

**INDEPENDENCE SQUARE CONDOMINIUM
OWNER'S ASSOCIATION
BOARD MEETING MINUTES
November 12, 2018**

Call to Order: The meeting was called to order at 5:30pm.

Board members present were Jeanne Larson and Nancy Weiler.

Approval of September 10, 2018 and October 8, 2018 Board of Director's Minutes: Minutes of the September 10, 2018 and October 8, 2018 meeting were approved.

Financials for October, 2018 : Water bill high - \$4,000 plus, Check to see if water and sewer are combined. Financials approved.

OLD BUSINESS

- Letters - Has Realty One, Inc. sent copies of New Rules with Addendum to owners?
- Sprinklers - Sprinklers were shut off October 29th before the first freeze.
- Orange Sticks - Jeanne Larson motioned that HOA should pay Nancy Weiler \$71.86 for the orange she purchased at Lowes - 10/19/2018 and 10/21/2018. Nancy has receipts. The orange sticks have been placed in common area by Nancy to prevent damage to the raised beds during snow removal.
- Brick Damage - Any progress to broken brick repair to garage unit # 4621 before it is sold. Damage was done by owner. Contact Realty One, Inc.

NEW BUSINESS

- Fence Request - Step #1 An Architectural Request form was received from Laura Mack requesting construction of a wooden fence between her home and neighbor #4693. Step #2 Requesting expense be shared by both owners. Received quote of \$1,600. Scarpella Fine Carpentry 2575 South Syracuse Way East Denver, Co, 80231 303.332.5524 email codyScarpella@gmail.com
- Insurance - Our Travelers Insurance for one year has deductible up to 5%. All owners need to have Loss Assessment coverage on their policies of not less than \$10,000.00. Realty One is continuing to look for less expensive insurance.

- Unknown Containers - Three five gallon containers of "paint" were left on our property by an unknown person. Nancy with the help of a neighbor loaded the containers into her SUV and took them to Rooney Road Waste Disposal. This could have cost \$80.00 but the operator did not charge us. This is the second time someone has used our property to dispose of their large item waste. Need to discuss this with Realty One how to stop this.

OPEN ISSUES

- Visitor: Stephanie Jones - Unit owner # 4627 - 720.448.6632
- Owner of unit #4627 contacted Realty One October 22 to request an appointment to attend the November HOA Meeting. Realty One did not reply.
- September 27 the renter of that property - while moving - placed items out by front to be picked up at a later time. A - 1 Junk Haulers were to remove the items on September 28, 2018. They did not remove the items for several days. Not knowing the removal plan the HOA had the items removed thinking they were discarded.
- Maximum charged owner for the removal (\$382.00)
- Maximum put a lean on owner's property. Realty One took over the account. Realty One and Jeanne will work on removing the lean on property. Owner will compose a letter with the details of this issue to be used to work out a solution.

NEXT MEETING

- No meeting in December due to Holidays.

MEETING ADJOURNED

- Jeanne Larson motioned to adjourn meeting at 6:40 pm. Nancy Weiler second.

**INDEPNENCE SQUARE CONDOMINIUM
OWNER'S ASSOCIATION
BOARD MEETING MINUTES
October 8, 2018**

Call to Order: Meeting called to order at 5:00 pm.

Board Members present were: Jeanne Larson, Laura Mack, and Nancy Weiler

Approval of the August 6, 2018 Board of Director's Minutes: The August 6, 2018 minutes were tabled until the November 12, 2018 meeting.

Old Business:

- Insurance for Independence Square - we are waiting for new quotes.
- The financial report for September, 2018 was not reviewed due to lack of Balance Sheet.
- HOA Board is waiting to receive balance sheet from Realty One.
- A special meeting was held at the Realty One office on September 10, 2018.
- The meeting reviewed the new governing documents for Independence Square.
- Jeanne Larson motioned to accept September 10, 2018 minutes, Nancy Weiler seconded the motion.

Safety Reports

- We are still receiving conformation forms from residents.
- HOA Board will not fine residents who are late returning their Safety Report Forms.

Crawl Space Covers

- Forrest is still looking into finding a lighter weight crawl space cover that we could purchase for residents.
- The covers that have been found so far are still very heavy and residents can not lift them.

Juniper Bushes

- The Juniper bushes around the complex are being removed as time permits.

Snow Removal

- Dubois Tree Service will continue to remove snow.
- Snow will be removed after it is three inches deep.
- To protect vehicles from potential damage the snow removal crew will not shovel snow away from vehicles parked in driveways.
- Nancy Weiler motioned to buy more Orange Snow Sticks to have enough for entire complex. Laura second the motion. Sticks have disappeared over the years.
- The sticks help to guide trash trucks and snow removal trucks not to run into the landscaping pavers.

- Residents are asked to contact board members if they notice any ice build-up on the new gutters.
- We want to remove any ice build-up that might damage the new gutters.

Neighbor Issues (pet waste)

- A letter needs to be sent to Unit #4693 concerning their pet waste.
- A copy of rules concerning this should be attached to the letter.
- The build-up of pet waste has become a problem between neighbors.
- This is the first step in trying to correct the problem developing between neighbors.
- Also: Unit #4691 will look into price of putting in a fence between the two houses - with Architectural Request pending.

New Business:

Governing Documents

- The Governing Documents have been reviewed and signed by Board President and returned to Realty One.

Sprinkler System

- Jeanne Larson will contact Terry Harrison to have our sprinkler system prepared for winter.
- Next spring we need to have the sprinkler system inspected and replaced/repared.
- The city of Wheat Ridge damaged the system when doing road/water/sewer repair last year.
- The city will not admit to the damage or pay for any repair.

Addendum to Common Areas

- Jeanne Larson made a motion to add an addendum to the Rules and Regulations. Second by Laura Mack.
- This addendum will be under Common Area.
- # 1 - Will read as follows: Residents will no longer be able to wash their vehicles or have extensive use of water by each unit
- due to the fact that the Association pays the water bill.
- Watering will be allowed to keep landscape areas that have plants and flowers alive.
- # 2 - Will read as follows: Residents will no longer be able to work on their vehicles in driveways/common areas.
- This includes oil change, auto repair etc.
- Oil stains need to be cleaned up.
- If the vehicle leaks oil it needs to be relocated off common area.
- The Addendum was voted on and passed.
- Addendum up-dates need to be sent to all owners.

Up Dates in Progress

- Gutters have been cleaned once and will be cleaned again after leaves fall.
- Tree and bush removal.
- Looking towards re-seeding parts of lawn when sprinkler system is repaired/replaced.
- Rock landscaping started on Independence St.
- General clean-up will be done by board members on next nice day that we can get together.

News Letter

- A newsletter will be written by Laura Mack.
- Newsletter will be sent to all residents
- Letter will include reminders:
- Return Fire Safety forms to Realty One.
- Juniper bush removal continuing.
- Report Ice build-up on gutters to board members.
- Please report any issues to Realty One.
- Addendum to Rules and Regulations.
- Change furnace filters.
- Check for water leaks in bathrooms and kitchens.
- Control barking dogs.
- Remove pet waste daily.

Meeting adjourned: 6:07 pm.

Next meeting November 12th at 5:00 pm
Will meet at Nancy Weiler's home
Forrest will attend.

**INDEPENDENCE SQUARE CONDOMINIUM
OWNER'S ASSOCIATION
BOARD MEETING MINUTES
September 10, 2018**

Call to Order: The meeting was called to order at 1:00pm, at the office of Realty One, Inc., 1426 Pierce St., Lakewood, CO, 80214.

Board members present were Jeanne Larson, Nancy Weiler, and Forrest Scruggs of Realty One, Inc.

Approval of August 6, 2018 Board of Director's Minutes: Minutes of the August 6, 2018 meeting were approved. The meetings with Realty One, Inc., will be the second Monday – every other month – at 5:00 pm., located at 4647 Independence St., #7, Wheat Ridge, CO, 80033.

Property Management Report: Financials were reviewed

- Balance Sheet Summary was approved.
- Maximum Property re-imbursement is still pending – waiting for closure of account.

Old Business:

- FIRE AND SAFETY REPORT – HOA is waiting for forms to be returned concerning installation of smoke and CO alarms. Also, the installation of fire extinguishers – one per unit. A fire and Safety Report must be sent to Realty One every January.
- CRAWL SPACE ACCESS COVERS
The access covers need to be re-designed to be lighter weight.
They are too heavy for many of our residents to lift.
The bid so far is \$500.00 each.
Forrest will look into options available.
- SNOW REMOVAL
Quotes approved to continue with Dubois Tree Service.
Motion to accept bid by Jeanne Larson- second by Nancy Weiler
- TERMS OF BOARD MEMBERS
Three years - Jeanne Larson and Nancy Weiler
Laura Mack - One year
- ARCHITECTURAL REQUEST FORM
- Unit 4619 will be allowed to keep his structure because he filled out the forms - after the fact.
- This will not be tolerated in the future - The Architectural Request Rules will be followed.
- The unit owner will be sent a letter stating this.

New Business:

- JUNIPER BUSHES
All Juniper bushes will be removed as time allows.
Also the removal of sucker trees will be completed.
- GARAGE WEATHER STRIPPING
Concerning inquiries about replacing the weather stripping around our garages doors - the owners are responsible for this expense and we can do this ourselves.
- INSURANCE
Our Travelers Insurance premium will be increasing 2% to 5%.
Forrest will be looking into another company for a lower rate.
- NEIGHBOR ISSUES
Our first step concerning issues between two units # 4693 and # 4691 will be a letter sent to unit #4693 requesting they pick up their pet waste daily.
Also send them a copy of Rules and Regulations concerning pet waste.
If they continue not to comply they will be fined with the option of future actions to be taken.
The continuing foul order and amount of waste seems to be at the base of the neighbor issues.
- GOVERNING DOCUMENTS
These new documents need to be read and signed by Jeanne ASAP.

Meeting Adjourned 3:00pm**SPECIAL MEETING**

On September 15 at 9:00 am a special meeting was held at Nancys house to review and sign the new Governing Documents.

The documents were read and signed by Jeanne.

Nancy will deliver the signed documents to Realty One.

Copies will be made.

Meeting adjourned at 10:00 am

Date for next meeting is unavailable.

**INDEPENDENCE SQUARE CONDOMINIUM
OWNER'S ASSOCIATION
BOARD MEETING MINUTES
August 6, 2018**

Call to Order: The meeting was called to order at 5:00pm.

Board members present were Jeanne Larson, Nancy Weiler, Laura Mack and Forrest Scruggs of Realty One, Inc.

Approval of July 9, 2018 Board of Director's Minutes: Minutes of the July 9, 2018 meeting were approved.

Property Management Report: Financials were reviewed. There is still money owed by residents for HOA Dues and the Special Assessments for past hail damage. The Board is taking a second look at what is owed to make sure the numbers are correct. Forrest Scruggs reported that all money owed to Independence Square HOA by Maximum Property Management has been received.

Old Business:

- Cleaning of gutters should be in October or November, 2018. Forrest Scruggs will get quotes and hire the company. Spot cleaning will be included if needed.
- Discussion was had to replace the damaged Crawl Space Covers – Forrest Scruggs will look into a company to replace the damaged covers.
- Discussion was had to update existing 9 Governing Policies. Jeanne Larson made a motion to approve, Laura Mack seconded, Motion Passed.
- Discussion was had regarding updating the HOA Rules and Regulations to include Fire Extinguisher, Smoke Alarm and Carbon Monoxide Detectors for each Unit. Jeannie Larson moved to update the Rules and Regulations, Nancy Weiler seconded, Motion Passed.

New Business:

- Discussion was had to sign checks/invoices – The checks/invoices need to be signed in a more timely manner. Signing them at board meetings or sign at Realty One, Inc. office every two weeks? Only one signature is needed. Jeanne Larson wants to sign so she can look at the checks.
- Jeanne Larson and Ann Baker share an electrical panel. Both owners would like to have a separate electrical panel at each residence. The cost would be approximately \$4000.00. The Board tabled the issue because it is too costly at this time.
- 4657 – Broken front window screen and cardboard in half of the front window. Letter needs to be sent to owner.

- 4619 – Gazebo in common area – HOA is waiting for a response from the owner regarding filing an Architectural Request Form. Board will discuss approving when request is received.
- 4691 – AC unit was installed on the side of building. The installation was done before new owner purchased the Unit. The AC unit makes a disturbing sound and the neighbor on the west side has complained. The owner is filing an Architectural Request Form to install a Privacy Fence. The HOA will send a letter to the neighbor explaining that they are discussing options to correct the problem. The Board will discuss at next meeting.

Meeting Adjourned: 6:30pm

Date for next meeting is unavailable.

**INDEPENDENCE SQUARE CONDOMINIUM
OWNER'S ASSOCIATION
BOARD MEETING MINUTES
July 9, 2018**

Call to Order: The meeting was called to order at 4:30pm.

Board members present were Jeanne Larson, Nancy Weiler, Laura Mack, who joined us during the walk through.

Approval of May 21, 2018 Board of Director's Minutes: Minutes of the May 21, 2018 meeting were approved.

Old Business

Shrub Removal

- We discussed the removal of the remaining juniper shrubs around the complex.
- Dubois Tree Services has given the HOA a listing of units that need shrub removal.
- Dubois Tree Service listed sucker trees and on fur that need to be removed with bid.
- Nancy Weiler made a motion to move forward with Dubois bid, seconded by Jeanne Larson.

Asphalt Repair

- The cracks in the asphalt will be repaired July 19, 2018
- Jeanne Larson will put notice on message board that all cars/trucks need to be off asphalt by 7:00am, July 19, 2018.

HOA Dues Payment

- There seems to be confusion about when first HOA dues payment was started. Several residents payed Realty One, Inc. twice or paid Maximum instead of Realty One, Inc. The Board is looking into this.

Next Meeting

- The August meeting has not been set, it may need to be cancelled. HOA Board will call, email or text with details.

Meeting adjourned

- 5:00p for annual walk through. Jeanne Larson has a list of items that need to be addressed.

**INDEPENDENCE SQUARE CONDOMINIUMS
OWNER'S ASSOCIATION
ANNUAL MEETING MINUTES
April 16, 2018**

Call to Order: The meeting was called to order at 6:30 pm.

Quorum: Board Members Jeanne Larson and Nancy Weiler introduced themselves, a quorum was established.

Open Issues:

- Roofing – The roofing repairs have been completed.
- Gutter concerns - The ice build-up in new gutters and ice build-up in front of doorways due to ice/water spilling out of gutters is worse sense new gutters were installed - HOA will contact Jim Black Construction with this concern and what may be causing this difference, Ice Shield, gutter size or construction/material etc.
- Wheat Ridge Water - They have reimbursed the HOA for over billing due to broken meter.

New Business:

- First Project - The cracks in asphalt need to be filled this summer 2018.
- Irrigation Repair - This repair is already ordered.
- Concerns around property:
 1. Pavers need to be repaired at several units, again.
 2. Parking regulations need to be provided to units that continue to park too many vehicles in front of their homes.
 3. Tree suckers need to be removed from several units.
 4. Trash cans need to have secure lids on them when put out side on trash day to keep animals out of them.
 5. Trash in plastic bags need to be put out the day of trash pick-up or doubled bagged.
 6. Look into replacing outside crawl space covers.
 7. Furnace filter replacement for some of our older residents is a problem, would like to look into a process/cost that would allow residents to change their filters from inside their home.
- Water conservation is still a concern.
- Unit 4657 has a lot of noise daily because of children.
- Unit 4669 continues to have dog noise.

New Board Member: Laura Mack, Unit 4691 has been invited to join the HOA Board.

New Management Company: The HOA has hired a new management company. Realty One, Inc., 1426 Pierce Street, Lakewood, Colorado 80424.

Automatic Withdrawal: Automatic withdrawal of HOA dues starts May 1, 2018 for those that have signed up.

Other:

- Matt Saba has offered to change Larry's furnace filter for him. Thank you Matt!
- Forrest Scruggs, Realty One, Inc. was introduced to attending residents.
- Next meeting will be Monday, May 14, 2018, 5:00pm. at Nancy Weiler's house.

Adjournment: The meeting was adjourned at 7:30 p.m.

**INDEPENDENCE SQUARE CONDOMINIUM
OWNER'S ASSOCIATION
BOARD MEETING MINUTES
May 21, 2018**

Call to Order: The meeting was called to order at 5:00pm.

Board members present were Jeanne Larson, Laura Mack, and Nancy Weiler. Forrest Scruggs from Realty One, Inc. was also present.

Approval of March 20, 2018 Board of Director's Minutes: Minutes of the March 20, 2018 meeting were approved with discussion of re-contacting Jim Black Construction with lingering questions. Confirmation of refund from Xcel Energy.

Old Business:

Asphalt Repair

- HOA has an estimated quote of \$2500.00.
- Quote from Rocky National Asphalt.
- Jeanne Larson motioned to except quote and begin ASAP.
- Nancy Weiler seconded motion.

Sprinklers

- HOA will keep Terry as our sprinkler person as of now.
- Terry needs to give HOA a quote for his services to fix the system.

Maximum Property Management

- The payment owed to Realty One, Inc. due to new business arrangement has been received.

Customer Balances

- The spread sheet showing resident balances needs to be divided into specific categories showing exactly what is owed or paid or credited.

Landscaping

- Realty One, Inc. has found us a new grounds company.
- Condominium Upkeep Company, Inc. \$345.00 per month.
- Forrest Scruggs will contact company to set a service date.
- Jeanne Larson motioned to accept this companies bid.
- Motion seconded by Laura Mack.

New Business:

Insurance

- Realty One, Inc. contacted our insurance company and corrected a default that had occurred.
- Realty One, Inc. will start negotiating for a better contract in November, 2018.

Regulations and Rules

- All residents will receive copy of up dated Regulations and Rules with next newsletter.
- Needed updates - No hot tubs -No swimming pools - No trampolines - No Air B & B's - explain Parking Limits - covered trash cans.
- Define "common areas".
- Due to increase expense residents will need to sweep their own drive ways and pick up trash.
- Ask Dana Counts to put Regulations and Rules on website to improve access.

Residents Requests

- Unit 4691 asking to have chain link fence replaced - privacy issue.
- Unit 4619 would like to install gutter covers.
- Unit 4653 would like the Juniper in front of her home removed.

Walk Through

- July 9, 2018 at 5:00 pm.
- Owners and residents will be notified on notice board and in newsletter.

Recycle

- Jeanne Larson will contact Alpine Trash to see if recycling is included in our contract and how much it is costing.

News Letter

- Newsletter will include reminders about - lids on trash cans in order to discourage animals in garbage and/or destructive behavior - signs on fences or buildings - pets - parking.
- Up dated Regulations and Rules.

Meeting adjourned.

Next meeting is July 9, 2018 at 4:30pm in Nancy Weiler's home.
Annual walk through will be after meeting.