

**The Oaks Condominium Homeowners Association  
Annual Meeting – Standley Lake Library Meeting Room  
April 19, 2018  
MINUTES**

Attendees: Board Members – David Fairchild, Diane Eismann, Thomas Nicholson, Stacie Strang, and Terry Johnson  
Management Company – Realty One, Inc. - Forrest Scruggs  
Owners - 13 units represented and 5 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 by introductions and a sign-in sheet. A quorum, per the Bylaws, of at least 20% of owners eligible to vote was determined with owners of 13 units present; and 5 units represented by proxy.

David Fairchild reported on the resignation of Hufford & Co., Inc. as The Oaks' management company and advised that, on behalf of The Oaks Condominium Homeowners Association, the Board contracted with Realty One, Inc. to serve as the new management company starting April 1, 2018. Forrest Scruggs, Realty One President, was introduced and welcomed as the new Property Manager. Forrest provided brief background information and advised that Realty One has been in business for 22 years and concentrates primarily on smaller associations of 25 to 40 units.

**Proof of Notice of Meeting.** Forrest Scruggs verified that proper notice of the Annual Meeting had been mailed to owners within the appropriate time frame.

**Minutes.**

It was moved and seconded to approve the Minutes of the April 12, 2017, Annual Meeting as submitted and included with the mailed meeting notice. Discussion was called for; there was none. Motion carried unanimously.

**Reports.**

Review of 2017. David Fairchild commented that the total asphalt replacement project, enabled by a Special Assessment, was accomplished in 2014; and the roof and gutter replacement project was completed in 2016. He advised that the roof/gutter project required financing and is currently in year 2 of a 5 year loan with an approximate outstanding loan balance of \$69,000. Dave then provided a brief verbal report highlighting the activities/accomplishments of 2017 and recent steps forward: Realty One as new managing agent; H2MK as new landscaping company; removal, trimming, and pest control spraying of bushes and trees throughout the complex; Comcast city-wide cable replacement project; and installation of signage to designate "Oaks Only" parking areas. Owners present were requested to advise Board Members or Realty One of any concerns or issues that may arise.

It was noted that the next projects under consideration by the Board will be exterior painting and necessary siding repairs; and asphalt top coat/sealing. Brief discussion followed and questions were raised regarding warranties on the asphalt replacement work and issues concerning grading and pooling/pockets of water from drainage. Dave advised he would look into any existing warranty.

**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, Thomas Nicholson, and Terry Johnson agreed to continue to serve if elected. Current Board Member Stacie Strang advised she would be stepping down, and it was noted that Scott Spindler had previously expressed an interest in serving. 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 Board meeting at the close of the Annual Meeting, the Board Members would then elect the Directors to specific positions from that slate.

It was moved and seconded to accept the slate of Board Members as presented: David Fairchild, Diane Eismann, Thomas Nicholson, Terry Johnson, and Scott Spindler. Discussion was called for; there was none. Motion carried unanimously.

**Ratification of Annual Budget.** The proposed 2018-2019 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 26, 2018, 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 2018-2019 Operating Budget for The Oaks Condominium Association as presented. Discussion was called for; there was none. Motion carried unanimously.

During the earlier "Review of 2017" report, David Fairchild advised that our current Operating Bank Account balance is approximately \$20,000 and the Reserve Accounts total approximately \$80,000. It was noted that The Oaks is now in a much improved financial position and the current emphasis is to continue to build our Reserves.

**Unfinished Business.** None.

**New Business.**

- Recycling. Question was raised on how to participate in the recycling program and any related costs. /Owner was advised to contact Waste Management to request the appropriate container.
- Traffic through The Oaks. Comment was received regarding wear and tear to the asphalt by the seemingly large amount of Timbercove traffic through The Oaks as well as by the additional trash trucks.
- Rats/Rodents issue. Concern was voiced regarding the recent problem with a noticeable presence of rats or rodents. Discussion followed. It appeared the problem may be a result of residents feeding squirrels/small wildlife, leaving pet food out, or perhaps not securely closing trash cans. The hazards of using poison were noted. It was also noted the best approach would be prevention, not feeding critters, all around cleanliness, and an awareness of the problem. /Board will consider sending a warning notice to all owners/residents advising of the situation and seeking cooperation to solve the current problem.

Homeowner Concerns.

- 8485 D. Owner requested that the sprinklers to the left of the front door be adjusted and re-directed away from the building area as the water soaks into the building surface and seeps into the crawl space. /Landscaper was texted to correct.

- 8485 D. Owner advised of wind damage to garage door frame where the 2x4 holding the garage door track has been split, and questioned if repair is Owner or Association responsibility. Photos were viewed and discussion followed. /Initially Board offered to inspect to determine needed repairs and responsibility; Owner advised they would repair. Owner was requested to file an Architectural Control Committee form.
- 8483 D. Owner requested that dead tree located in planting area to the left of garage door be assessed for removal. /Landscape was texted to assess condition of tree.
- 8487 C. Owner commented on the narrowed drive thru passage, safety hazards, and hardships caused when oversized vehicles are parked in front of garage doors in the garage approaches, especially between buildings 8487 and 8485. /The Rules and Regulations (from 1981) were consulted, and it was determined that "Parking is allowed in each garage, behind each garage and in parking areas only." It was noted the problem mentioned stems from the size of the vehicles and is not a violation of the existing Rules and Regulations; the Board will look into the issue.
- 8469 A. Owner noted concerns with a small sized drainage pipe located by the front door and problems with its small size and frequent clogging requiring constant monitoring and cleaning. /Board will follow up to correct.
- 8483 C. Owner requested that overgrown bushes growing through the patio fence and into the patio be trimmed back by the Association. /Landscape was texted to correct.

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

#### **Adjournment.**

With no further Business Items for the Annual Meeting, the meeting was adjourned at 7:25 p.m.

Recorded by,  
Diane Eismann

Prepared: 4/23/18

The Oaks Condominium Homeowners Association  
Board Meeting – August 13, 2018  
MINUTES SUMMARY

- All Board Members and Realty One Property Manager were in attendance.
- Draft minutes from Annual Meeting of April 19, 2018, were reviewed and accepted as submitted.
- Minutes from Board Meeting of May 14, 2018, were approved as submitted.
- Financial Reports April-July 2018 were accepted as submitted.

Action Taken:

1. Realty One to follow up to secure replacement General Liability Insurance which is due to expire September 30, 2018; and to send a follow up supporting memo or email to owners providing additional explanation and information concerning requirements for smoke alarms, carbon monoxide detectors and fire extinguishers.
2. Board walk-thru to better assess needs of exterior paint/repair project to be scheduled to move forward.
3. Bid from H2MK to remove dead juniper bushes and to refresh weed barrier with additional decorative rock along Garrison Street approved and work to be completed within 90 days.
4. Landscaping needs in area of 8483 D to be addressed.
5. Additional information and estimates to be secured to follow through with replacement entry sign.
6. Bid from HindmanSanchez approved to prepare Governing Policies as mandated by State Statute.
7. The 2018 Action Log and follow-up on owner's issues/requests identified at the Annual Meeting were reviewed in detail.
8. Direction provided to Realty One: (a) coupon books for 2019 monthly dues payments would not be necessary; (b) disposal/shredding of records prior to 2011 [other than Permanent Records] would be acceptable.

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