

HOA Meeting November 18, 2020

Attendees: Jillian Baumer, Sarah Barthel, Susanna Leinhard, Forrest Scruggs, Alison Reuter, Joanne Wagner, Beth Long, Meryl Icove

Meeting call to order at 6:03 11/18/20

Recap Previous Sept 2019

- September 4th, 2019 minutes are approved

Property management report:

- 2021 budget included in recap and is approved by the board

Open Issues:

- Sink in the laundry room is in bad shape
 - Look into replacing the lint trap with something else
 - Next steps would be to homeowners and tenants to ensure lint trap is cleaned consistently and then to have a quarterly deep clean with draino
 - ACTIONS:**
 - Sarah to create a sign to post to remind people to clean to be posted in the laundry room
 - Board will be sure to have the sink deep cleaned with drain-O moving forward
- Want to have more notice on when things are going on around the complex. Some sort of email chain or contact list or process to send out an email/notification
 - **ACTIONS:** Meeting minutes to be posted to the site in draft mode to be formally approved at the next meeting with all contact information
 - **ACTIONS:** Sarah to get a list of tenants and owners to create an entire list for an email group for future communications
- Any edits to the landscaping, planting, painting, or any outdoor feature that is visible should be approved by the board ahead of time any work being done
- Board positions to remain the same
 - Sarah/Dan: President
 - Susanna Treasure
 - Jillian: Secretary

LANDSCAPING

- Gutters still need to be cleaned out for fall season 2020
 - **ACTIONS:** Forrest to follow up with B&E to clean out the gutters per the contract that was signed
- Yard Area/Sprinkler Blow Out
 - Want to discuss setting it a certain time to schedule a gutter cleaning and sprinkler blow out for next year.
- Planters above unit 822 are draining water into the brick and draining down

- Going forward the ask is to not use the planters as the soil below is sloping down towards the foundation so should not be used anymore
- Mulch is needed to be replenished come 2021. This can be coordinated through the landscaping company
 - **ACTIONS:** Bid to be asked for in March by the board to see the cost for having this work done
- Snow Removal has been approved for 2020 need to keep track of when
- Board positions

Ongoing Maintenance:

- Boiler and sprinkler backflow 2 checks per year
- Fall clean up TBD
- Spring clean up TBD

Meeting adjourned 6:58

Resources:

Next Meeting – TBD Will be sent out when dates are solidified

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HOA Meeting March 4th, 2020

Attendees: Jillian Baumer, Sarah Barthel, Forrest Scruggs

Meeting call to order at 6:00 03/04/20

Recap Previous Meeting 2019

- Previous annual meeting minutes from Sept 4th 2019 are approved

Property management report:

- Gas electric, insurance, landscaping were the main increases

Open Issues:

- Snow removal bids were not received. Want to make sure Aug 2020 to be on the bid list
- HOA dues have not been increased in over 5 years while expenses have continued to increase. Electric bill and insurance increases alone would require \$50 increase in HOA dues. The board voted to increase monthly dues by \$50 to help offset increase in monthly expenses.

ACTIONS:

- Forest to draft a letter for the board to review around HOA dues
- Concrete work needs to be repaired around the unit, timing for May.
- Discussed possibility to implement partial assessment for concrete work beyond \$1000. Potential assessment to be determined. Board will follow guidelines specified in governing documents to notify homeowners.
 - Current bids are from \$2200, \$800,

ACTIONS:

- Jillian to send Forrest examples of the areas needing repair these include
 - Stairs replaced down to the lower units
 - Various single steps in the front and exit
- Forrest has a concrete company to get a quote from. Keep board in the loop so someone can be around if possible when the companies arrive.
- Gutters and down spouts
 - Need to get assessment on gutter replacement to increase from 4 inches to 6 inches and for down spouts. Specifically seeing if we can just get the gutters above the lower units replace or if all

ACTIONS:

- Jillian to get new down spout role up function for the south east side of the building

ACTIONS:

- Forrest to send over a recommendation for roofing company. Keep board in the loop so some one can be around if possible when the companies arrives.
- Laundry Room
 - 1 Washer in the laundry room hoses are below the sink which causes not all water to flow out Over the next quarter look into some way to raise 1 washer

Meeting adjourned at 6:49 PM