

AGENDA
Marshall Park Villas Condominium Association
Regular Board of Directors Meeting
April 27, 2023
7:00 p.m. Teleconference

Call to Order

Minutes for Approval: October 27, 2022 Regular Board Meeting

Financial Report from Realty One, Inc.

Invoices or receipts for approval

FOR THE RECORD (Decisions by Board via email between meetings):

FOR DISCUSSION AND ACTION

Structural

- Update – Beverly Zeller
 - Handyman bids
 - Steps at 6512 W. 34th
 - Foundation crack at 3360
-

Landscaping

Trees and Bushes

Sprinklers

Other Business

- Legal
 - Amendment to Lease/Occupancy language in Declarations – table until next year

Newsletter/Notices

New Business

-
-
-
-

Meeting Adjourned _____

MINUTES
Marshall Park Villas Condominium Association
Regular Board of Directors Meeting
October 27, 2022
7:00 p.m. Videoconference

The Marshall Park Villas Board of Director's meeting held via videoconference was called to Order at 7:00 p.m. on October 27, 2022. In attendance: Debbie Vaughan, Board President, Board members Beverly Zeller and Keith Kahler, and Forrest Scruggs of Realty One, Inc. Board member Haley Coniglio was unable to attend.

The Board Approved the Minutes from the July 21, 2022 regular Board Meeting with no changes.

The Financial Report from Realty One, Inc. was sent prior to the meeting. Profit & Loss, Transaction Detail (invoices paid), and Balance Sheet are attached to and made a part of these Minutes.

- Balances as of October 19, 2022
 - Checking = \$11,099.51
 - Reserves = \$33,510.77
 - Total = \$44,610.28**

FOR THE RECORD (Decisions by Board via email between meetings):

- In September, the Board signed a contract with a new snow removal contractor: Archy's Lawncare and Landscape

FOR DISCUSSION AND ACTION

Structural

- Security bars – Debbie worked on and will finalize questionnaire to be sent to owners regarding Security Bars on windows. Once the results of the survey are received, the Board will decide what course of action to take.
- Handyman – The handyman we used this past summer has decided to return to fulltime work. He may still be available for some jobs, but we may be looking for a new handyman.
- Gutter Cleaning – will have Arthur come in November after most of the leaves have fallen.

Landscaping

- Chemical burns in grass: Chemical burns appeared after USG sprayed for weeds at the end of summer. This happened at 7 of their properties for reasons not understood. After walking the property, it was discovered that many of the burns were superficial only, but some may have killed the roots. Agricultural die was sprayed in the burn areas for appearance sake, and sprinklers were kept on longer to promote growth. USG informed that reseeding will be performed in the spring where necessary at USG's cost.

Trees and Bushes

- Was informed by USG that fall bush trimming was performed.

Sprinklers

- Sprinklers were turned off in late October.
- 2022 USG sprinkler repair totals = \$5,901.73

Legal

- Legal
 - An amendment to Lease/Occupancy language in Declarations was discussed. Further information will be collected with a potential survey sent to Owners at some point. – Tabled until 2023

Other Business

- Budget planning meeting Scheduled for December 8, 2023.
- Board Members
 - Verified that all current Board members are willing to continue in 2023
 - Still need to fill one Board member vacancy

New Business

- Debbie will send notice to Owners
 - New snow removal contractor
 - Date and time of budget planning meeting

The meeting was adjourned at 7:48 p.m.

9:42 AM

Marshall Park Villas Condominium Association

Profit & Loss Budget vs. Actual

04/17/23

Cash Basis

January through March 2023

	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Homeowners Dues	34,370.00	33,600.00	770.00	102.3%
Interest Income	14.90			
Total Income	<u>34,384.90</u>	<u>33,600.00</u>	<u>784.90</u>	<u>102.3%</u>
Gross Profit	34,384.90	33,600.00	784.90	102.3%
Expense				
ACH Quarterly Bank Fee	0.00	0.00	0.00	0.0%
Annual Filing Fees	40.00	0.00	40.00	100.0%
Gutters	0.00	0.00	0.00	0.0%
Insurance Expense	7,469.57	7,712.00	-242.43	96.9%
Landscape Contract	0.00	3,823.00	-3,823.00	0.0%
Legal	0.00	0.00	0.00	0.0%
Office Supplies	0.00	0.00	0.00	0.0%
Painting	0.00	0.00	0.00	0.0%
Postage and Delivery	0.00	0.00	0.00	0.0%
Property Management	1,725.00	1,725.00	0.00	100.0%
Repairs and Maintenance	0.00	0.00	0.00	0.0%
Reserves	0.00	2,595.00	-2,595.00	0.0%
Sanitation	6,440.00	6,440.00	0.00	100.0%
Snow Removal	3,600.00	1,800.00	1,800.00	200.0%
Sprinkler System	0.00	1,717.00	-1,717.00	0.0%
Tax Prep Fees	325.00	0.00	325.00	100.0%
Trash Removal	1,624.46	1,699.70	-75.24	95.6%
Tree Maintenance	0.00	0.00	0.00	0.0%
Water	1,324.86	5,250.00	-3,925.14	25.2%
Total Expense	<u>22,548.89</u>	<u>32,761.70</u>	<u>-10,212.81</u>	<u>68.8%</u>
Net Ordinary Income	<u>11,836.01</u>	<u>838.30</u>	<u>10,997.71</u>	<u>1,411.9%</u>
Net Income	<u><u>11,836.01</u></u>	<u><u>838.30</u></u>	<u><u>10,997.71</u></u>	<u><u>1,411.9%</u></u>

9:40 AM
04/17/23
Cash Basis

Marshall Park Villas Condominium Association
Profit & Loss
January through March 2023

	<u>Jan - Mar 23</u>
Ordinary Income/Expense	
Income	
Homeowners Dues	34,370.00
Interest Income	14.90
Total Income	<u>34,384.90</u>
Gross Profit	34,384.90
Expense	
Annual Filing Fees	40.00
Insurance Expense	7,469.57
Property Management	1,725.00
Sanitation	6,440.00
Snow Removal	3,600.00
Tax Prep Fees	325.00
Trash Removal	1,624.46
Water	1,324.86
Total Expense	<u>22,548.89</u>
Net Ordinary Income	<u>11,836.01</u>
Net Income	<u><u>11,836.01</u></u>

9:40 AM

04/17/23

Accrual Basis

Marshall Park Villas Condominium Association

Balance Sheet

As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Operating/Checking	15,859.99
Reserves/Savings	44,440.86
Total Checking/Savings	<u>60,300.85</u>
Accounts Receivable	
Accounts Receivable	-1,625.00
Total Accounts Receivable	<u>-1,625.00</u>
Total Current Assets	<u>58,675.85</u>
TOTAL ASSETS	<u>58,675.85</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	60,486.28
Retained Earnings	-12,901.44
Net Income	11,091.01
Total Equity	<u>58,675.85</u>
TOTAL LIABILITIES & EQUITY	<u>58,675.85</u>

MINUTES
Marshall Park Villas Condominium Association
Regular Board of Directors Meeting
July 21, 2022
7:00 p.m. Videoconference

The Marshall Park Villas Board of Director's meeting held via videoconference was called to Order at 7:03 p.m. on July 21, 2022. In attendance: Debbie Vaughan, Board President, Board members Beverly Zeller, Keith Kahler, and Haley Coniglio, and Forrest Scruggs of Realty One, Inc.

The Board Approved the Minutes from the April 28, 2022 regular Board Meeting with no changes.

The Financial Report from Realty One, Inc. was sent prior to the meeting. Profit & Loss, Transaction Detail (invoices paid), and Balance Sheet are attached to and made a part of these Minutes.

- Balances as of June 30, 2022
 - Checking = \$19,635.51
 - Reserves = \$28,882.99
 - Total = \$48,518.50**

President Debbie Vaughan noted that a receipt for \$73.12 for paint purchased by Beverly Zeller to complete painting of steps at 3317 Marshall had been issued to Realty One, Inc. for reimbursement.

FOR THE RECORD (Decisions by Board via email between meetings): None

FOR DISCUSSION AND ACTION

Structural

- Beverly Zeller recently worked with a new handyman to perform the following repairs:
 - Removal of old torn indoor/outdoor carpeting, and painting and repair of steps at 3317 Marshall.
 - Reconfiguring downspout at 3342 Marshall.
 - Removal of 2 security bars at 3320 Marshall
 - Scraping and paining of steps at 3320 and 3322 Marshall
- Security bars – Debbie and Haley will coordinate a survey to the Owners with security bars on their windows. Once we get the results of the survey, the Board will decide what course of action to take.
 - The Association paid a total of \$60 for the handy man to remove two (2) bars at 3320 Marshall as requested by the new owner. This is half the amount of the verbal bid received in 2021.
- Gutter cleaning contract increase
 - For several years, the Association has been paying \$2,800 per year to clean gutters throughout the HOA. This is for two cleanings (spring and fall) at \$1,400 per cleaning – (\$100 per building/\$50 per unit x 2).
Due to the rise in gas and other costs, the cost increased for 2022 to \$3,000 per year or \$1,500 per cleaning. This is an increase of \$14.29 per building (\$7.15 per unit) per year.
- Additional NOT IN AGENDA
 - Roof repairs. In June, leaks in roofs were reported at 3382 and 3360 Marshall St. Excel Roofing discovered and fixed flashing under warranty. Dominic of Excel reported that the warranty on our current roofs (installed in 2017) expires November 29, 2022. Any

repairs not covered by warranty are automatic \$350 charge, and \$65 per hour after that.

- Roofing will need to be included in the general repair category in future budgets.

Landscaping

- USG - \$80.30 (\$40.15 per month) fuel charge for May and June

Trees and Bushes

- USG storm cleanup bill = \$1,072.50
- Tree trimming – Beverly Zeller will obtain and estimate from Arthur Castillo for the most critical tree trimming needs.

Sprinklers

- Update Leak in Cul de Sac
 - USG bill for troubleshooting, digging, investigating, meeting with WR water = \$930
 - USG has yet to find anything but a minimal leak, with no explanation for continued high usage. The owner of USG has met with the Water District to look at meters and is continuing to monitor the situation along with the Board.
- USG sprinkler repair bills for March and April = \$1,917.62

Other Business

- Legal
 - The Board approved the \$395 cost for Altitude Community Law to update three policies based on Colorado HB1137 recently passed by the Governor.
 - An amendment to Lease/Occupancy language in Declarations was discussed. Further information will be collected with a potential survey sent to Owners at some point.
 - New requirements pertaining to towing and parking violations were recently received from Altitude Law. Further information is needed as to how or if this affects Marshall Park. Debbie will forward the email to the Board.
- Board Member Vacancy - has not yet been filled
- Beverly offered to make calls if anyone knows of a company to contact in order to get cost comparisons for snow removal.

New Business

- New Owners (3)
 - 3382 Marshall – 2 owners living in unit
 - 3320 Marshall – Owner purchased and is renting to 1 individual
 - 3315 Marshall – New owners to move in during July or early August

The meeting was adjourned at 8:00 p.m.

Minutes approved at 10-27-22 Board of Directors Meeting.

MINUTES
Marshall Park Villas Condominium Association
Regular Board of Directors Meeting
April 28, 2022
7:00 p.m. Teleconference

The meeting was called to Order at 7:00 p.m.

In attendance: Debbie Vaughan, Board President; Board members: Beverly Zeller, Keith Kahler, Hayley Coniglio; Forrest Scruggs of Realty One, Inc.

Minutes for the meetings of 10-27-21-Regular Board Meeting and 12-8-21-Special Meeting were approved with no changes as moved by Beverly Zeller and seconded by Keith Kahler.

Financial Report Realty One, Inc.

- Questions on current or previous financials
 - Owner Betz is behind on dues by \$1,930 as of March, 2022. This continues to be a regular, ongoing problem since 2018 for which Realty One has continuously sent statements, payment plans, fines, etc. to no avail. The account has been turned over to collections.
 - ACTION: Debbie suggested going to talk to the Owner. Will ask Realty One if there are any ramifications to this.
 -
- STATE OF FINANCES
 - \$11,000 transferred from Reserves to checking since January just to cover shortfall in operating expenses.
 - Will need to limit repairs to emergency or those to preserve integrity of structures
 - We under budgeted for known expenses, leaving no cushion for unexpected increases (landscaping, insurance, snow removal).
 - An amount for painting will need to be added to the budget next year

Invoices or receipts for approval

- Receipt for \$6.79 - Reimbursement to Debbie Vaughan for printer paper – unanimously approved for reimbursement

FOR DISCUSSION AND ACTION

Structural

- Security bars
 - The Board is still in a quandary about removing the bars.
 - Attorney recommended to draft a resolution stating that the safety bars are not part of the window - \$395. Also offered to draft letter to owners about legal and other reasons for removal and instruct that owners are responsible for their own safety – estimate around \$400-ish. This protects the association from future law suits.
 - Beverly Zeller will be working with a handyman and try to get a sense of what he would charge for removal in hopes to lower cost.
 - Balance in Reserves may not allow any removal this year.
 - Could draft letter and resolution this year and remove next year, allowing time for owners to install interior bars if desired.
 - Potential to send out a questionnaire to owners getting feedback
 - Debbie will talk to Forrest for further input (his mic could not be unmuted during meeting), and report to the Board.

-
- Work request 6512 W. 34th
 - Do not do anything at this time. Owner has not submitted formal work request.

Painting

- Work request 6512 W. 34th
 - Paint chipping on siding – on hold until handyman hired – update by Beverly Zeller
- Paint touchup at various units: Beverly Zeller has taken gone around to look at the buildings and identified areas that could use paint touchup (man doors, garage doors, windows, steps, etc.) and will be working with a handyman to get an estimate for touchup.

Landscaping

- USG Landscape contract for 2022
 - Review for information purposes
 - Costs increased by 10% instead of the previously anticipated 2.5%
 - Increase costs in everything: tools and equipment, chemicals, labor, fuel, tires...
 - Still under budget because bush trimming that was budgeted was not included in contract
 - Costs could go over budget if fuel surcharges; depends on gas prices
 - Hayley Coniglio brought up her concerns about putting chemicals on the grass. It was explained that our landscapers are not heavy-handed when it comes to chemical weed kill, etc. and instead prefer to get the grass healthy to choke out the weeds. However, because of the drought, the weeds are taking over and spraying will be done to keep them in check. Typically spraying occurs 1 to 2 times per season, and sprinklers dilute the chemicals in between those times.

Trees and Bushes

- USG did not include bush trimming in contract as previously discussed. Aaron said they will do spring trimming at no charge.

Sprinklers

- Leak in Cul de Sac around 6525/6527 and 6555/6557
 - Update from Aaron/USG: Sprinklers are being activated and tested, etc. during last week in April, and efforts to locate the source of the leak began on 4/28. Aaron said the back flows in that area will not be pressurized until they find the source of the leak.

Other Business

- Snow removal
 - Current for 2022
 - \$12,925 total spent January through March
 - (\$1,925) over budget before end of year
 - Board has been given information to make calls to get comparison bids, if possible.
- Handyman bids
 - Beverly Zeller has found an insured handyman that she will test on a personal project and also get input about various small projects in the Association.
- Review of Board Member Basics Class put on by Altitude Law and attended by Haley Coniglio, who will send her notes/questions and associated power point to the Board.

Newsletter

- List items to include in Spring newsletter – NOT DISCUSSED

New Business

- Units for sale
 - 3320 Marshall, 3380 Marshall, and potentially 3315 Marshall
- Broken posts in perimeter fence behind 3382 and 3460 Marshall – Bev is trying to get a hold of the fence company

- Paint on concrete at 3342 – Owner painted front steps and entryway concrete without consulting the Board. The Board feels Realty One should send a warning letter and he should be required to remove the paint, as it will wear over a short time and sets a precedent that creates additional maintenance for the Association. Beverly will consult a concrete company to find out how paint can be removed.
- Work Request – 3360 Marshall-Owner to add motion sensor light and camera at their cost. Request unanimously approved
- New Board member needed. Adam Ibbison announced he is resigning from the Board because he and Kim are putting their unit up for sale.
 - Debbie will contact Tony Maffeo to see if he would agree to join the Board.

Meeting Adjourned at: 7:56 p.m.

FOLLOWUP CONVERSATION WITH FORREST SCRUGGS REGARDING SECURITY BARS

1. Bars are grandfathered in and were likely installed according to code at the time, so no requirement for them to be removed. It is a question of egress and safety from break-in. Not an easy decision.
2. Leans toward leaving well-enough alone; however, safety is a concern.
3. He agreed with Debbie's suggestion to do a questionnaire to get feedback on removal vs. keep. Also, to add a requirement that owners do a periodic check of any bars that open to make sure they function, that all occupants know how to work them, and that any keys are nearby and/or a copy made and put in a visible place.

MARSHALL PARK VILLAS CONDOMINIUM ASSOCIATION
MINUTES OF the ZOOM ANNUAL MEETING FOR 2021 HELD ON
JANUARY 27, 2022

President Debbie Vaughan called the Zoom Annual Meeting to order at 7:04 p.m. welcoming everyone. All board members, except Kim Ibbison were present. Forrest Scruggs, with Realty One, Inc., informed everyone that the Proof of Notice of the meeting was on file and sent out 30 days prior to the meeting, and there was a quorum present. The units were represented as follows: 15 present and 7 represented by proxies.

The minutes from the January 28, 2021 Annual Meeting were sent out to the owners before this meeting. Debbie Vaughan asked for any changes or comments. Hearing none, Beverly Zeller moved to accept the Minutes seconded by Kate Flynn. The Minutes were approved.

Due to illness, Forest Scruggs turned over the financial review to Debbie Vaughan who gave a brief overview of the Profit & Loss Budget vs. Actual for January through December 2021, which was mailed to the Owners prior to this meeting. She reported the balances on December 31, 2021 as follows:

Operating and Checking - \$1,646.90; Reserves - \$33,921.08 for a total of \$35,567.98

2021 Overview

Debbie Vaughan along with input from several Board members, prepared and mailed a three-page document entitled Current Financial Overview 2021 and 2022, with an attached spreadsheet titled Yearly Comparison of Actual Costs 2018 through 2021 with 2022 Budget. These documents gave a very detailed overview of many areas. Debbie Vaughan asked for questions or input regarding the above documents. One owner asked why \$3,000 was added to the 2022 Budget in the General Maintenance category when there was only \$815.00 spent in that category. Debbie Vaughan explained that there is typically an amount included regardless of how much is spent to anticipate small dollar repairs during the year.

Landscaping

- Bushes and other vegetation were removed at: 6510/6512, 6555/6557, and 6505 W. 34th Avenue.
- New rock was added in front at: 6555/6557, 6505, between 6525/6527, and 6522 W. 34th Ave.
- Bushes and trees throughout the HOA were trimmed
- Sprinkler work included typical maintenance for wear and tear as well as repair of damage done during the removal of two driveways.

Structural

- Concrete driveways were replaced at 3460 Marshall St. and 6522 W. 34th Ave.
- Steps at 3342 Marshall St. were mud jacked

Snow Removal

- Snow removal was under budget this year by \$4,437.50.

Upcoming Projects for 2022

Security Bars on windows

Debbie Vaughan explained that the security bars present on many of the lower level windows throughout the HOA were highlighted as a fire hazard during the process of trying to obtain additional comparative bids on liability insurance, and removal would have been a required condition had the Board decided to change insurance carriers. State Farm, our current carrier said these did not prohibit our continued coverage, but did constitute a fire hazard. Removal was recommended by Realty One, Inc. due to the fire liability. The legal opinion obtained from Altitude Community Law stated that the Board has the authority to remove the bars because they are on the exterior of the buildings.

There was some input and discussion without any final decision, except that the Board would continue to review, seek additional information and bids for removal. A verbal estimate for removal of all bars from 18 units was around \$5,000 to \$6,000 (\$60 per window).

2022 Budget

The 2022 Budget was distributed to the owners before the annual meeting. The budget was approved by the board for a \$10.00 increase, bringing the new monthly dues amount to \$360.00. The 2022 budget was ratified.

Debbie Vaughan informed that notices of 2022 increases for sewer and water were received in mid-January after the budget was approved. The yearly amount for sewer increased from \$5,880 to \$6,048. Water rates increased by 4% beginning in mid-January 2022.

Debbie Vaughan shared the following information for perspective on how the \$10 monthly increase for 2022 is already spent in four areas:

	2021 per unit per mo.	2022 per unit per mo.	Monthly Increase per unit		
Insurance	\$79.51	\$83.60	\$4.09	(Exact)	
Landscaping	\$34.90	\$39.79	\$4.89	(Estimate)	
Sanitation	\$17.50	\$18.00	\$0.50	(Exact)	
Trash	\$16.50	\$17.11	\$0.61	(Estimate)	
			\$10.09	Total monthly increase per unit	

Because the new premium for liability insurance was received in late December, after the budget was already approved (unavoidable), and came in approximately \$600 higher than anticipated, the last minute decision was made not to renew the Worker's Comp policy in 2022.

The contribution to Reserves was increased primarily by lowering the budgeted amount in other areas, including snow removal. Landscaping was increased by the contractor for the first time in 3 years, and an additional amount for bush trimming was added back into their contract for 2022, having been previously handled by our arborist.

Some concern was expressed that the dues would continue to climb unchecked and questioned

where costs could be cut. Others commented that review of the numbers indicated that the \$10 increase was insufficient and that the Association was underfunded. It was explained that most costs are fixed and cannot be lowered or negotiated. Comparative bids that were obtained revealed our current costs to be lower or in the same ballpark: tree and bush maintenance and gutter cleaning (\$100 per building vs. \$200 per building). Attempts by Realty One, Inc. to get comparative bids for snow removal were unsuccessful. One owner offered to try to get comparative bids for the 2022/2023 snow removal season.

Election of Directors

Two Board members, Jo Ann VanTrump and Kim Ibbison, have stepped down at the end of 2021. Four individuals expressed willingness or volunteered to join the Board in 2022. After discussion, it was decided that the current Board members would continue for 2022: Debbie Vaughan, Beverly Zeller, and Keith Kahler. The two Owners who volunteered to join, Adam Ibbison and Hayley Coniglio, were accepted as new Board members for 2022. The two Owners who showed willingness to join, expressed their desire to defer to the volunteers, therefore a vote was not taken and all five individuals named above will make up the Board for 2022.

New Business

No new business.

The meeting was adjourned at 8:30 p.m.

Submitted by,
Jo Ann Van Trump

Approved: at Annual Meeting of the Owners on January 26, 2023