3. Review to date on proposed painting/repair project. Consensus to paint one wall of 8487A a sample test color for comment re paint color selection.
4. Action on replacement entry sign delayed until building paint color is selected.
5. Motion to accept proposal from Coatings Inc. for Infrared Asphalt Repair and Crack Seal, not to exceed \$1,250.
6. The Action Log and follow-up were reviewed in detail.

###